

EXAMPLE #1 COMPLETE TOP OF REQUISITION

R Requisition - New Requisition

File Edit View Help

New Update Copy Save Save And Submit Save and Close Search

Requisition

Req Number:

Vendor ID: 14114

Vendor Name: AMAZON.COM SERVICES, INC.

Description:

Requestor: ALVAREZ, MONICA

Approval Path: STAFF DEVELOPMENT

Transaction Date: 08/28/2023

Req Source: Other

Contract/Bid Ref: RTC-17006

Ship To Building: 045 DAMMANN HOUSE

Ship To Contact: Debbie Hand

Req Amount: 0.00

Approval Status: Not Submitted

Requisition Detail

Addresses Requisition Items Account Distribution Shipping Distribution File Attachments Requisition History

Search

Line No.	Item Number	Description	Account	UOM	Quantity	Unit Price	Extended Amt

EXAMPLE #2 PURCHASE ONLINE BUTTON

R Requisition - New Requisition

File Edit View Help

New Update Copy Save Save And Submit Save and Close Search

Requisition

Req Number:

Vendor ID: 14114

Vendor Name: AMAZON.COM SERVICES, INC.

Description:

Requestor: ALVAREZ, MONICA

Approval Path: STAFF DEVELOPMENT

Transaction Date: 08/28/2023

Req Source: Other

Contract/Bid Ref: RTC-17006

Ship To Building: 045 DAMMANN HOUSE

Ship To Contact: Debbie Hand

Req Amount: 0.00

Approval Status: Not Submitted

EXAMPLE #3 PROCEED TO CHECKOUT

business prime Enter keyword or product number  Shop top business categories

Punchout Group: nVision

Departments Back to School One Medical Benefits Buy Again Education Store Amazon Brands Discount Program Gift Cards Recommendations

EN Hello, Monica Account for White Plains Cl... Lists Business Prime 



Monica, get a **\$200 Amazon Gift Card** upon approval for the **Amazon Business Prime American Express Card** with an eligible Prime membership. Terms apply.

Current Total:	\$31.96
Savings:	- \$200.00
Cost after savings:	\$0.00
Savings remaining:	\$168.04

[Learn More](#)

