

## **Instructions for Using the E-Commerce Vendor, *Amazon* on a Requisition**

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*.

1. Go to the **PURCHASING** tab and select **REQUISITIONS** as you normally would.
2. On the right-hand side, instead of selecting “Add” - Select “**Add from Online Catalog**”
3. Click on the *AMAZON BUSINESS* logo
4. This brings you to the *Requisition Master Information* page where you choose your **Requisition Group** as you normally would; then enter your **Description** for FISD approvers. Notice the **Vendor** is already chosen for you and the box next to it says in red type **\*\*Ecommerce Vendor\*\***
5. Under **Contract**: please select “*181 – US Communities R-TC-17006 (Amazon)*”
6. On the right-hand side, select “**Save and Add Detail**”
7. This brings you to the *Amazon Business* website sign-in page. 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)
8. Find the items you need and “**Add to Cart**” adjusting the quantity as needed.
9. Once you have added all the items for this requisition, select “**Submit these items for approval**”
10. This brings you back to your Requisition where you may “**Add Requisition Accounts**” as you normally would.
11. Select “**Save Account Distribution**”
12. 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 immediately through Skyward.

If you do not receive an email notifying you that the order was placed, please contact me and I will send you confirmation.