

Amazon Punch-Out Instructions for nVision Supply Ordering

- **AMAZON VENDOR # 14114**
- **REQ SOURCE: OTHER**
- **CONTRACT/BID REF: # RTC-17006**
- Enter requisition in nVision
- Complete the top part of the requisition both left and right sides (Example #1)
- Once completed, toggle and hit Purchase Online button this will connect you to Amazon's Website (Example #2)
- Create a cart for purchase
- Submit cart for purchase- Proceed to checkout (Example #3)
- Check delivery address/ship to attention- Use this address (Example #4)
- Pay by invoice (already provided by WPCSD)- Use this payment method (Example #5)
- After all information has been reviewed and verified- Submit order for approval (Example #6)
- Your shopping cart will be loaded into nVision, close amazon screen to see your requisition (Example #7)
- Your shopping cart has been successfully loaded, click ok to continue (Example #8)
- All Amazon cart items will be electronically downloaded into nVision, creating the body of your requisition, line by line (Example #9)
- Add budget account code for each line item then save and submit your requisition for approval
- Your submitted requisition will follow the approval path and be converted into a purchase order
- Once converted, the po will then be electronically transferred into Amazon's ordering queue, and processed upon receipt
- Upon receipt of all items, place your packing slip into line item receiving to submit your receiving copy electronically in nVision

***PLEASE NOTE:

ESTIMATED DATES FOR DELIVERY WILL BE BASED UPON APPROVAL OF REQUISITION AND CONVERSION TO A PURCHASE ORDER

PRICING WILL REMAIN FIRM

SALES TAX EXEMPTION IS ON FILE WITH AMAZON