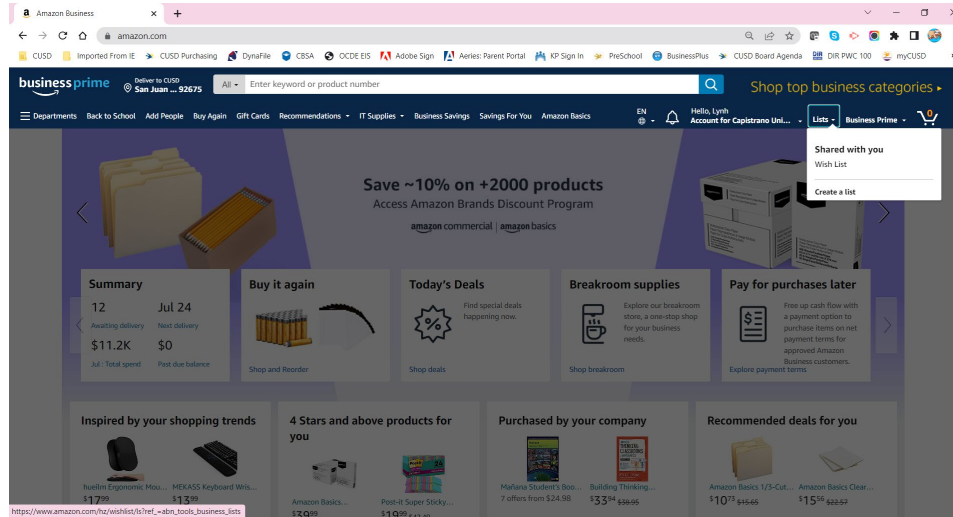
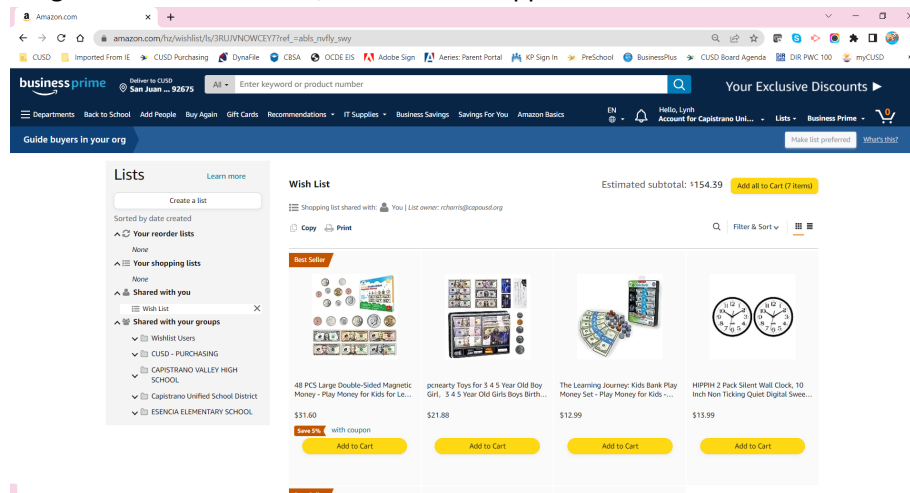


