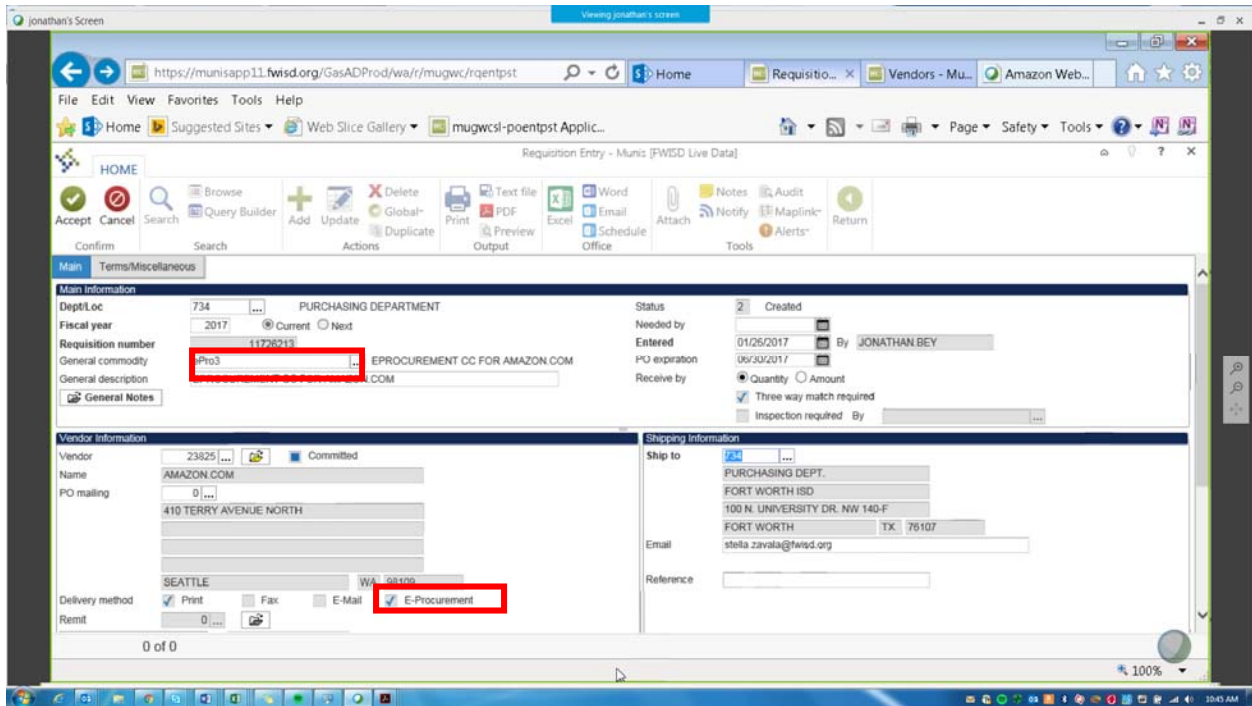
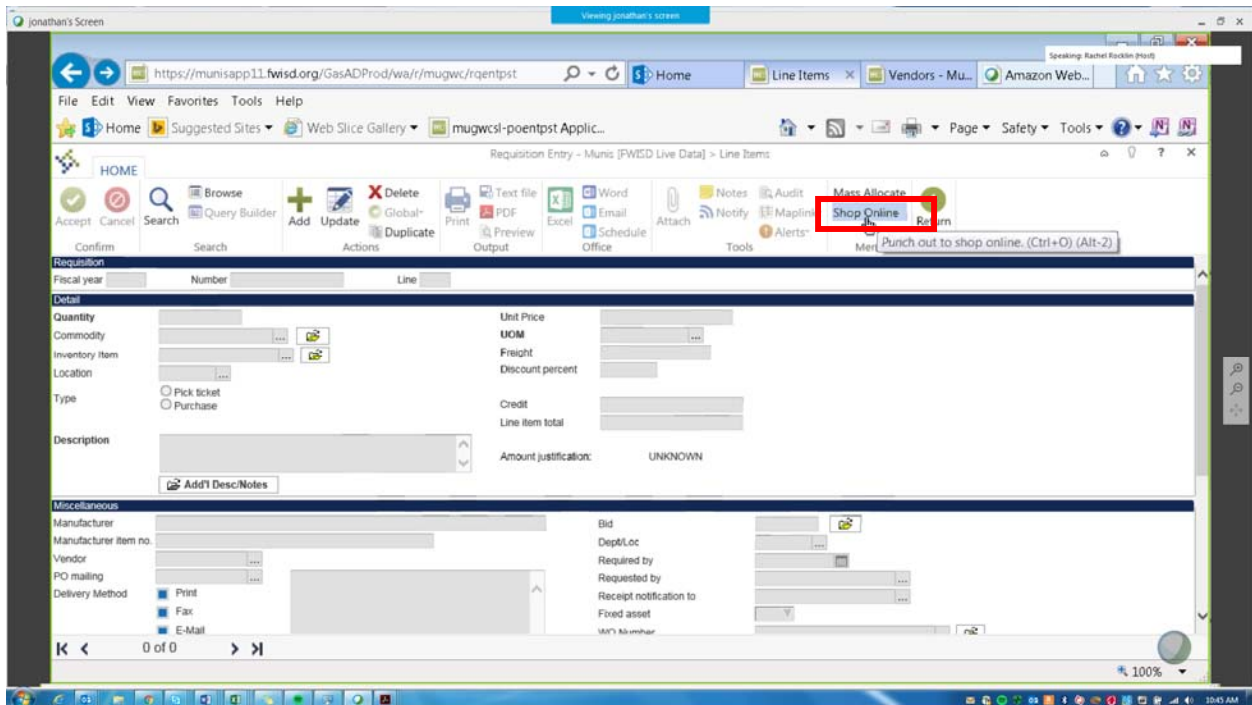


