

Purchasing from FISD's eCommerce Vendor: **AMAZON**

As of July 2017, **AMAZON** was activated as an e-commerce vendor in our Skyward system. These are the instructions for entering a requisition for **AMAZON**.

A PO IS REQUIRED FOR ALL AMAZON PURCHASES REGARDLESS OF AMOUNT

LINE ITEM PO's

1. Go to the **PURCHASING** tab and select **REQUISITIONS**.
2. On the right-hand side, instead of selecting "Add" - Select **"Add from Online Catalog"**
3. Click on the **AMAZON BUSINESS** logo

The Amazon Business logo, featuring the word "amazon" in black and "business" in blue, with the Amazon smile arrow underneath.
4. This brings you to the *Requisition Master Information* page where you choose your **Requisition Group** as you normally would;
5. Enter your **Description** for FISD approvers (what is it? who will be using it?). Also, please enter the correct **Commodity Code** for the item here. For example: [CC 35002] It must be referenced here because CC is not accessible on the line item for ecommerce requisitions.
6. Notice the **Vendor** is already chosen for you and the box next to it says in red type ****Ecommerce Vendor****
7. **Contract:** please select **"181 – US Communities R-TC-17006 (Amazon)"**
8. Select **"Save and Add Detail"**
9. This brings you to the *Amazon Business* website. Please sign in using your **BUSINESS** account. (*If I have not sent you an email inviting you to join the *FISD Amazon Account*, please contact me)
10. Find the items you need and **"Add to Cart"** adjusting the quantity as needed. Try to buy from Amazon Prime sellers who have a high approval rating (90% or higher).
11. Once you have added all the items to your cart, select **"Proceed to Checkout"**
12. Choose the shipping option; select **"Continue"**
13. Payment Method should always default to **"Pay by Invoice"**; select **"Continue"**
14. Review your order. Please verify the **Shipping Address**. Here you can add a **Recipient Name** to ensure a speedier delivery. **"Submit order for approval"**
15. This brings you back to your Requisition. Expand each detail line item and select **"Build Account Distribution"** to add the account as you normally would.
16. Unfortunately, the Commodity Code cannot be selected on eCommerce requisitions so we try to add this code in the
17. Select **"Save Account Distribution"**
18. If everything looks correct, select **"Submit for Approval"**

This requisition will then go through the approval process as all others do but the difference is – this PO is sent electronically upon approval so the order is placed through Skyward. If you do not receive an order confirmation email, please contact the Purchasing Coordinator.

If your campus/department would like to have a *blanket PO* in place in order to cover small, miscellaneous items that are all paid out of the same account (for example: your office supply account). The PO is not entered using the online catalog. Instead, please use the following instructions:

BLANKET PO's

1. Go to the **PURCHASING** tab and select **REQUISITIONS** as you normally would.
2. On the right-hand side Select "**Add**" and enter as you would all other PO's.
3. Remember to always leave the "Blanket Requisition/Purchase Order" box *unchecked* even when you are in-fact entering a blanket PO.
4. **Description:** "Blanket PO for ..." (for example; Office Supplies, etc.)
5. **Vendor:** Amazon
6. **Contract:** please select "**181 – US Communities R-TC-17006 (Amazon)**"
7. Select "**Save and Add Detail**"
8. **Requisition Detail Line:**
Merchandise;
Quantity: 1;
Unit Cost: enter the amount of the PO; (for example: \$300.00)
Description: "Blanket PO for" (for example: Office Supplies)
Commodity Code: Select the appropriate code
(for example: 31005 OFFICE-GENERAL/MISC SUPPLIES)
Save
9. **Account Distribution;** Select the appropriate account at 100%; Only one account can be used on a Blanket PO.
Save Account Distribution
10. **Submit for Approval**

Once this Blanket PO is fully approved, you can log into FISD's Amazon account and place your order directly through the *Amazon Business* website using this PO#. Contact the Purchasing Coordinator if you have trouble logging in. As always, please pay close attention to the seller you are choosing to do business with and their approval rating. *Amazon Prime* sellers are usually well-vetted.

When you submit your order, it will go through the Purchasing Coordinator for approval so that we can verify that the items being purchased match the account that is on the PO.

After the order is approved, you should get a confirmation email. Please keep track of all expenditures and the balance of your blanket PO to prevent overspending.