



amazonbusiness

procedure manual

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** This is for Teachers and Staff

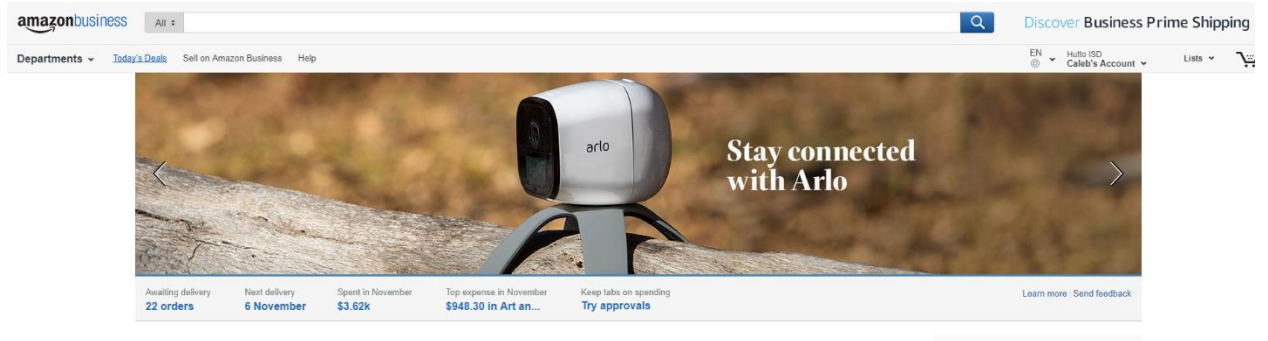
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** This is for Administrative Assistants and Bookkeepers ONLY

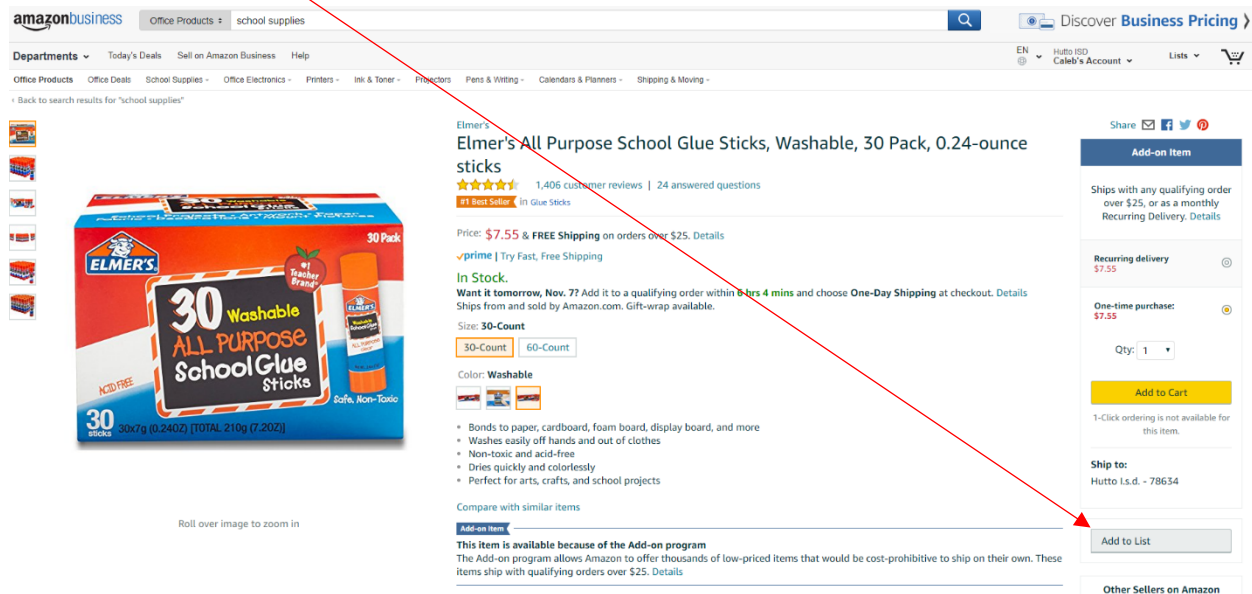
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How to Create a Wish List on Amazon

