


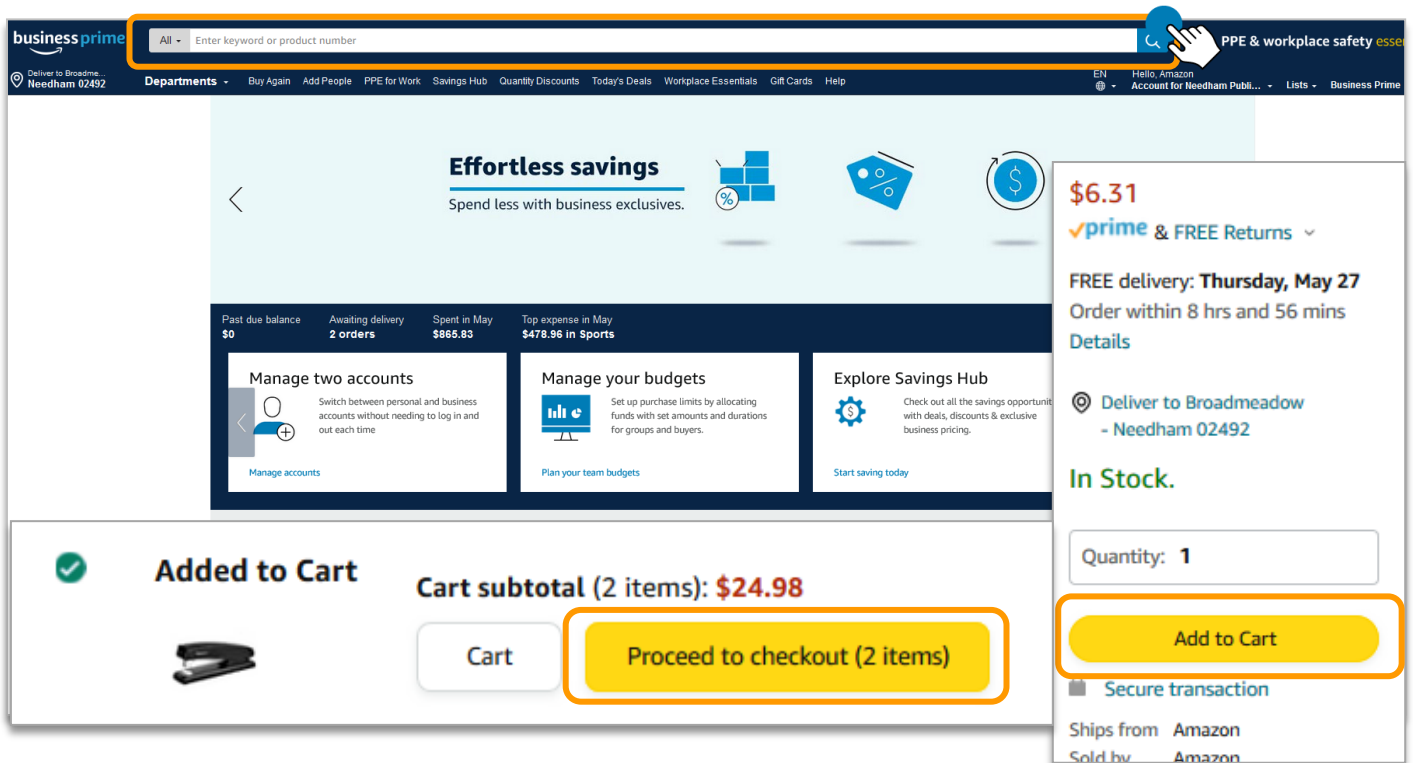
Submitting an Order Request

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



The screenshot shows the Amazon Business account interface. At the top, there's a search bar and navigation links. Below that, a banner for "Effortless savings" is visible. A summary bar shows account status: "Past due balance \$0", "Awaiting delivery 2 orders", "Spent in May \$865.83", and "Top expense in May \$478.98 in Sports". There are three main action cards: "Manage two accounts", "Manage your budgets", and "Explore Savings Hub". A floating cart overlay is on the right, showing a price of \$6.31, "prime & FREE Returns", "FREE delivery: Thursday, May 27", and "Order within 8 hrs and 56 mins". Below the cart, it says "In Stock." and "Quantity: 1". A yellow "Add to Cart" button is highlighted. At the bottom of the cart, it says "Secure transaction", "Ships from Amazon", and "Sold by Amazon".