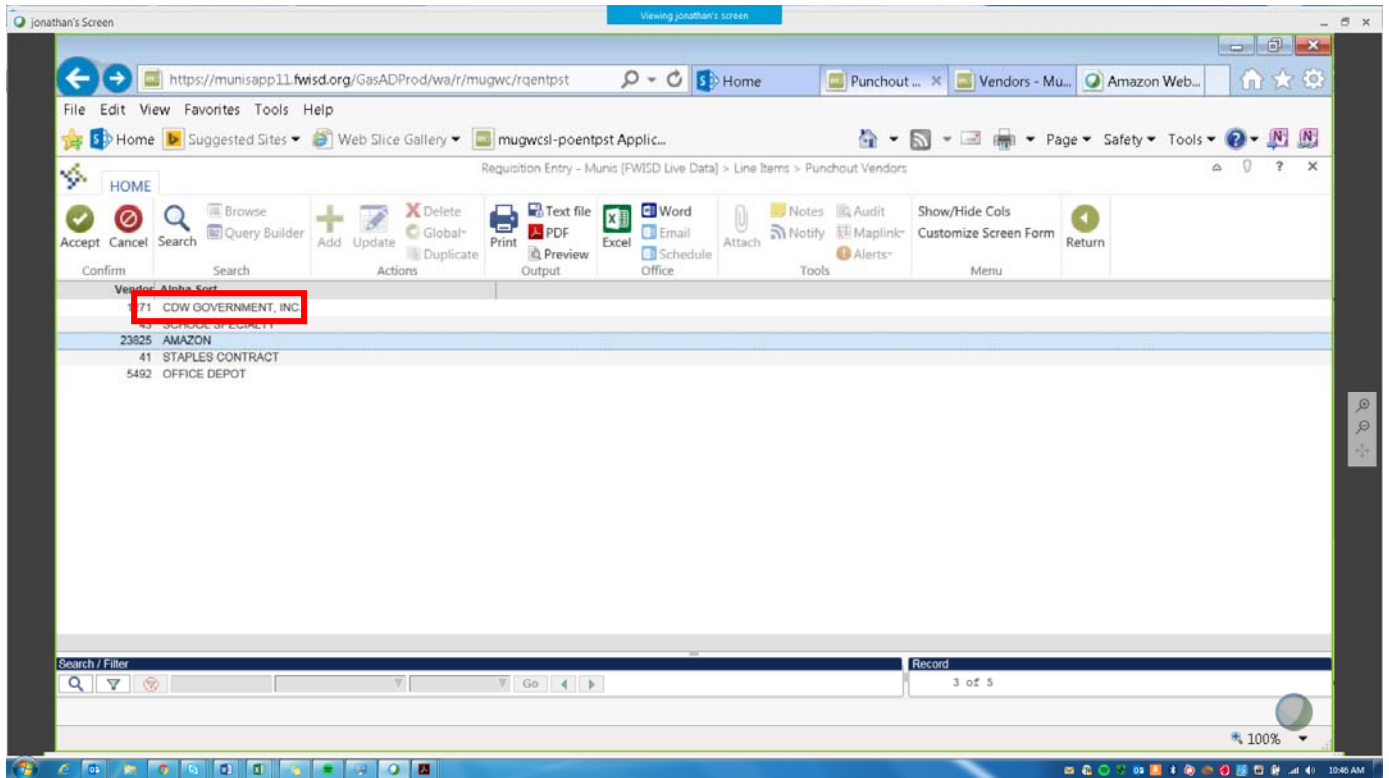
1. Log into Munis
 - a. Reference general commodity code ePro3 and ensure the eprocurement box is checked