# HOW TO PLACE AN ORDER ON AMAZON BUSINESS

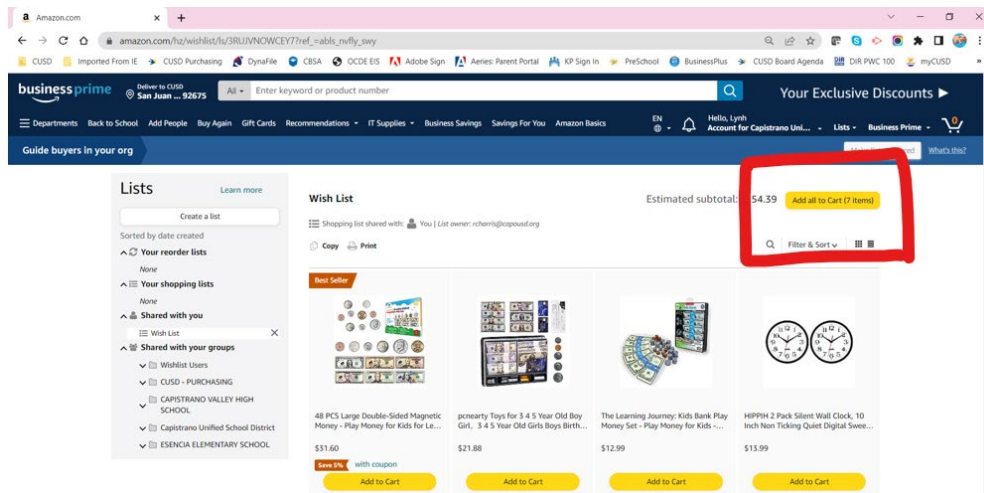
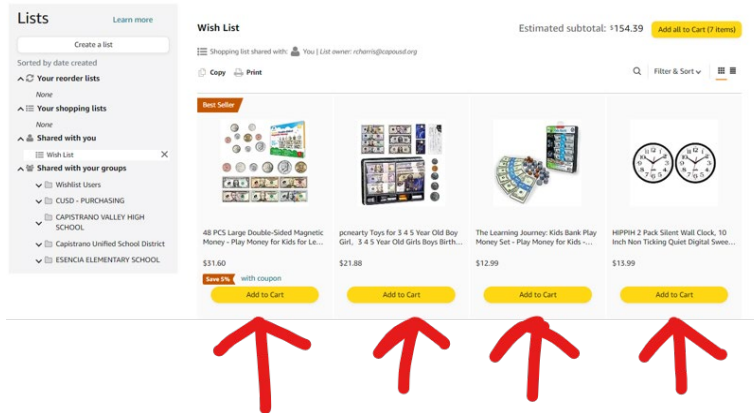
1. Open Internet browser and type in amazon.com
2. If you previously logged into Amazon, all your credentials (from your computer login) will automatically log you in.
3. When your teachers/site personnel creates a WISHLIST and shares it with you, you can access those lists by hovering over the Lists text and selecting one.



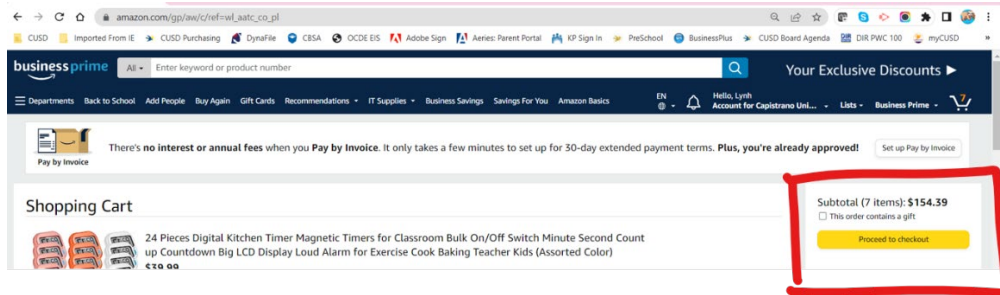
4. After selecting the shared WISHLIST, the items will appear.



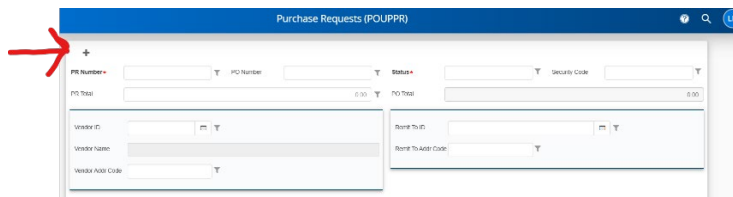
- After reviewing the items in accordance with your respective site policies, you can select the individual items to add to the cart or add all the items to the cart with the indicated button.



