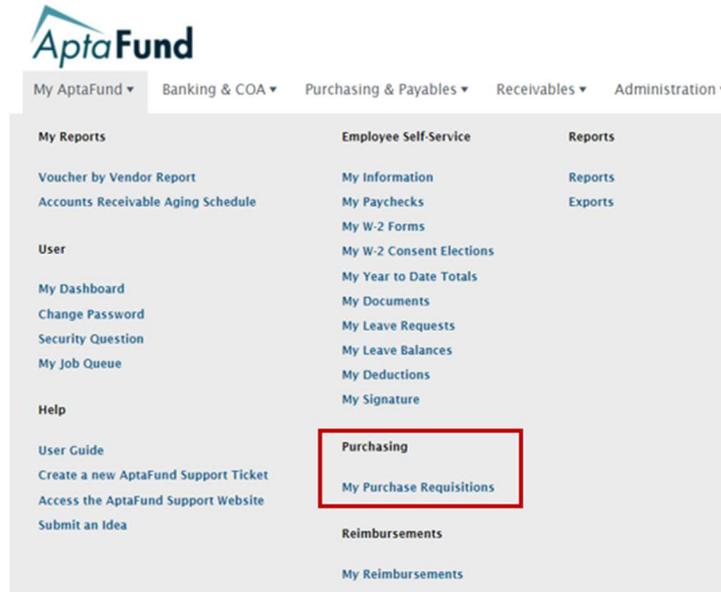
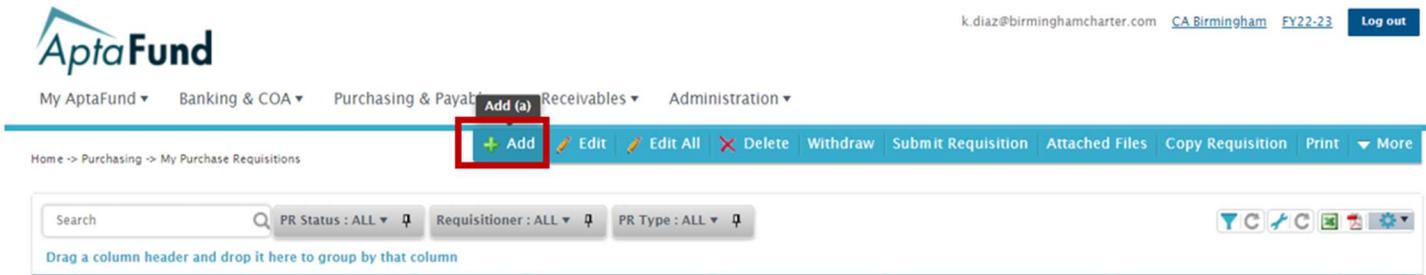


# AMAZON E-COMMERCE

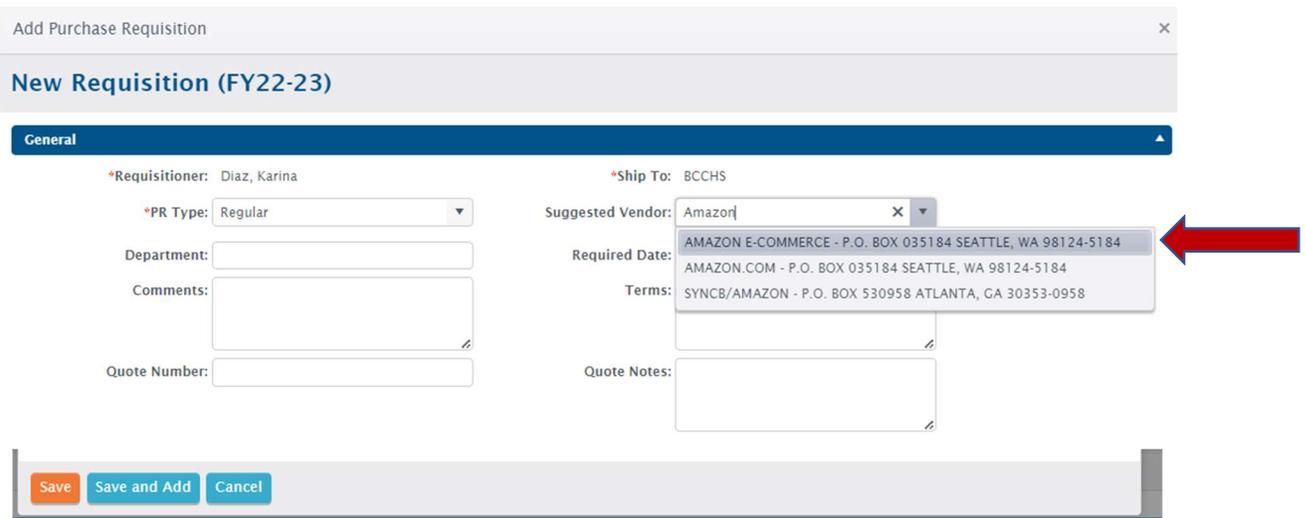
1. Log into Aptafund with your credentials
2. Click on tab "My Aptafund" and select "My Purchase Requisitions"



3. Select "+ Add"



4. Under Suggested vendor select "Amazon E-Commerce" and select save



# AMAZON E-COMMERCE

- Fill out areas for: Department (or subject you teach); Comments (items being requested). Then select "Shop Online". You will automatically be routed to the Amazon E-Commerce website.

