

To place an order online using a purchase order, please complete the following 5 steps:

- **Step 1:** Visit the [My Account](https://shop.singaporemath.com/index.php/my-account) page (<https://shop.singaporemath.com/index.php/my-account>), and log in using your organization’s account credentials. If you do not know the account credentials, please contact your organization’s primary purchasing agent, or reach out to school@singaporemath.com for more information.
 - **Please note that you must be logged in to your organization’s account before you may proceed with placing an order.**
- **Step 2:** Once you have logged into your organization’s account, add your desired items and quantities to your cart at the [shop](https://shop.singaporemath.com) page (<https://shop.singaporemath.com>) and continue the checkout process.
- **Step 3:** On the [Checkout](#) page, enter the billing and shipping details and upload a formal purchase order. **Please note that all orders placed by PO must include a formal PO attachment** (see highlighted upload link below). *If you do not see a link to upload your purchase order, please ensure that you are logged into your organization’s account.*

Upload Link Example:

The screenshot shows a checkout form with two columns. The left column contains fields for State, ZIP, Phone, and Email address, along with a newsletter subscription checkbox. The right column contains a State field, a ZIP field, and an 'Order notes (optional)' text area. A red box highlights a link in the order notes area: 'Schools: Click here to upload your Purchase Order, if you're using a Purchase Order instead of paying by credit card. Please review P.O. requirements at singaporemath.com/school.'

- **Step 4:** Enter the purchase order number in the Purchase Order payment field as shown below:

Purchase Order Payment Field Example:

The screenshot shows a payment method selection area. The 'Schools and Distributors only: Purchase Order' option is selected. Below this, a text box contains instructions: 'Schools: You must attach a formal purchase order via the link above, then enter your P.O. Number to the field below. If you don't see a link above, please reach out to school@singaporemath.com so that we can assist with creating your school's account. PLEASE NOTE: Only orders with purchase orders attached can be processed.' Below the text is a 'Purchase Order' input field.

- **Step 5:** Please carefully ensure the PO information matches the information shown on the checkout page. The order will be shipped to the ship-to address entered on the online checkout page. After confirming all information is correct and a purchase order has been attached, press the “Place Order” button. An order confirmation email will be sent to the primary email address on file for your organization.

YOUR ORGANIZATION'S LETTERHEAD

PURCHASE ORDER

VENDOR
Singapore Math Inc. 19535 SW 129th Avenue Tualatin, OR 97062 Phone: (503) 557-8100 Fax: (503) 557-8103

DATE:	MO/DY/YEAR
PO#	[123456]

BILL TO
[Your Organization Name] [Bill To Primary Contact] [Bill To Address] [City, State, Zip] Phone: (000) 000-0000 Fax: (000) 000-0000

SHIP TO
[Your Organization Name] [Ship To Primary Contact] [Ship To Address] [City, State, Zip] Phone: (000) 000-0000 Fax: (000) 000-0000

Item	Item Code	Qty	Description	Unit Price	ISBN	Total Amount
1	DMTKA	5	Example: Dimensions Math Textbook KA	\$12.00	9781947226029	\$60.00
2	DMTGKA	1	Example: Dimensions Math Teacher's Guide KA	\$25.00	9781947226302	\$25.00
3	SHIP		Free Shipping in contiguous U.S. (lower 48 states) on orders of \$50 or more	\$0.00		\$0.00
4						
5						
6						
7						
8						
9						
10						

Subtotal:	\$85.00
Tax:	\$0.00
Shipping:	\$0.00
Total:	\$85.00

Joe Math

Authorized Signature

If you have any questions about this purchase order, please contact
[Name, Phone #, E-mail]