



Sam's Club ORDERING GUIDE

You are ready to place your Sam's order once you have completed a **Requisition Form** and received your **P.O. Number** from Skyward. If you are shopping in store please see your campus secretary for the Walmart Credit Card (PLEASE NOTE: YOU MUST SUBMIT THE RECEIPT IMMEDIATELY TO ACCOUNTS PAYABLE TO ENSURE THE CARD'S MAXIMUM BALANCE IS NOT EXCEEDED).

Below are detailed instructions on how to place an **ONLINE** order:

- First, select **"Your Account Sign In"** at the top right on the [SamsClub.com](https://www.samsclub.com) website and enter your campus login information. **NOTE: BEFORE CLICKING THE "Sign in" BUTTON, uncheck the box pertaining to "We'll keep you signed in on this device"**

Sign in
to your SamsClub.com account

Email [Forgot email?](#)

Password [Forgot password?](#)

We'll keep you signed in on this device [?](#)
Uncheck if using a public device

Sign in

- Click **Add to cart** for items needed (Note "in stock" items for pickup)
Not Available → Pickup Out of stock

Pickup ← Available

- Select **Cart 1** at the top, right of the webpage once you are done shopping
- Review the items in your cart for accuracy and make any necessary changes. Then, decide how you want to receive the items – Shipped or In Store Pickup:

SHIP: If you are going to have items shipped please note delivery dates (our membership includes free shipping on "most" items)

PICK UP: If you are going to pick up items, select **"Pickup"** for each item but, ensure you verify your club location (listed at the top, right)
Note: Sam's will only hold your pickup order for 24 hours from your scheduled pickup time.

Your club
Lubbock, TX

- Select **Begin checkout** then click the box next to "Mark all eligible tax exempt items" **Mark all eligible tax exempt items** ; and then select click **Agree**
- Add the individual's name picking up the order as the "Additional pickup person." Verify pickup times and date. You can also enter a cell number to receive order status updates.
- You will not enter any payment/credit card information. Please log out of the account and email accounts.payable@dcisd.org and lachrisa.rains@dcisd.org that you have a SAM's order ready to process and we will email you the confirmation information once the order is complete. As a double verification, feel free to email the location, time and date you intended to select & we will do our best to double check to ensure a successful pickup experience.

*We appreciate your feedback and are always here to help!
If you have any questions or concerns please contact the Business Office (ext. 5914).*