2. Click on Shop Online



3. Double Click on Amazon



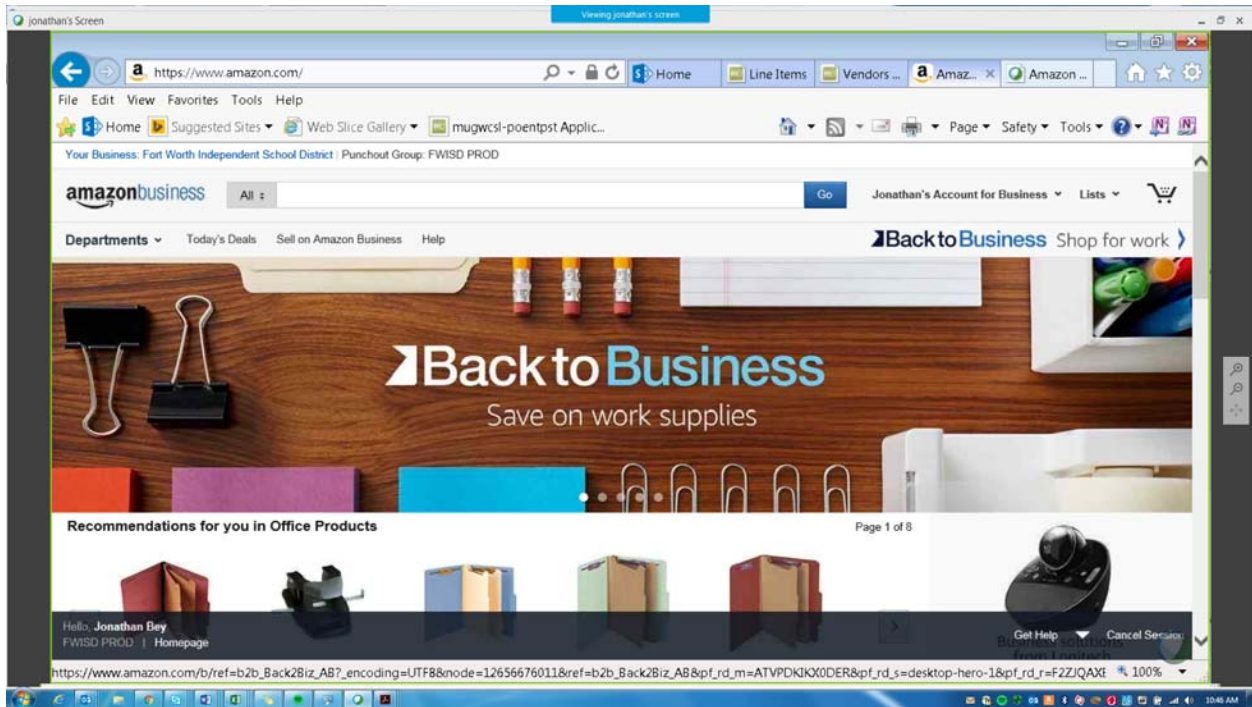
*The first time that you punch out to Amazon, you will need to create a business account by creating a password.