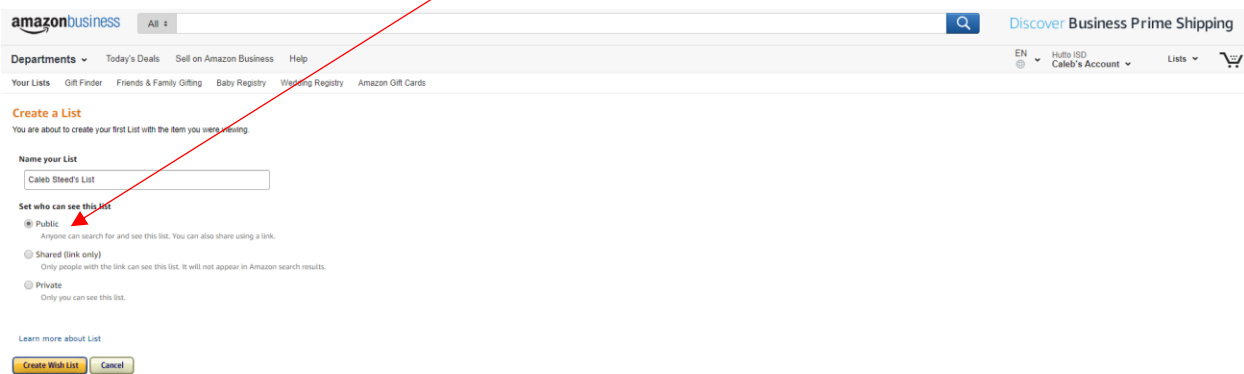
1. Log into Amazon Business and search for item/s