Edit Purchase Requisition

Requisition Number: 45930 (FY22-23)

PR Status: New Total Estimate: \$0.00

General

\*Requisitioner: Diaz, Karina \*Ship To: BCCHS

\*PR Type: Regular Suggested Vendor: AMAZON E-COMMERCE - P.O...

Department: [Text Box] Required Date: [Text Box]

Comments: [Text Box] Terms: [Text Box]

Quote Number: [Text Box] Quote Notes: [Text Box]

Requested Items Attached Files Approval History

Shop Online Edit Edit All Delete More

Item Status	Item	Qty	Units	Unit Price	Estimated Cost	Part Number	Description/Name
-------------	------	-----	-------	------------	----------------	-------------	------------------

- Add items to cart. Review cart and proceed to check out.

Shopping Cart

Lenovo ThinkPad Essential Wireless Mouse \$22.99

Only 4 left in stock - order soon.

prime & FREE Returns

This is a gift Learn more

Qty: 1 Delete Save for later Add to list Compare with similar items

Subtotal (1 item): \$22.99

Subtotal (1 item): \$22.99

Proceed to checkout

Customers who shopped for Lenovo ThinkPad Essential Wireless Mouse also shopped for:

Lenovo Go Multi-Devi... \$57.99

- Enter your name under section 3 (blue box), and select "Use this address"

amazon Checkout (1 item)

1 Group APTA Group Punch out Users Group under Birmingham Community Charter High School Change

2 Business order information Disabled

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: John Doe This will be applied to only this order.

Use this address

Choose an address to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items:	\$22.99
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
<b>Order total:</b>	--

# AMAZON E-COMMERCE

## 8. Payment Method should be "Line of Credit; Pay by Invoice", and select "Use this payment method"

1 **Group** APTA Group Punch out Users  
Group under Birmingham Community Charter High School [Change](#)

2 **Business order information** Disabled

3 **Shipping address** John Doe  
17000 HAYNES ST  
LAKE BALBOA, CA 91406-5420 [Change](#)

4 **Choose a payment method**

Don't forget to check out with Pay by Invoice.  
The purchasing line that lets you buy now and pay later.

**Your credit and debit cards**

+ Add a credit or debit card > Amazon accepts all major credit cards.

**Line of credit**

- Pay By Invoice
- Provided by your organization

**Use this payment method**

Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final.

**Order Summary**

Items:	\$22.99
Shipping & handling:	\$0.00
Total before tax:	\$22.99
Estimated tax to be collected:	\$2.18
<b>Order total:</b>	<b>\$25.17</b>

How are shipping costs calculated?

## 9. Select delivery date and select "Submit order for approval" (You will automatically be routed back to AptaFund).

Select FREE Amazon Day Delivery to receive orders in fewer boxes on a single day.

**Estimated Delivery: Depends on Approval** For example, if approved now: Tomorrow, Feb. 3 If you order in the next 3 hours and 45 minutes (Details)  
Items shipped from Amazon.com

**Lenovo ThinkPad Essential Wireless Mouse**  
\$22.99 ✓prime & FREE Returns  
Qty: 1  
Sold by: VOCZALE  
[Add gift options](#)

**Choose your Prime delivery option:**

- Tomorrow, Feb. 3**  
FREE One-Day Delivery
- Monday, Feb. 6**  
FREE Amazon Day Delivery  
Get your orders together in fewer boxes and deliveries each Monday. [Change delivery day](#)

**Submit order for approval** **Order total: \$25.17**  
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

## 10. Click on the line item (blue text).

Requested Items | Attached Files | Approval History

Shop Online | Edit | Edit All | Delete | More

Search

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Item Status ↑	Item	Qty	Units	Unit Price	Estimated Cost	Part Number	Description/Name	Account Code
<input type="checkbox"/>	New	<a href="#">1</a>	1	EA	\$22.9900	\$22.99	B072LJF4NB	Lenovo ThinkPad Essential Wireless Mouse	

# AMAZON E-COMMERCE

11. Select the box next to Account Code section, with "...".

Requisition Number: 45930 - 1

\*Qty: 1.00  
\*Units:  
\*Unit Price: \$22.9900

\*Account Code:  Allocation



12. Enter the "Function" (your department), and the "Object" (expense type). The account code will populate below. Next, select "ok", and then click "Save".

Account Code Assistant

Account Type: Expenditure  
Fund:  
Resource:  
ProjectYear:  
Goal:  
Function: 7400-Human Resources  
Object: 4350-Office Supplies  
School:  
Site:

Total accounts found are: 1

Account Code: 62-0000-0-0000-7400-4350-...

OK Cancel

13. Select "Submit Requisition" to route for approval. Two approvals will be needed, your Admin and CBO. Once the approvals have been made. The Business Office will issue the PO and the system will automatically place your Amazon order and you will receive an email confirmation.

Requested Items Attached Files Approval History

Shop Online Edit Edit All Delete More

Search

Drag a column header and drop it here to group by that column

Item Status	Item	Qty	Units	Unit Price	Estimated Cost	Part Number	Description/Name	Account Code
New	1	1	EA	\$22.9900	\$22.99	B072LJF4NB	Lenovo ThinkPad Essential Wireless Mouse	62-0000-0-0000-7400-4350-000-100

1 - 1 of 1 items

Save And Submit Requisition

Save Save and Add Submit Requisition Add Shipping Cost Apply Discount/Premium Apply Tax Print Copy Cancel

