

## AMAZON.COM INSTRUCTIONS - *LIST USERS*

**Amazon.com should be used as a last resort. If an item is available from a bid vendor, you must use the bid vendor. If you are not sure if Amazon.com is the correct vendor please contact Katy LaBorde or Emily Deska in Purchasing.**

Log on to Amazon. **Do not register.**

(email Emily Deska if you need a login and password)

### To Order:

1. Add the items you wish to purchase to a List.

Guidelines for selecting items:

- Select items that are Amazon Prime
- Select items that are Fulfilled By Amazon
- Select Suppliers that do not charge Sales Tax

2. Email the List to the Financial Secretary at your school.

### Note:

- **15-line limit per order**
- **You cannot use Federal Funds**
- All orders must ship to the Warehouse – 727W
- Items that are fulfilled by Amazon will usually arrive at the Warehouse within 2 days. 3<sup>rd</sup> party vendors sometimes take longer.
- Prices change daily so the price on the List may change before the Financial Secretary places the order.
- Amazon will automatically cancel orders when they run out of merchandise. Purchasing will notify you of any cancellations.

### Returns:

- To return merchandise to Amazon, email Emily Deska and CC the Warehouse with the reason for the return and the purchase order number.
  - a. Any reason other than a defect will incur a shipping charge.
  - b. Some orders may also be charged a restocking fee.
- Amazon issues refunds for returns; they do not exchange or replace items.

Contact Buyer Emily Deska or Katy LaBorde in purchasing with questions.