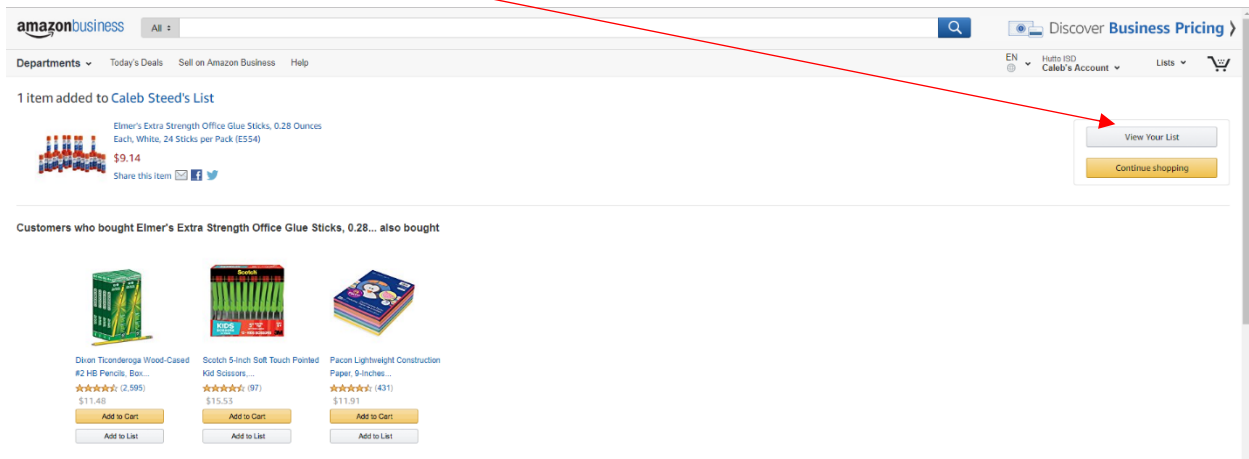
2. Add items to List, NOT cart



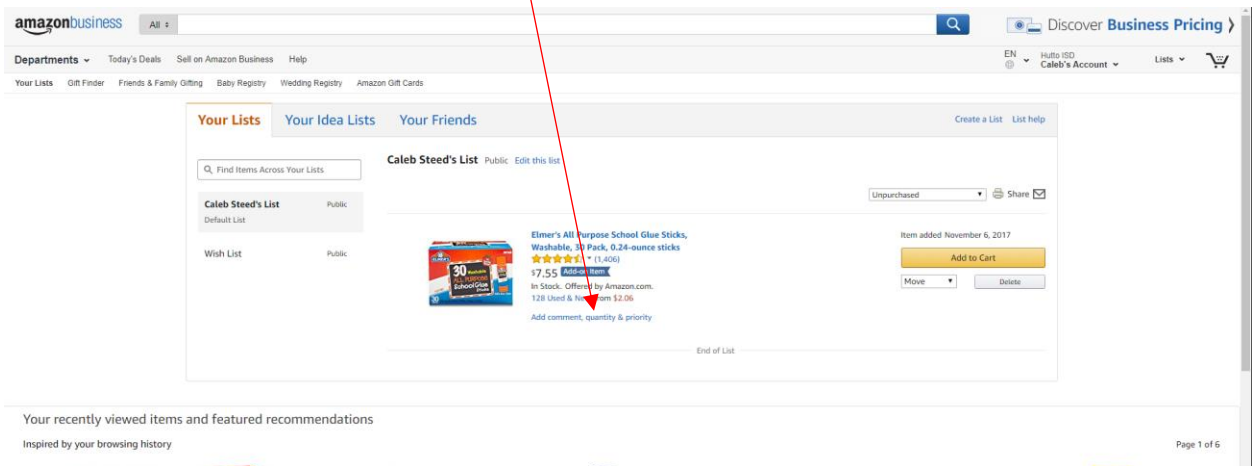
3. Name your list and keep public



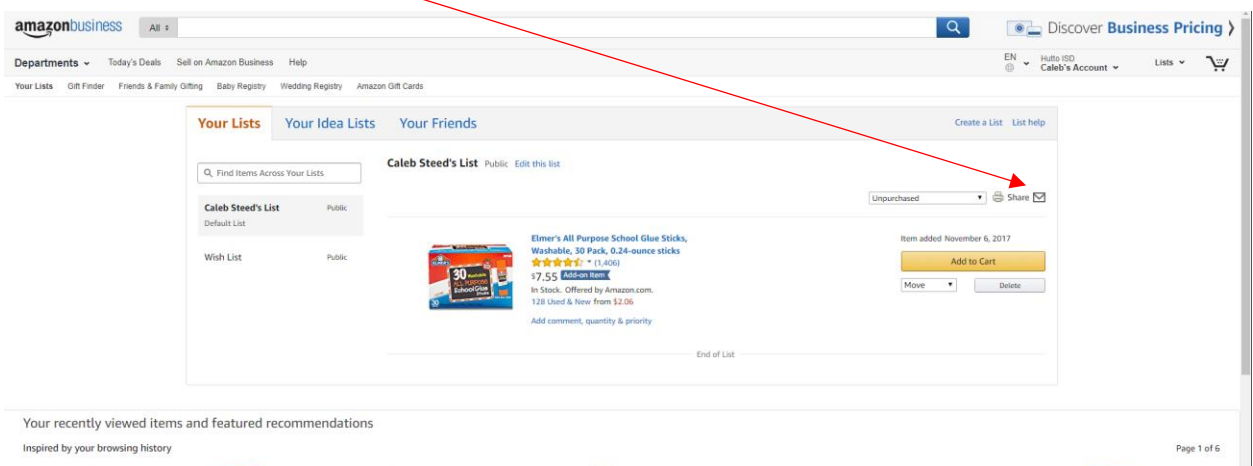
4. Select "View Your List"



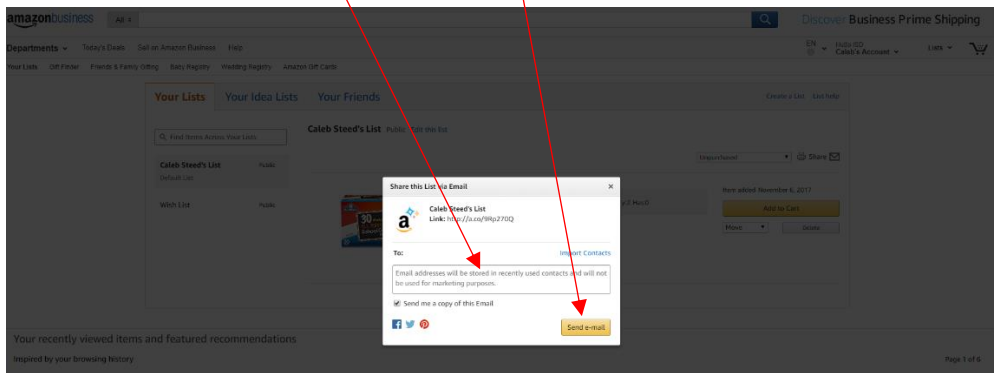
5. Add comments, quantities, and priority



6. Select the share envelope



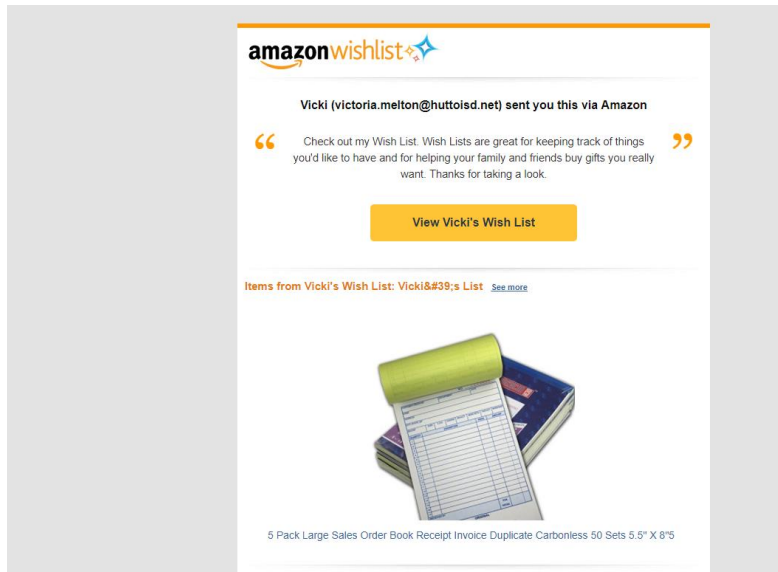
7. Type email address here and select “Send e-mail”



