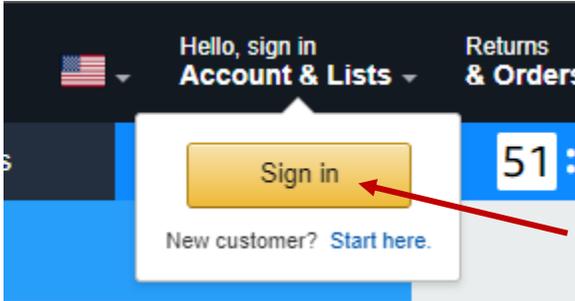


Amazon Ordering Instructions

Step 1 | Log into your Amazon Business Account

Log into your Amazon Business account on Amazon.com. There is no alternate website for business ordering. Your username is your work email and your password is what you designated during account creation.

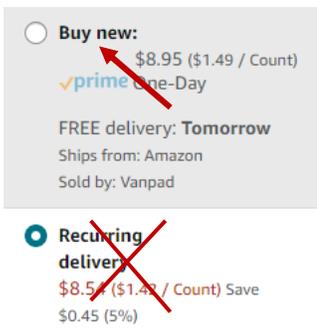


Step 2 | Add Items to Cart

Make sure to use the one-time purchase option (buying new or used), NEVER “recurring delivery.” Amazon frequently defaults to recurring delivery, but any orders with recurring delivery will be rejected.

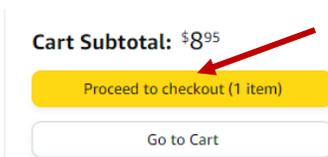
When building your cart, be sure to only add items that will be expensed to the same FOAP (budget string). Amazon only allows for one FOAP to be entered, which will apply to every item in that order. For example, if you need to purchase general office supplies as well as water and snacks for meetings, the food items must be ordered separately from the supplies. The supplies should be placed as one order and coded to your supplies budget while the food items should be placed as a separate order and coded to a Co-Curricular or grant budget.

If the items are not separated by the expense type, your order will be rejected and you will be instructed to re-place the orders appropriately. This step is crucial as the FOAP you enter will appear on our monthly statements, which are then recorded in Banner by District. If the wrong FOAP is applied to an item, your expenses will be incorrectly recorded.



Step 3 | Check Out Your Cart

You are encouraged to first view your cart and ensure you have ordered everything correctly, including quantities. If a seller does not have the quantity you requested, the quantity amount may have changed once added to your cart.



Step 4 | Place Your Order

1. In the PO number field, enter the full FOAP to charge the order to **with hyphens**. It is imperative that this budget string be entered correctly with no typos. The numbers entered in this field will be displayed on our monthly statement. **If the information entered is incorrect, the expense will be coded to the wrong budget.**
 - a. E.g. 103001-30001-4301-601000 (example FOAP only) would be entered as:

PO number

103001-30001-4301-601000

- b. Please note that PO's are not being generated with Amazon, despite the name of the field.
2. If you want to send your order to another employee who has an Amazon Business account, you can click on [Add an additional approver?](#) and enter their email address. The order will go to that person for approval first before going to the next regular approver. This feature only works if the email address is for an employee that has a college-issued Amazon Business account.
 3. In the **Shipping Address** section, enter the name for the order to be delivered to, along with their room number. This information is important as it will display on the box and help LPC's Warehouse determine where to deliver the package once it is received.

3 Choose a shipping address

Does this order need to be delivered to a r

Deliver To: Jane Doe, Rm 4117

- a.
4. The payment method should always be "Pay By Invoice." Click "Use this payment method."

Las Positas College line of credit

Pay By Invoice
Provided by your organization

a.

Use this payment method

b.

5. Select your preferred shipping speed and **submit** the order for approval. Your Amazon Business account comes with prime shipping. You may choose to select expedited shipping with a cost, but please note the cost will come out of the budget you designated in the PO Number field.

Step 5 | Order Approvals

Once your order is placed, it is *automatically* sent to the next approver in the approval flow. Approvers will receive an auto-generated email from Amazon and may also view pending orders by logging in to their business account. Orders under \$1000 require one Administrator approval (Director, Dean, etc.) while orders of \$1000 or more will require up to Vice President approval. All orders are then routed to Administrative Services for review. Final approval is recorded by the District's Purchasing Manager before the order is released.

Note: orders expire after seven (7) calendar days (including weekends). You are encouraged to submit orders at the start of the week to allow sufficient time for all approvers.