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.

Choose a group [Learn more](#) Continue

Group Name	Address setting	Payment setting
<input type="radio"/> Business Office Needham Public School	Shared	Shared
<input type="radio"/> Needham High School - English & Social Studies Needham Public School	Shared	Shared
<input checked="" type="radio"/> Needham Public School	Shared	Shared

3. **Review and Edit (if necessary) the requisition# and PO Number:**

Anyone except Bookkeepers: Leave the **Requisition#** and **PO number** fields with the default XXXXXX value.

The screenshot shows a form with three main sections:

- PO number:** A text input field containing "XXXXXX".
- Requisition# (Bookkeeper Only):** A text input field containing "XXXXXX".
- Comments for approver (optional):** A large text area that is currently empty, with a "100 characters left" indicator at the bottom right.

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

The screenshot shows a "Deliver to" section with a search bar and a list of addresses. The selected address is:

- Ellet Elementary School** 135 WELLESLEY AVE, NEEDHAM, MA, 02494-1835, United States, Phone: (781) 1455-0452

 Other addresses listed include Broadmeadow Elementary School, High Rock Middle School, Mitchell Elementary School, Needham High School, Needham Public Schools - Emery Grover, Newman Elementary School, and Pollard Middle School.

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.

The screenshot shows a "Choose your shipping options" screen. On the left, it lists items from Amazon.com:

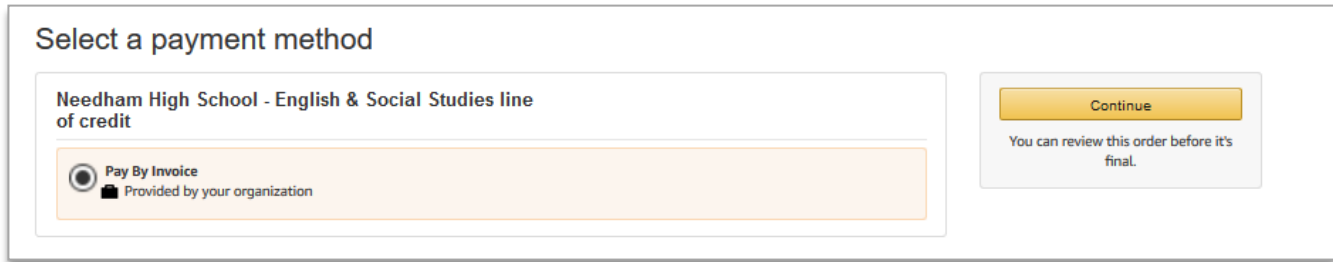
- Amazon Basics 10-Sheet Capacity, Non-Slip, Office Stapler with 1000 Staples, Black - \$6.31 - Quantity: 1
- Swingline Stapler, Optima 40, Full Strip, Desktop Stapler, 40 Sheet Capacity, Reduced Effort Stapler for Office Desk Accessories and Home Office Supplies, Orange/Silver/Black, Full Size (87845) - \$18.67 - Quantity: 1

 On the right, under "Choose your Prime delivery option:",

- Tomorrow, May 26:** FREE One-Day Delivery (Selected)
- Tuesday, June 1:** FREE Amazon Day Delivery



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

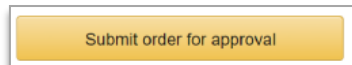


7. **Review the order for accuracy.** Ensure there is no tax and that shipping is free (or lowest available) and then select **"Submit Order for Approval"** .

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 not 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. Once the order is approved and placed, you can track the order from the "Your Orders" page within the Amazon Business Account.



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.