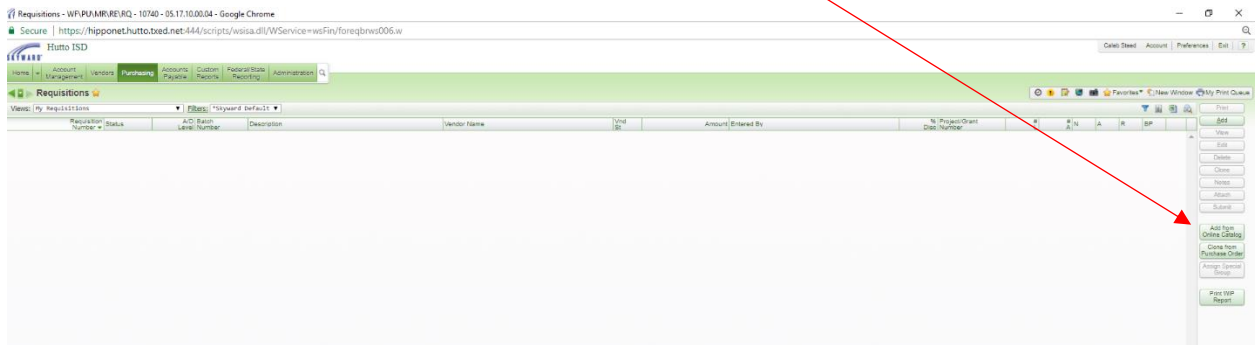
8. The administrative assistant/bookkeeper will get the e-mail and go online to send your order to Purchasing with e-commerce

How to place an order on Amazon Business

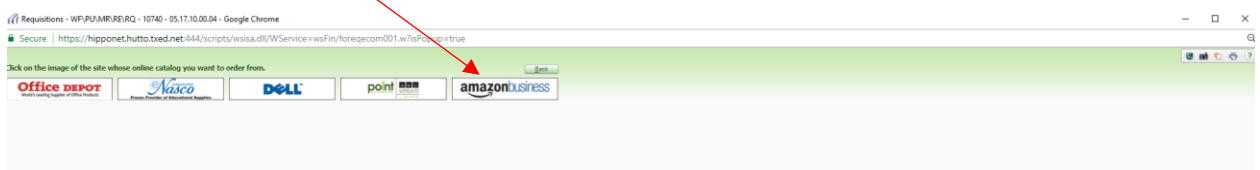
1. Receive an e-mail from Amazon that you have a Wish List to view



2. Log into Skyward and select purchase from online catalogue



3. Select Amazon Business



4. Build your requisition – be sure to name the “Attention” line

Requisition Master Information - WFLPU/MR/RE/RQ - 10740 - 05.17.10.00.04 - Google Chrome

Secure | https://hipponet.hutto.txd.net:444/scripts/wsisa.dll/WService=wsFin/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition: 750 - CENTRAL OFFICE

Group: [dropdown]

Fiscal Year: 2017 - 2018 September 1, 2017 - August 31, 2018

Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch: CS

* Number: [dropdown]

* Description: TEST

Vendor: AMAZON B01DE99

* Ship To: HUTTO INBOX 408004 814-759-4700 101 P.M. 668 HUTTO TX 78664

Attention: BARGARITA YANIS

* Due Date: 11/06/2017

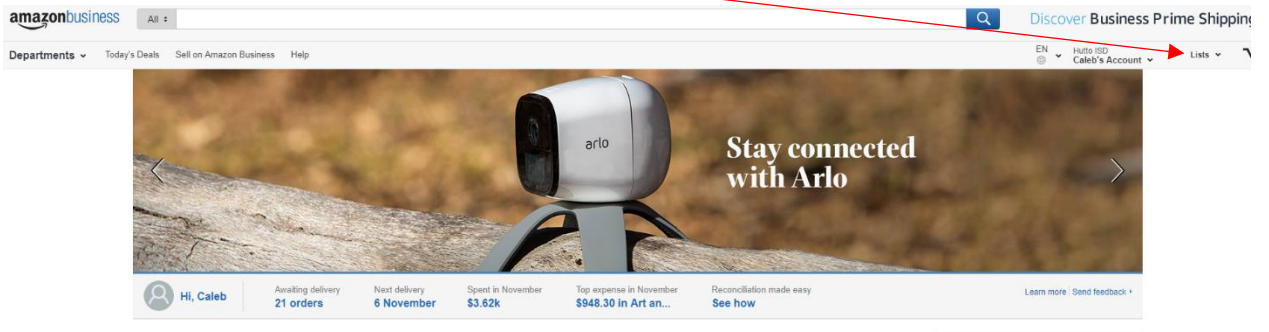
Ship Date: 11/06/2017

Ship Via: [dropdown]

