AMAZON.COM INSTRUCTIONS - REQUISITIONERS

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)

You cannot use Federal or Activity Funds when ordering from Amazon. To use Activity Funds, transfer the funds to your District Account.

- You will receive an email from Amazon that you have Wish List to view. View the wish list and Add All to Cart.
- Click "Proceed to checkout" in the upper left-hand corner under the subtotal.
- Enter "XX" into the PO number field. Comments are optional. Click Continue.
- Address will default to 727W warehouse; click Use this address.
- <u>Do not</u> select "Rush Delivery" as this will allow delivery attempts outside of warehouse hours and actually cause delays
- Payment method will default to "Pay by Invoice"; click Use this payment method.
- Look over the order summary for accuracy; click Submit order for approval.
- If there are multiple order numbers for one order/cart enter <u>one</u> purchase requisition and *be sure to list <u>all</u> the order numbers in the "Notes" on the purchase requisitions.*
- If you receive any emails from Amazon about an order being cancelled or a refund being issued, forward a copy to Emily Deska

When entering the purchase requisition:

You must list each item as a separate line item; Do not put "As Per Attached Cart". There is a 15-line limit per requisition.

Vendor Number:	33001335 - AMAZON CAPITAL SERVICES INC
Comment Line:	CHOICE PARTNERS #22/045KN-01 X8/24
Commodity:	[choose appropriate code based on item]
Account Code:	[choose appropriate code based on item]
Description Lines:	Unit of measure, color if applicable, short description; do not copy and paste from site
Notes:	Amazon Order Number(s)
Ship To:	Warehouse – 727W

*Attach the order details/confirmation email to the requisition

Note:

- Enter your purchase requisition as soon as you place the order in Amazon as the cart will automatically be cancelled after 7 days. You will receive an email from Amazon if they cancel your cart.
- Purchasing cannot make any adjustments to your cart so you will need to go into the order and make any adjustments.
- 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.

12/6/2023