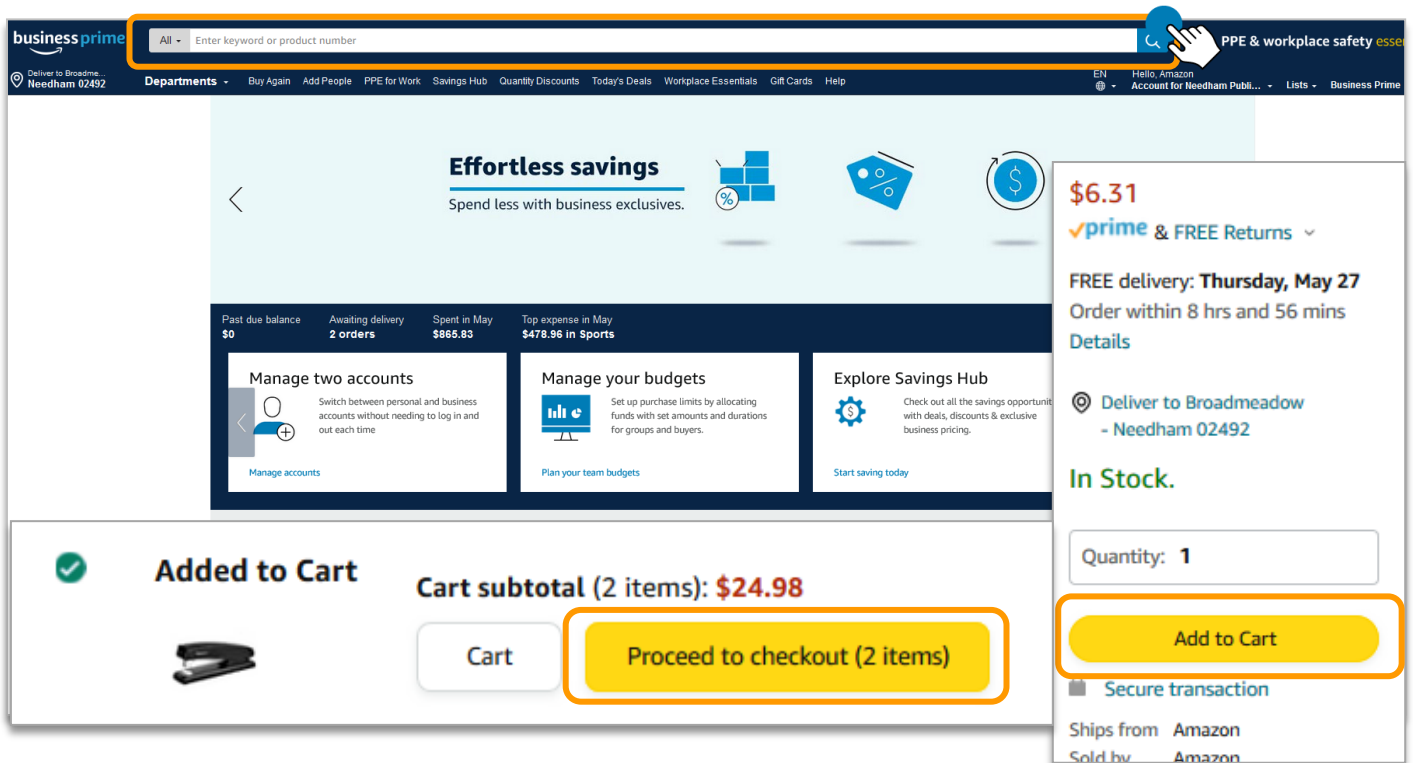# Submitting an Order Request

1. **Go to the centralized Amazon Business Account** by going to Amazon.com and signing in with your @needham.k12.ma.us email address or go into GSuite (Google) and select the ⠿ icon and then "Amazon Business". If you are accessing the centralized account for the first time please refer to the user registration guide.

Note: Please confirm that you are signed into your Amazon Business account (tied to your @needham.k12.ma.us email address) and not your personal Amazon Account

2. **Search for the item(s)** that you want to purchase & **add the items to your cart**. Once all items have been added, select **Proceed to checkout**.

Note : You may not purchase subscriptions or recurring deliveries

Note: If you are part of multiple groups, before you can proceed to checkout you will need to select which group you are purchasing on behalf of.

3. **Review and Edit (if necessary) the requisition# and PO Number:**
   Anyone except Bookkeepers: Leave the **Requisition#** and **PO number** fields with the default XXXXX value.

   Bookkeepers: Go to Infinite Visions and create a requisition for the order. Once you have a Requisition Number, enter that value in the "Requisition# (Bookkeeper Only)".

4. **Select from the pre-populated shipping addresses.** Include your name and the word "Business" in the deliver-to line (ex_"Dan Gutekanst - Business"). Note, if you need to ship to an address other than the ones listed, please contact the Business Office

5. **Select shipping option.** Please select the fastest, free shipping option. If free shipping is not available, select the least expensive option or go back and select items are eligible for free shipping. Note if you select a more expensive shipping option your order will be rejected.

business **prime**

6. **Select payment method.** The payment method (the Pay by Invoice line of credit) will be pre-populated for your selection

Select a payment method

Needham High School - English & Social Studies line of credit

Pay By Invoice
Provided by your organization

Continue
You can review this order before it's final.

7. **Review the order for accuracy.** Ensure there is no tax and that shipping is free (or lowest available) and then select "**Submit Order for Approval**" .

   **Bookkeepers:** Print a PDF of your Request Details email by going to Your Orders, View Details (under the correct order), "Print" > Save as PDF", and attach in Infinite Visions . Note, open purchase orders are <u>not</u> allowed. The bid information is on the NPS procurement page.

   Note: Bookkeepers should ensure their budget managers approve requisitions on IV within 24 hours to ensure an order does not expire on Amazon

8. Once an order is submitted for approval, the approver will receive an email that they have an order that requires their approval. Note the approval **must be completed within 7 days. If not approved within 7 days the order will be cancelled.** You will also receive an email once the order has been approved or if it has been rejected. One the order is approved and placed, you can track the order from the "Your Orders" page within the Amazon Business Account.

Submit order for approval
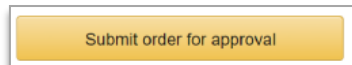
Amazon Business Customer Support: Dedicated U.S. based Business Customer Support can be reached by the person who submitted the order for approval by clicking HERE or by calling 1-888-281-3847

Returns: Returns must be initiated by the person who requested the order by going to the "Your Orders" page within the Amazon Business Account. From "Your Orders" select 'Return or Replace Items", choose a reason for return, print label and authorization, prepare package and return label.