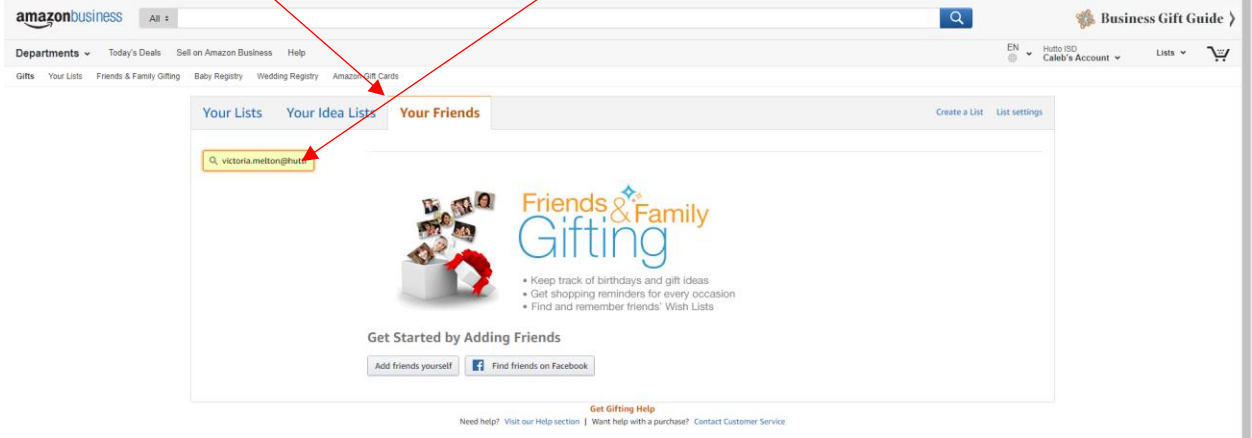
Project/Grant: [dropdown]

* Contract: US CO #R-TC-17086 - Online Marketplace for the Purchases of Products and Service

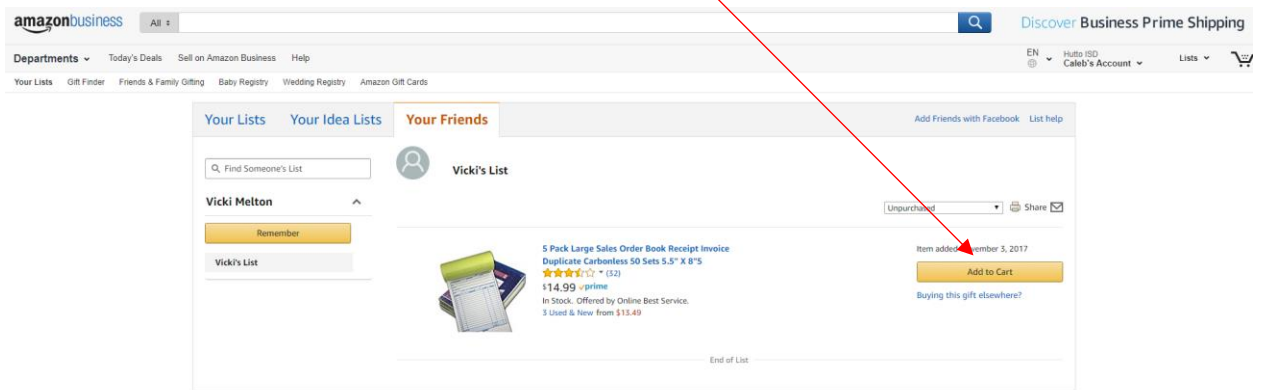
5. Select “View (name) Wish List”



