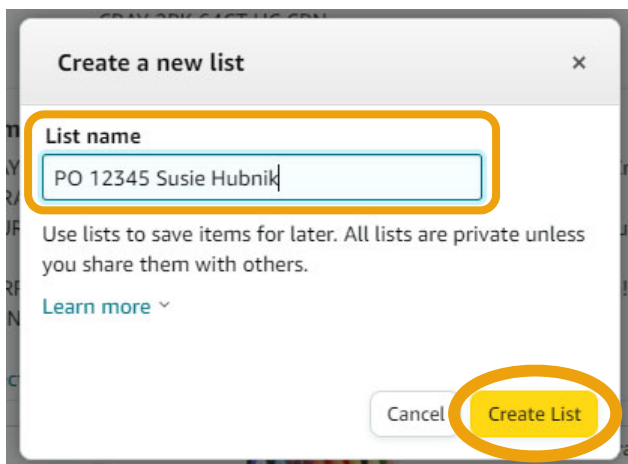
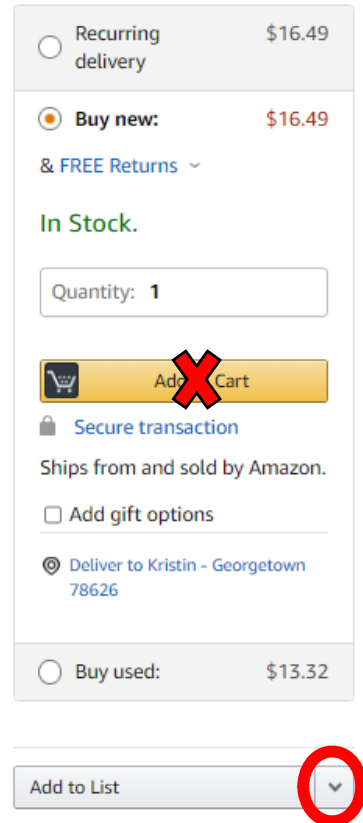
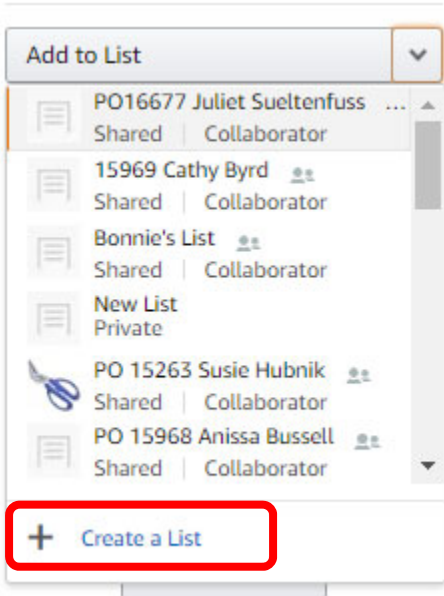
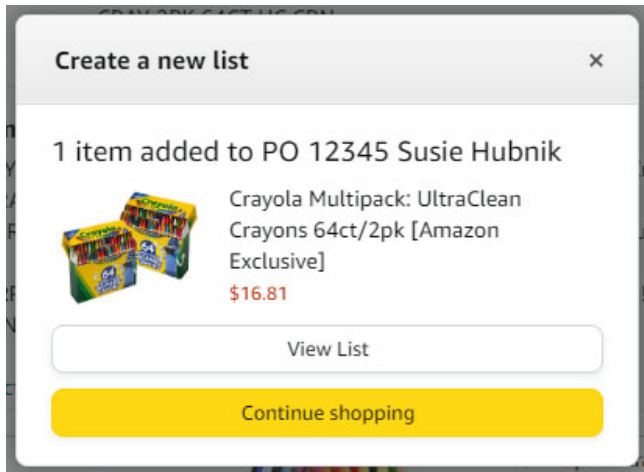


Note: If you do not already have a personal Amazon account, please sign up for one. You will be using this to streamline your Amazon ordering process for Orenda Purchase Orders (PO).

1. Log-in to your personal Amazon account.
2. Select the item that you would like to order and make sure to choose all options available for your item.
3. Select the quantity to order. (Be sure that this matches to your PO form, we will only order the items and quantities as listed with the PO. If your Amazon list shows 3 of an item, but the approved PO lists the quantity as 1 of this item, we will only order 1.)
4. Instead of selecting “Add to Cart”, select the down arrow next to “Add to List” (red circle on the screen print to the right).
5. Select “Create a List” as shown below.



6. Edit the “List name” to include your PO number and your name
7. Select “Create List” and you will see the following message.




8. Click "Continue Shopping" to add more items to your list.
9. Each time you click "Add to List", the list name you just created will appear in the drop down list.
10. When you are finished adding items to your list, click "View List."

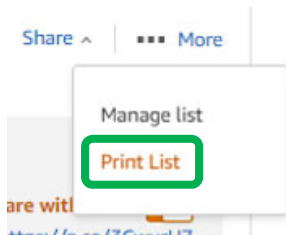
See the examples below for steps 11 through 14

PO 12345 Susie Hubnik Private

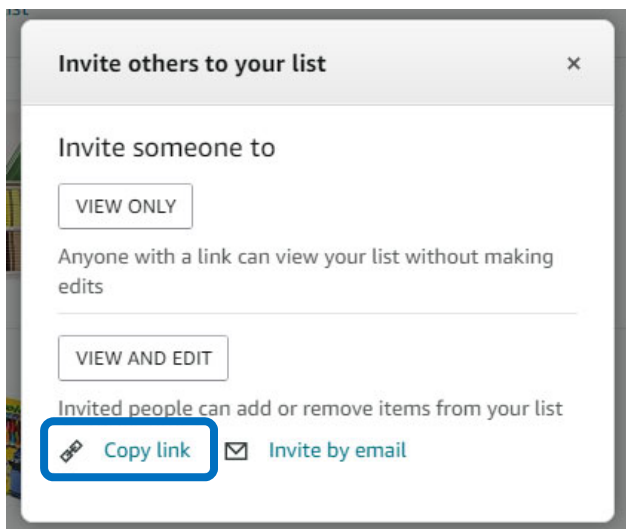


 Send list to others

 More



11. Print a copy of your list to attach to the PO form by clicking the "...More" symbol (as shown in the green box above) and choose "Print List" (as shown in the screen shot to the left). **NOTE: Turn in the PO form to your supervisor for approval as soon as possible. Amazon pricing changes, item availability can change and the link you emailed can expire affecting our ability to place your orders. Make 2 copies of your List to turn in with your Purchase Order.**



12. To send the list to the Business Office by email, in the upper right-hand corner of your Amazon screen, select "Send list to others" (Blue box above).
13. Click the "View and Edit" button and then click "Copy link" (Blue box to the left)
14. Open your email and create a new email sent to ap@orendaeducation.org and click "Control" and V to paste the link into the body of your email. The subject of this email should be "Amazon PO ##### Your Name".

Once the PO form has received all approvals, the Business Office will use the emailed link to access your shopping list.

Remember; Only items and quantities listed on the approved PO form will be ordered through the Orenda Amazon account.