- If you have issue with this step please reach out to Rachel Rocklin, our Customer Advisor, at 210-375-5830 or rocklin@amazon.com

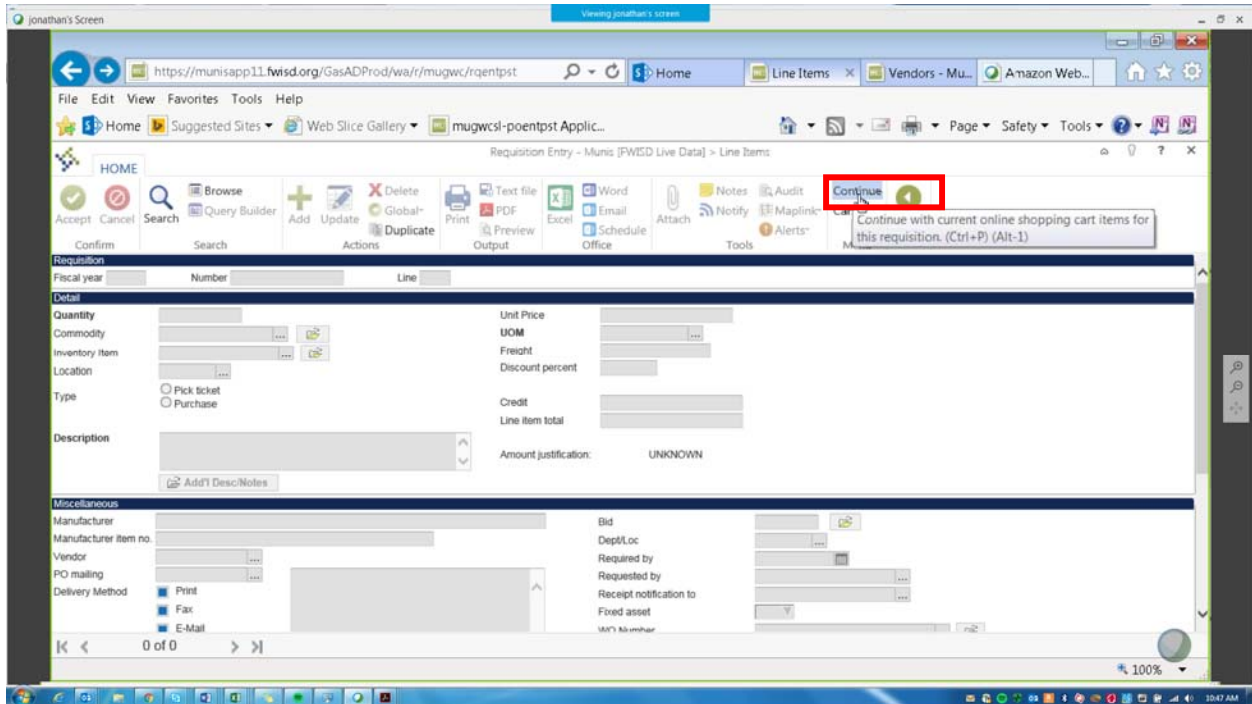
A screenshot of the Amazon Business account creation form. The form is titled 'Create an account for business' and features the Amazon Business logo at the top left. The form fields are: 'Your name' with the value 'John Doe', 'Email' (empty), 'Password' (masked with dots), and 'Confirm password' (masked with dots and a cursor). A yellow 'Create account' button is located at the bottom of the form. The entire form is enclosed in a black rectangular border.