6. Select “Your Friends” and search for the email the list is coming from

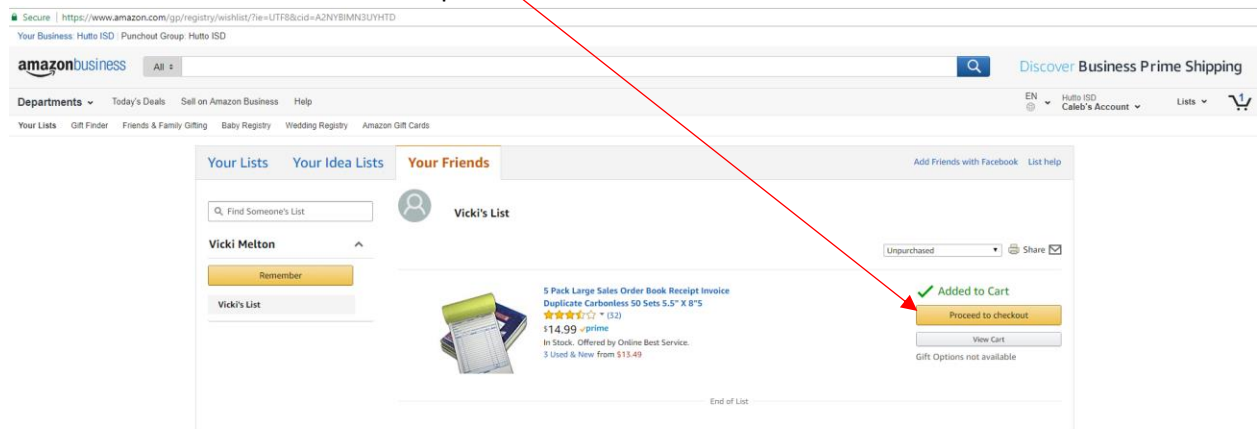


7. Select “Add to Cart” for the items you are purchasing

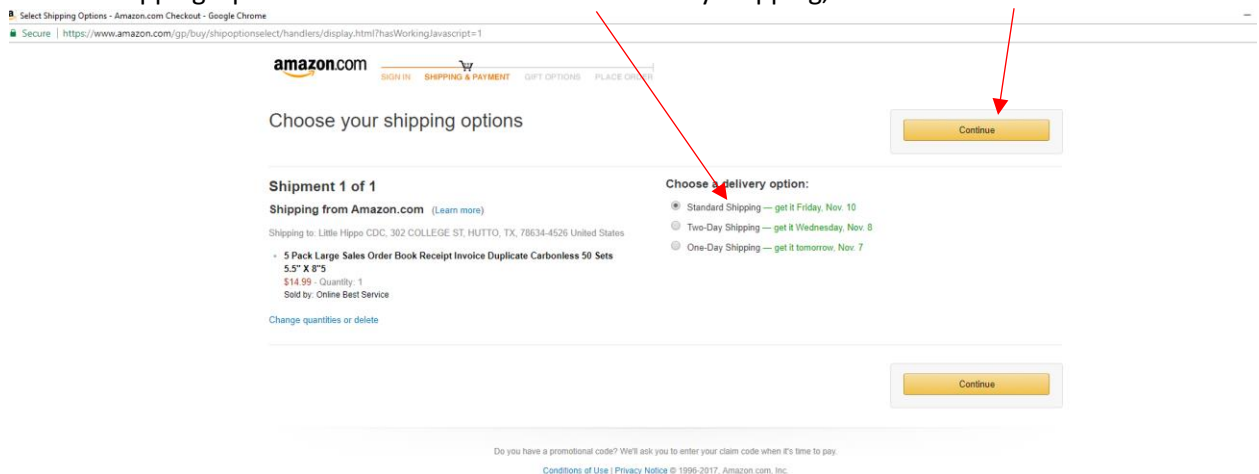


8. You may need to sign in again here.

9. Select “Proceed to Checkout” if complete



10. Choose Shipping Option. Choose Standard or Free Two Day Shipping, select “Continue”



11. Select “Pay by Visa” then select “Continue”

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method

Hutto ISD credit and debit cards Name on card Expires on

☒ VISA Visa ending in 7825 Amazon Hutto ISD 06/2020

Reference number (optional):

Hutto ISD line of credit

☐ Pay by Invoice

Continue

You can review this order before it's final.

12. Select “Change” if you need to adjust quantity of items. Once Order looks correct select “Submit order for Approval”

13. You are unable to return to Amazon to change anything once selected.

Payer: Hutto ISD Change

Payment method: [Change](#) Pay by Invoice

Promotional Codes: Enter Code Apply

Shipping address: [Change](#) Lake Hippo CDC, 302 COLLEGE ST, HUTTO, TX 78634-4526, United States, Phone: 5127593771, Ship to multiple addresses

Business Order Information: [Change](#)

Estimated Delivery: Depends on Approval (For example, if approved now, Friday, Nov. 10, 2017)

5 Pack Large Sales Order Book Receipt Invoice Duplicate Carbonless 50 Sets 5.5" X 8" \$14.99 Quantity: 10 [Change](#) Sold by: Online Best Service [Add a gift receipt](#) and see other gift options

