

# How to place an Amazon direct order

A staff-member has requested to order materials from Amazon. Here is the procedure to ensure the order is processed quickly and efficiently.

## PeopleSoft

1. Enter a blanket requisition in PeopleSoft for estimated annual amount (cannot use categorical funds for blanket order)
2. You will receive a copy of the purchase order once it has been created. Please allow at least 24 for this process.
3. Once you have purchase order number, you can proceed to Amazon.com

## Amazon

1. Go to amazon.com
2. Enter user id:
3. Enter password:
4. Search for items needed (**must be fulfilled by Amazon**—third parties often ship internationally and do not have reliable delivery commitments and are difficult to return if necessary and are therefore not allowed)
5. Choose quantity
6. Add items to cart
7. Repeat for all items needed
8. Proceed to checkout
9. Enter purchase order, site, & continue
10. Do not change delivery method; pick warehouse
11. Confirm shipping option & continue (select free or least expensive)
12. Under comments add additional information
13. Select pay by invoice & continue
14. Verify order is correct
15. Submit order for approval
16. The order will then transmit to the Purchasing Department for verification and approval.

## Reminders

- \$50.00 minimum order
- No more than 15 items per order (create a second order if you have more than 15)
- Must have a purchase order in place that has enough funds to cover the cost of the purchase, any taxes and shipping costs. **This ordering method will be discontinued for sites if Amazon orders are placed without a valid purchase order.**
- Cannot use any categorical funding unless expressly approved through Fiscal Services in which case these need to be ordered via a requisition in PeopleSoft will all items identified (limit to 15 items per requisition).
- The following are restricted items:
  - o Furniture (please order through Staples, Office Depot or the NCEPC bid or other bids)
  - o Any assets over \$500.00
  - o Technology items (these items can be requested from Amazon via PeopleSoft and selecting “technology” as the resource. This will route through the IT department for approval and will need to be received, and if necessary, asset tagged at the warehouse)
  - o Third party shipping (anything ordered must be Amazon fulfilled)
  - o Items that are required to be bid such as office supplies (please order through Office Depot)