



Submitting a Purchase Order to Digilangua

- 1) Only schools can order products with a purchase order. If you are an individual, please make your purchase through the website, digilangua.net. If you need your products immediately, please use the online store. Purchase orders take 3 to 5 business days to process.
- 2) Prepare the following documents:
 - Your school's official Purchase Order
 - The Attached Order Form.
- 3) Send purchase order/order form using one of the following methods:
 - Email: info@digilangua.net (PREFERRED)
 - Address: Digilangua, 285 Pickle Street, Potsdam, NY 13676
- 4) If your district needs to set up Digilangua as a new vendor and requires a W9 please find it on the bottom footer of our website. If your district requires other paperwork, please send a request to info@digilangua.net
- 5) Please provide an email for the teacher recipient on the order form. This email is essential for delivering the online subscription or digital product. If ordering more than one subscription or digital product, please provide the emails of each teacher requesting access.
- 6) Provide an Accounts Payable email address on the order form. Invoices will be submitted electronically unless requested otherwise.
- 7) Payment is expected within 60 days of receipt of products. If you have any questions, please do not hesitate to email us.

Best Regards, The DigiGals
info@digilangua.net

PLEASE DOWNLOAD FORM FIRST



Customer / Purchaser Details

Total Cost of Order: \$ _____ Date of Order: _____

School Name: _____

Accounts Payable Name and Email Address:

Billing Address (where to send the invoice):

School Phone: _____

Teacher(s) Requesting Materials: _____

For each subscription you purchase, please write the email of that teacher:
(These emails are ESSENTIAL. Subscriptions will be delivered electronically)

Teacher #1: _____ Email: _____

Teacher #2: _____ Email: _____

Teacher #3: _____ Email: _____

Teacher #4: _____ Email: _____

Teacher #5: _____ Email: _____