Shopping Cart



Amazon Basics Retractable Ballpoint Pen - Assorted Colors - 24-Pack
\$8.39

Business Price

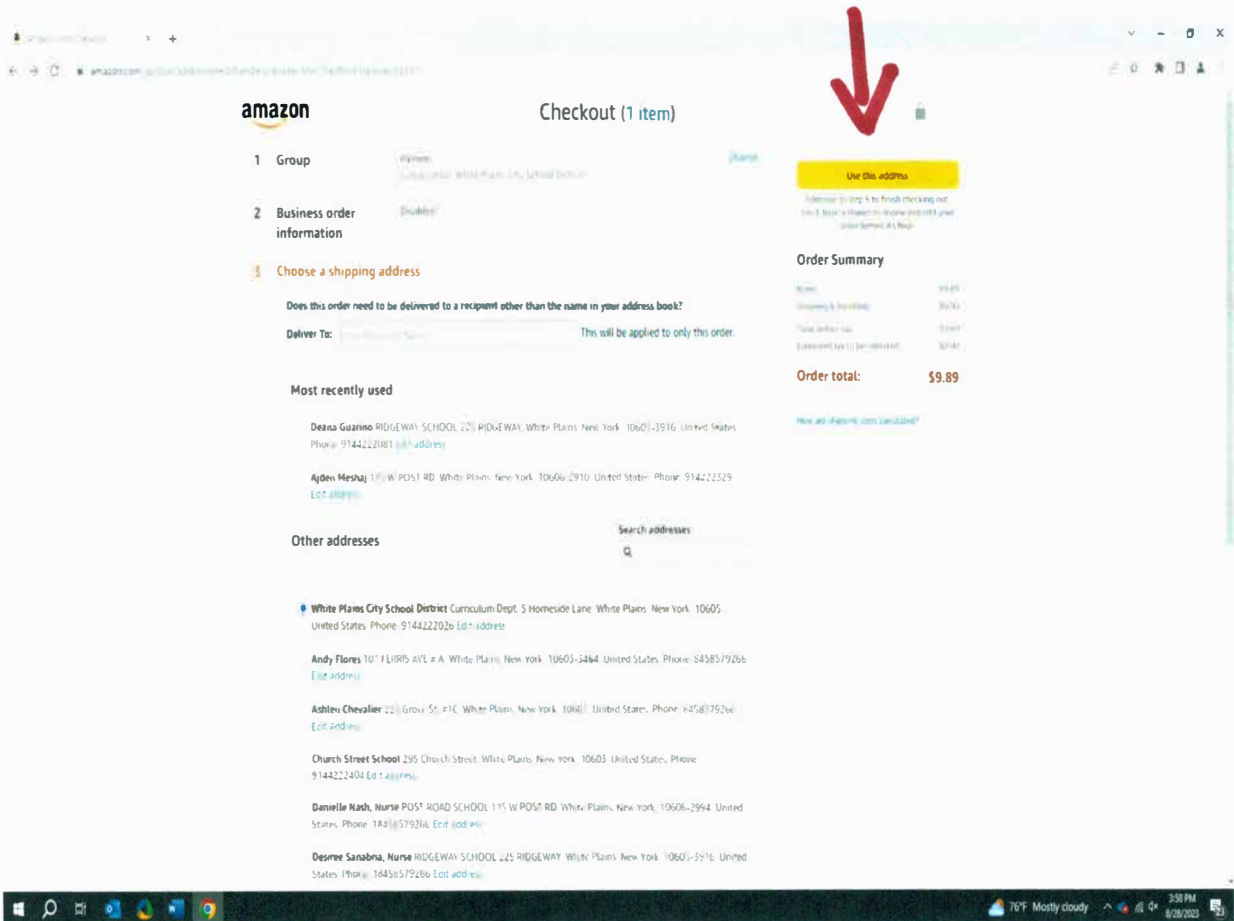
Subtotal (3 items): **\$31.96**

This order contains a gift

[Proceed to checkout](#)



EXAMPLE #4 USE THIS ADDRESS



amazon Checkout (1 item)

1 Group

2 Business order information

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: This will be applied to only this order.

Most recently used

- Deana Guzzino RIDGEWAY SCHOOL 22 RIDGEWAY, White Plains, New York 10601-3916, United States. Phone: 9144222081 [Edit address](#)
- Ajdev Meshaj 115 W POST RD, White Plains, New York 10606-2910, United States. Phone: 914222529. [Edit address](#)

Other addresses

Search addresses:

White Plains City School District Curriculum Dept, 5 Homestead Lane, White Plains, New York 10605, United States. Phone: 9144222026. [Edit address](#)

Andy Flores 101 FLORES AVE # A, White Plains, New York 10603-2464, United States. Phone: 9458579266. [Edit address](#)

Ashley Chevalier 22 Grove St #1C, White Plains, New York 10601, United States. Phone: 9145817526. [Edit address](#)

Church Street School 295 Church Street, White Plains, New York 10603, United States. Phone: 9144222404. [Edit address](#)

Danielle Nash, Nurse POST ROAD SCHOOL 115 W POST RD, White Plains, New York 10606-2994, United States. Phone: 9144225266. [Edit address](#)

Desiree Sanabria, Nurse RIDGEWAY SCHOOL 425 RIDGEWAY, White Plains, New York 10603-3216, United States. Phone: 9144222666. [Edit address](#)

[Use this address](#)

Address step 4 to finish checking out. You'll have a chance to review your order before it's final.

