

Amazon Business Account

Initial Setup:

1. You will be invited via email from Amazon to join an Amazon Business account
 - a. Users have 1 week to accept this invitation before the invitation lapses. If the invitation lapses, a request will need to be made from the Purchasing Department to resend the invitation.
2. Click the link on the email and follow the setup instructions
 - a. Click "Accept the Invitation"
 - b. Click "Continue" to create an account
 - i. If you have an existing account using a @parkwayschools.net domain, the account will then be converted to a business account
 - ii. Add name
 - iii. Add password (only you will have access to this password)
 - c. Click "Create Account"
 - d. Click "Complete"
 - e. Click "Start Shopping"

How to Use:

1. Go to www.amazon.com/business
2. Login using your @parkwayschools.net username and password
3. Shop on Amazon for your items and "add to cart"
4. Once all items you wish to purchase are added, click the cart icon in the upper right corner
5. Note the cost and quantity of each items you want to purchase
6. Enter a requisition in to MUNIS using Amazon (**MUNIS Vendor # 700592**) as the vendor
 - a. Blanket requisitions for Amazon are only allowed up to **\$3,500**
 - i. If entering a blanket, please enter in the General Notes "For Payment Only" and select the "Print on PO" Option
 - ii. A single blanket may be used by multiple account codes - when submitting for payment, manually adjust the account code when submitting to Finance
 - b. All requisitions over **\$3,500** must include line item descriptions of the order
 - c. **Orders over \$3,500 must be bid, Amazon is one possible vendor for the bid**
7. Note the MUNIS PO number generated once it has been approved
8. Log back in to Amazon and click on your cart icon on the upper right
9. Click "Proceed to Checkout",
10. Enter the Purchase Order number from MUNIS and click "continue"
 - a. **The Amazon PO number must match the MUNIS PO number, otherwise it will be rejected**
 - b. If the price of the goods in Amazon has changed during the MUNIS approval process, simply note the change in price on the PO when submitting to Finance for payment with the invoice
 - i. Using a blanket PO of up to **\$3,500** will allow users to enter the blanket number in the Amazon system and advance to a screen that locks in the price
11. "Deliver To." Please type in the ordering individual's name so that it can be routed to the appropriate person, otherwise Warehouse may not know who to deliver the items to.

12. Select the shipping address
 - a. Type your name in the “Deliver To” box to ensure that you are the one to receive the items.
 - b. **Warehouse should be used in most instances - if a delivery is made when school is out on holiday or not during school hours, the school may be responsible for lost goods or fees associated with repeat delivery**
 - i. Parkway School District
Warehouse
363 N Woods Mill Rd
Chesterfield MO 63017
 - c. Or select your location for special circumstances only
13. Choose delivery option and click “continue”
14. Confirm the payment method - using the Amazon Corporate Credit Line and click “continue”
15. Review your order
16. Click “Submit Your Order for Approval” to confirm placement of the order
 - a. You will receive a confirmation email regarding placement of the order
17. The order will then be sent to the Director of Purchasing for approval
18. Once approved, the items will be on order
 - a. You will receive a confirmation email regarding approval of the order
19. Items will be shipped to the address selected
 - a. You will receive a confirmation email regarding shipment of the order

Payment:

1. Once all items have been received, print the “Final Details For Order #” document
 - a. This document acts as your invoice
2. **Send Finance your signed Purchase Order with your “Final Details For Order #” - packing slips alone are not sufficient**
 - a. **Login to Amazon account**
 - b. **Use dropdown in the top right corner “you name’s Business Account” and select “orders”**
 - c. **Click on “view order details” of the appropriate order**
 - d. **Click on “printable order summary”**
 - e. **Print the “Final Details for Order #”**
 - f. **Send to Finance with your Purchase Order**
3. PO must identify appropriate account code where the items will be liquidated from
4. A single blanket may be used by multiple account codes - when submitting for payment, manually adjust the account code when submitting to Finance

Purpose: Parkway School District is piloting the use of Amazon Business accounts as a means to utilize an online vendor that is often cost competitive. This aligns with Parkway’s Goal 3

Benefits:

- Free 2-day shipping on *Prime eligible* items - **orders must be over \$50 or over for free shipping**
- Competitive pricing
- Online platform
- Reporting capabilities