A. Purchases made for the District from Amazon.com require the following procedure:

1. Go to [www.amazon.com/corporate](http://www.amazon.com/corporate). Search for what you want to order. When the item is found, click on it and the price will come up with a picture. (Note: Only items sold by Amazon can be purchased with a purchase order. Amazon does not accept purchase orders from other vendors to sell on their website.

2. Click the “Add to Shopping Cart” button. Then resume shopping for other items or continue to checkout. (Note: Shipping is free when the order is over $25.00). To change the quantities, select “Edit Shopping Cart”. This screen will allow you to change quantities.

3. To get the order total, click “Proceed to the Checkout”.

4. Enter your user name (email address) and password, then press enter. (Note: If you have a personal account with your school email address, use the same password as your personal account. If you are a new customer, contact the Senior Accountant at the Business Services office by email to set up a new customer account.

5. Select “My Columbia Public Schools Account”.

6. Choose correct shipping address. (Note: Contact Accounts Payable at Business Services if your ship-to address is not listed).

7. Select shipping speed and preference. Shipping is free if order is over $25.00 and shipped regular. At the bottom of the screen, select “Get a price estimate”.

8. The total cost will appear and then you need to enter a purchase request in BusinessPlus if the total order is $100 or more. If the order is less than $100, you will need to use your District purchasing card for the purchase.

B. If your order is $100 or more, a purchase request must be entered in BusinessPlus to Amazon.com (vendor #V03514). (See Appendix A). The account number, 6035 3022 0242 8971, will automatically print on the check when using this vendor number, so it does not need to be entered into the description of the purchase request.

C. When the purchase request is approved and the system has generated a purchase order number, log back into Amazon.com and click on the shopping cart at the top of the screen.

1. Then select “Continue with check out”. This is where you enter the purchase order number. Then select “Continue”.

2. The next screen is the final screen to review your order before placing it. If the order is correct, select “Place the order”. The next screen will say “Thanks, (your name)! Your order
is being processed and you’ll receive an email confirmation shortly”. Print this screen for your records.

D. The invoice/packing slip will be sent directly to the “Ship To” location, therefore, use what you received with the book order as your invoice. Or the invoice can be accessed and printed on line. The invoice should be sent to Accounts Payable in the Business Services office for payment. No payment can be made until the approved invoice is received in Business Services and the items have been received in BusinessPlus.

E. **Purchase orders** to Amazon.com must be over $100 or more. For purchases under $100, the employee must make the purchase with their District purchasing card.