Choose a delivery option:

- ☐ Monday, Nov. 13 - Thursday, Nov. 16 FREE Shipping
- ☒ Friday, Nov. 10 FREE Standard Shipping
- ☐ Wednesday, Nov. 8 FREE Two-Day Shipping
- ☐ Tuesday, Nov. 7 \$60.10 - One-Day Shipping

Choose a shipping preference:

- ☒ Group my items into as few shipments as possible
- ☐ I want my items faster. Ship items as they become available. (at additional cost)

Order Summary

Items (10):	\$149.90
Shipping & handling:	\$20.24
Free Shipping:	-\$20.24
Total before tax:	\$149.90
Estimated tax to be collected:	\$0.00
Order total:	\$149.90

Qualifying offers: Free Shipping

How are shipping costs calculated? You got free shipping on the eligible items in your order (Why aren't all my items eligible?)

Submit order for approval

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

14. Choose shipping preference “Group my items into as few shipments as possible”

15. Your line items should be built for you!
16. Make sure all information carried over correctly and select “Add Requisition Accounts”

Requisition Detail Lines/Accounting - 05.17.10.00.04 - Google Chrome

Secure | <https://hipponet.hutto.txed.net:444/scripts/wsisa.dll/WService=wsFin/foreqdet001.w>

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: CS
Requisition Number: 0000038451
Accounting: Account allocation by total requisition amount. [Edit Master]
Group: (750) CENTRAL OFFICE
Amount: \$498.00
Fiscal Year: 2017 - 2018
Vendor: AMARCO CORP LLC
Ship To: MFTO HIGH SCHOOL 512-759-4700
PO BOX 530958
ATLANTA GA 30353-0958
Description: TEST
Contract: US CO #R-TC-17006
Blanket PO: This is not a Blanket PO
*** This is an Ecommerce Requisition ***

Requisition Detail Line Items

Line #	Category Code	Description	Quantity	Unit	Unit Cost	Total Cost	Cost Code	%	Original Unit Cost	Original Total Cost	Original Line Type
10	8832382M	5 Pack Large Sales Order Book Receipt Invoice Duplicate Carbonless 10 5 1/2 x 8 1/2	10	EA	\$49.80	\$498.00		0			Hardware

Buttons: Submit For Approval, Save and Email User, Back, Add, Edit, Delete, Add Ecommerce, Add Requisition Accounts

17. Add your Requisition Budget Number and select “Save Account Distrib”

Account Distribution - 05.17.10.00.04 - Google Chrome

Secure | <https://hipponet.hutto.txed.net:444/scripts/wsisa.dll/WService=wsFin/facctmdist001.w?MenuIDOverride=0&isPopup=true>

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc
199	R	00	5735	00	000	0	00	000
199	E	11	6112	00	001	0	11	000
199	E	11	6112	00	001	0	22	000
199	E	11	6112	00	001	0	23	000
199	E	11	6112	00	001	0	24	000
199	E	11	6112	00	001	0	26	000
199	E	11	6112	00	001	0	28	000
199	E	11	6112	00	001	0	99	000
199	E	11	6239	00	001	0	99	000
199	E	11	6249	00	001	0	11	000
199	E	11	6249	10	001	0	22	000
199	E	11	6249	11	001	0	22	000
199	E	11	6249	12	001	0	22	000
199	E	11	6249	30	001	0	99	000

100 records displayed

Account Number: []

Quick Key: []

Account Level Description
Student Tuition

Account Number Information
Code Description
199 GENERAL FUND
5735 STUDENT TUITION

2017-2018 Available Funds By
Individual Account

Buttons: Save Account Distrib, Back

Total Amount to Distribute: \$22.87 100.00%
Total Distributed: \$0.00 0.00%
Amount Remaining: \$22.87 100.00%

Selected Accounts	Account Number	Amount	Percent

Buttons: Remove, Remove All

18. Select “Submit for Approval”

Requisition Detail Lines/Accounting - 05/17/2020 04 - Google Chrome

Secure | <https://higponet.huttoisd.net:444/scripts/wisaa.dll/WService=wsFin/foreqdet001.w>

Requisition Master Information

Batch Number: CS
Requisition Number: 0000038451
Group: (750) CENTRAL OFFICE
Fiscal Year: 2017 - 2018
Vendor: AMAZON.COM LLC
PO BOX 530958
ATLANTA GA 30353-0958
Contract: US CO #6 TC-17006
Accounting: Account allocation by total requisition amount.
Amount: \$ 65.00
Ship To: HUTTO HIGH SCHOOL 512-759-4700
Blanket PO: This is not a Blanket PO
Description: TEST
*** This is an E-commerce Requisition ***

Requisition Detail Line Items

Line #	Category Code	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Current Code	Original Unit Cost	Original Total Cost	Original Line Type
100	00122000H	1 Pack 1/2 Pkg Sales Under Book Enrgt) Amazon Duplicate Calculators	10	A	14.99000	149.90				Merchandise

Buttons: Submit for Approval, Save and Print Label, Back

19. Once the requisition is approved the Purchase will automatically be submitted and you will receive an email notification

20. Please forward this email notification to our Finance Specialist at finance@huttoisd.net.
You have completed your amazon e-commerce purchase!