4. Begin Shopping

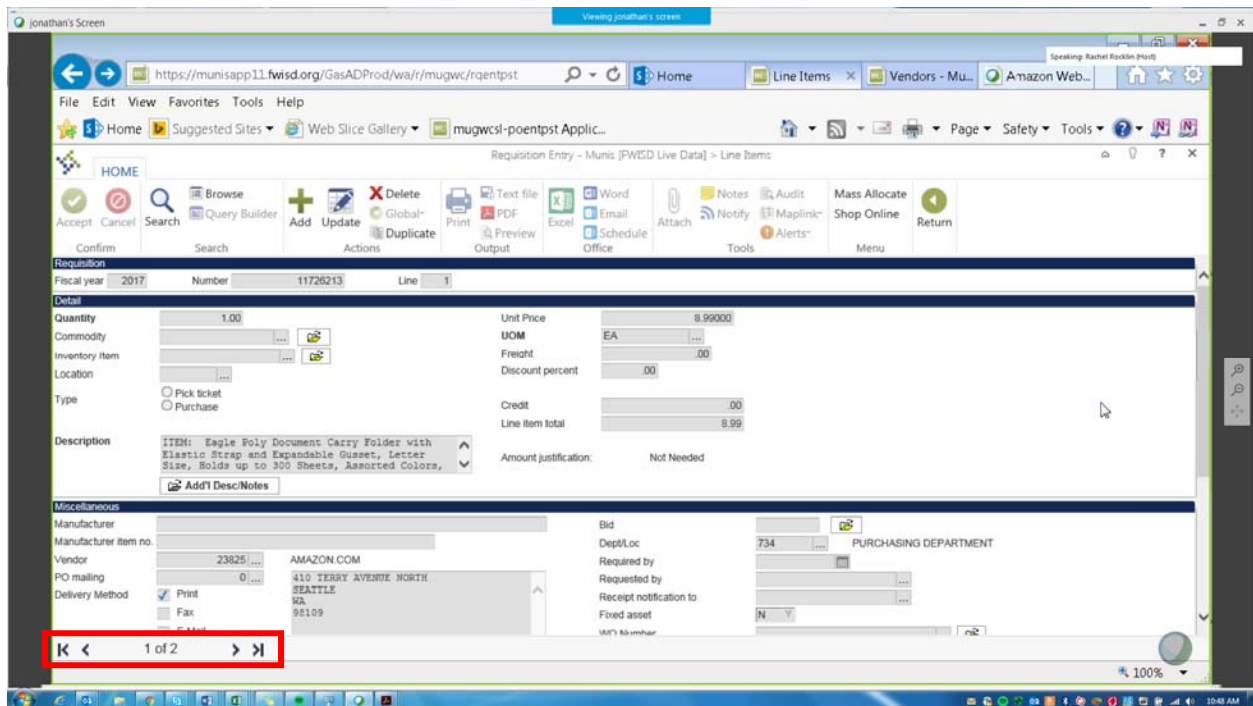
5. After adding items to your cart, click on Send to eprocurement system



6. Once back in Tyler Munis, click CONTINUE



7. Click through the items you're submitting for approval



8. Complete your Requisition Process!

Helpful Information

For General Account Inquiries and Questions:

Rachel Rocklin, Customer Advisor P: 210-375-5830 E: rocklinr@amazon.com

For Order related or Technical Questions:

Amazon Business Customer Service P: 1-888-281-3847 E: corporate-punchout@amazon.com

For Tax Questions:

Amazon Business Customer Service Tax Team P: 1-888-281-3847 E: tax-exempt@amazon.com

***To ensure Free 2 day shipping and tax exemption make sure to filter for items fulfilled by Amazon by following the below instructions:

1. Navigate to the page which contains the products that you are looking to purchase
2. Scroll down on the left hand side within the filters
3. Click on the box next to the yellow check mark and "Prime" in blue
4. These items are fulfilled by Amazon and thus will not have tax associated at checkout.