- All added items will appear in your Cart. Confirm and if correct, select Proceed to Checkout.



- Open BusinessPlus and create a new PR with the plus sign.



8. Complete all necessary fields (PR number, Vendor ID – Amazon, Items, account code, etc).

**BusinessPlus** Purchase Requests (POUPPR) ? 🔍 LN

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**PR Number**  **PO Number**  **Status**  **Security Code**  Add

**PR Total**  **PO Total**

**Vendor To**  **Remit To ID**

**Vendor Name**  **Remit To Addr Code**

**Vendor Addr Code**

**Details**

**Approval Code**  **PO Type**  **End Use**

**Buyer**  **Bld Number**

**Confirm**  **Vend Account**

**Dates**

**Date Requested**  **Requested By**  **Entry Dt**  **Required Dt**

**Date Approved**  **Approved By**  **Date Printed**  **Printed By**

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**Ship To ID**  **Bill To ID**

**Ship To Addr Code**  **Bill To Addr Code**

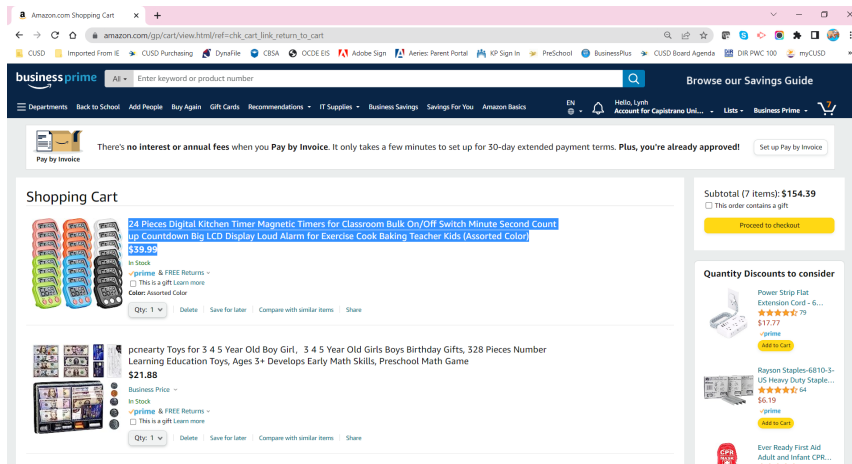
**Items** **Notes** Add

**Item Number**  **Vendor Item No**  **Product Code**

**Quantity**  **Units**  **Unit Price**  **Extended Amt**

**Items Description**

9. In Amazon, highlight the product description (Control + C or with mouse).



10. In BusinessPlus, paste the product description (Control + V or with mouse).

The screenshot shows the BusinessPlus interface with the following fields and values:

Item Number	Quantity	Units	Unit Price	Extended Amt
0001	2.00		39.99000	86.18

Item Description: 24 Pieces Digital Kitchen Timer Magnetic Timers for Classroom Bulk On/Off Switch Minute Second Count up Countdown Big LCD Display Loud Alarm for Exercise Cook Baking Teacher Kids (Assorted Color)

11. Make sure to add all the items.

12. When done pasting all item description(s) in BusinessPlus, please save and submit for approval.

13. Complete Checkout in Amazon.

The screenshot shows the Amazon checkout process with the following sections:

- 1 Choose a group**: A table with columns "Your groups", "Addresses", and "Payment methods". The selected group is "CUSD - PURCHASING" (Capistrano Unified School District).
- Order Summary**: Items (7): \$154.39, Shipping & handling: --, Total before tax: --, Estimated tax to be collected: --, Order total: --.
- 2 Business order information**: A section with a warning "Your order requires approval" and a "Continue" button.

ALL DONE!!