Amazon Business: Frequently Asked Questions (FAQs)

Q: What categories are available for purchasing under the US Communities cooperative contract?

A: Books; Office Supplies; Classroom, School, Art Supplies and Materials; Audio Visual and Electronics; Scientific Equipment and Lab Supplies; Home and Kitchen; Musical Instruments; Animal Supplies, Equipment and Food; and Clothing and Uniforms

Q: Is furniture allowed through Amazon?

A: Furniture ordered on Amazon must be under \$500.00 per item and not paid with Bond Money or Federal Funds.

Q: Are bond fund purchases allowed?

A: Bond funds can be used with Amazon if the items are on the allowed purchase list for bond funds and approved category list for US Communities.

Q: Who should I send invoice questions to in the Business Office?

A: We should be automatically receiving invoices but you may send to accounts.payable@huttoisd.net.

Q: Can I place blanket PO's for Amazon?

A: No blanket orders are allowed through Amazon unless approved by Purchasing Department.

Q: Can we order items through Amazon for items shipping from another country?

A: If not using the Amazon Prime filter for items, make sure your order is from a United States vendor; otherwise, the purchase can be stuck in customs for several weeks.

Q: What if I am missing items from my Amazon order?

A: If an item is missing from a shipment, first check to make sure Amazon shows item(s) delivered, if the item is truly missing call the Amazon Business Customer Service 1-866-486-2360 and they will help you replace the missing item or issue a refund. The business customer service is a line for business customers only, so there is a very short wait time, if any.

Q: How do I cancel an order on Amazon?

A: If the order hasn't been processed contact the purchasing office. If order has already been processed and approved call 1-866-486-2360.

Q: How can I filter items by Amazon Prime and Fulfilled/Sold by Amazon to ensure I get free shipping?

A: On the left side of the screen you have an option to "refine by" choose Amazon Prime (ensures free shipping) "Brand" choose Amazon (ensure no tax.)

View Info on Free Two-Day Shipping:

<https://www.amazon.com/gp/help/customer/display.html?nodeId=201734750>

View Info on Free Shipping:

<https://www.amazon.com/gp/help/customer/display.html?nodeId=201117690>

Q: Do we pay tax on Amazon orders?

A: Most orders are tax free with Amazon. There are a few instances where tax will be charged and a tax refund will need to be requested. If you use the filtering feature this insures that no tax will be charged. If tax is charges on an order, please email purchasing office, so a refund can be requested.

View More on Tax Refunds:

<https://www.amazon.com/gp/help/customer/display.html?nodeId=201133470>

Q: What benefits do we have with Amazon Business?

- ✓ Free Two-Day Shipping on orders over \$49
- ✓ Automatic tax exempt purchasing on items sold by Amazon.com LLC or other participating resellers
- ✓ Pricing and quantity discounts millions on items
- ✓ Access to a specialized business only Customer Service team at 866.486.2360

Q: What items are blocked by Amazon?

- Alcoholic Beverages
- Amazon Devices & Products: Cloud Drive, Coins & Prime
- Audible
- Computers: Desktop & Laptops
- Credit Cards
- Digital Goods & Content
- Gift Cards
- Health & Personal Care: OTC Medication & Sexual Wellness

- Janitorial Supplies
- Services
- Subscribe With Amazon
- Vehicle & Automotive: Vehicles

Q: How do I get added to the Hutto ISD Amazon Account?

A: Email purchasing@huttoisd.net to get an account set up. You should receive an email invitation. If you accidentally set up an Amazon account using your work email please change this before requesting.

Q: When I add items to a cart and try to check out it says I do not have rights?

A: Items for purchase must be added to wish list and then shared with your secretary/bookkeeper. Only Secretary/Bookkeeper have ordering rights. See “How to Create a Wish List”.

Q: How do I rename or delete a Wish List?

A: Select on list settings and change the name or delete the list.

Q: How do I have Customer Service Call Me at a Certain Time?

A: Scroll to bottom of page and select “contact us”, log in to your account

1. Select “An order I placed”
2. Select issue from drop down menu
3. Select “Phone”, enter phone number and whether you want immediate call back or in 5 minutes