Order Summary

Item:	\$31.96
Shipping & handling:	\$0.00
Tax (estimated):	\$0.00
Subtotal:	\$31.96
Order total:	\$9.89

[View all shipping rates \(optional\)](#)

76°F Mostly cloudy 3:31 PM 8/28/2023

EXAMPLE #5 USE THIS PAYMENT METHOD

amazon

Checkout (3 items)

- Group** nVision
Group under White Plains City School District [Change](#)
- Business order information** Disabled
- Shipping address** Debbie Hand
WHITE PLAINS CITY SCHOOL DISTRICT
WHITE PLAINS, NY 10605 [Change](#)
- Choose a payment method**



Monica, pay \$37.96 \$0.00 for this order. Get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime American Express Card. **No annual fee.**
Terms, rates and fees apply.

nVision line of credit



Pay By Invoice

Provided by your organization

[Use this payment method](#)

- Items and shipping**



[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 (3)	\$31.96
Shipping & handling	\$0.00
Total before tax	\$31.96
Estimated tax to be collected	\$0.00

Order total: \$31.96

[How are shipping costs calculated?](#)

EXAMPLE #6 SUBMIT ORDER FOR APPROVAL

amazon

Checkout (3 items)

- Group** nVision
Group under White Plains City School District [Change](#)
- Business order information** Disabled
- Shipping address** Debbie Hand
WHITE PLAINS CITY SCHOOL DISTRICT
WHITE PLAINS, NY 10605 [Change](#)
- Payment method** Pay by Invoice [Change](#)
[Add a promotional code](#)
 [Apply](#)

- Review items and shipping**

This order requires approval.

Your order requires approval

- You can place the order but please note that it may not comply with your organization buying policies [View admin notes \(1\)](#)
- To add comments for your approver or to add an approver, go to the Business order information step

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable



[Submit order for approval](#)

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice

Order Summary

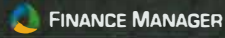
Items (3)	\$31.96
Shipping & handling	\$0.00
Total before tax	\$31.96
Estimated tax to be collected	\$0.00

Order total: \$31.96

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

EXAMPLE #7 CART LOADING INTO NVISION



Shopping Cart Loaded

EXAMPLE #8 SUCCESSFUL CART LOADED INTO NVISION

The screenshot shows the Nvision Requisition form with the following details:

- Req Number: 14114
- Vendor ID: 14114
- Vendor Name: AMAZON.COM SERVICES INC
- Requestor: ALVAREZ, MONICA
- Approval Path: STAFF DEVELOPMENT
- Transaction Date: 08/28/2023
- Req Source: Other
- Contract/Bid Ref: RTC-17006
- Ship To Building: 045 DAMMANN HOUSE
- Ship To Contact: Debbie Hand
- Req Amount: 31.96
- Approval Status: Not Submitted

The Requisition Detail table is as follows:

Line No.	Item Number	Description	Account	UOM
1	B07BDV7PDL	Amazon B		EA
2	B08J7RQK4	Cello Cello		EA
3	B0973WQJ3H	FaCrar B		EA

A confirmation dialog box titled "Requisition - New Requisition" is displayed with the message: "Your shopping cart has been successfully loaded. Click Ok to continue." A red arrow points to the "OK" button.

EXAMPLE #9 COMPLETED REQUISITION

R Requisition - New Requisition
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File Edit View Help

New
 Update
 Copy
 Save
 Save And Submit
 Save and Close

 Search

Requisition

Req Number:

Vendor ID:

Vendor Name:

Description:

Requestor:

Approval Path:

Transaction Date:

Req Source:

Contract/Bid Ref:

Ship To Building:

Ship To Contact:

Req Amount:

Approval Status:

Requisition Detail

Addresses
Requisition Items
Account Distribution
Shipping Distribution
File Attachments
Requisition History

Search

 Move Down
 Move Up

Line No.	Item Number	Description	Account	UOM	Quantity	Unit Price	Extended Amt
1		B07BDV7PDL - Amazon B		EA	1.00	8.3900	8.39
2		B08J7RQKP4 - Cello Cello		EA	1.00	15.9800	15.98
3		B0973WQX3H - FaCraft B		EA	1.00	7.5900	7.59
*							

***** ADD ACCOUNT CODE TO LINE ITEMS
SAVE AND SUBMIT REQ. FOR APPROVAL**