Amazon Purchasing Guide

1. When making your purchase for VCSU, select “Use my VCSU Account”. Then click the continue button.

2. When selecting the applicable shipping address click the associated “Ship to this address”.

Select an account
You can check out using your personal or corporate account.

ACCOUNT SELECTION

- Use my personal account
- Use my Valley City State University account

Important: Have items in your cart meant for personal use? If you proceed to checkout using a corporate account, your company or organization will be charged for them. To avoid this, return to your Shopping Cart and use the “Save for Later” button to move those items to the Saved Items section of your cart. Once you’ve completed your corporate order, you can then place a separate order for those items using your personal account.

Select a shipping address
Is the address you’d like to use displayed below? If so, click the corresponding “Ship to this address” button.

Valley City State University - Art Dept
101 College St SW
Valley City, ND 58072
United States
Phone: 701-845-7598

Valley City State University - Comm Arts
101 College St SW
Valley City, ND 58072
United States
Phone: 701-845-7310

Valley City State University - Tech Ed Dept
101 College St SW
Valley City, ND 58072
United States
Phone: 701-845-7444

Valley City State University - Bookstore
230 Viking Drive
Valley City, ND 58072
United States
Phone: 701-845-7209
3. Select your purchasing card by click the applicable radial button to the right of your card information. Then click the continue button on the top right or bottom right. Note: It’s very important to carefully select your card since we can’t secure by user. If we run into issues we will have to remove your access.

4. When reviewing your order double check the following items:
   a. Shipping Address
   b. Purchased items
   c. Dollar amount
   d. Payment method – be sure the last four digits match the last four digits of your VCSU Purchasing card
   e. Upon successful review click the “Place your order” button on the top right or bottom right
Shipping Details
Shipping to: Valley City State University - STEM
101 College St SW
Valley City, ND 58072
United States
Phone: 701-845-7441

Shipping Options: (Learn more)
- FREE Super Saver Shipping (5-9 business days)
- Standard Shipping (3-5 business days)
- Two-Day Shipping (2 business days)
- One-Day Shipping (1 business day)

Estimated delivery date for these 7 items: September 13, 2010 - September 20, 2010

Order Summary
Items: $187.10
Shipping & Handling: $9.93
Total Before Tax: $197.11
Estimated Tax: $0.00
Order Total: $197.11

Do you have any promotional claim codes? (Learn more)
Enter them below, one at a time:

Payment Method:
MasterCard: ***-1125
Exp: 02/2013