

## ONLINE SHOP PURCHASE ORDER PROCESS

How to purchase items through the online Each Mind Matters Shop with a purchase order:

1. Go to [www.eachmindmatters.org/shop](http://www.eachmindmatters.org/shop).
2. Select the items and quantities you would like to purchase and add them to your Cart.
3. Select your shipping method from the drop down list, then proceed to checkout.
4. Enter your billing address and shipping address (if different).
5. In “Order Notes” indicate that you will be using a purchase order for your order.
6. Double check your shipping method to verify the selected one is correct.
7. Select “Check Payment” option.
8. An email order receipt will be sent to you. Use the total provided here to request a purchase order.
9. Send your purchase order to [store@eachmindmatters.org](mailto:store@eachmindmatters.org).
10. Once your purchase order is received, your order will be processed and shipped.
11. Upon shipment of your order, the order invoice will be mailed out with a copy of your purchase order attached.

If you have any questions or concerns regarding this process, email [store@eachmindmatters.org](mailto:store@eachmindmatters.org).