



Richmond Public Schools Amazon Business Procedures Manual



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Amazon Business Benefits



There are a variety of discounts available on Amazon Business that RPS can take advantage of to unlock savings

Business Pricing

Cheaper pricing available only for registered Amazon Business customers

Price:	\$24.59
Business Price	\$23.99 (\$0.24 / Count)
You Save:	\$0.60 (2%)

Amazon Business Prime Shipping

Free Two-Day Shipping on eligible items for all users in the business account

Business-Only Selection

Business-only selection refers to items and offers that are only available for purchase by Amazon Business customers

Quantity Discounts and Limited Time Deals/Coupons

Buy more, 7 units save more: \$21.74 Save 11%	15 units \$20.55 LOWEST PRICE Save 16%
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\$16 ²⁹ (\$1.02/Count) \$17.69
Save 20% with coupon

Amazon Rebate Program

Provides a rebate of up to 3% of districts overall total spend if certain thresholds are met

How to Gain Access to the RPS Amazon Business Account



Access has to first be approved by your Budget Holder (Principal or Director)

- In most cases, access is only granted to a departments Office Associate, their back up and/or Budget Holder
- To request access please contact Procurement Coordinator, Tiffany Archer, at tarcher2@rvaschools.net
- Upon approval, a link will be sent to the employee to gain access to their departments group(s) in Amazon



Each RPS department has an Amazon PO/Invoicing Group and a P-card group (if applicable) used to place orders

- PO/Invoicing Group: Requisition/PO used to make purchase
- P-Card Group: Departments P-Card used to make purchase

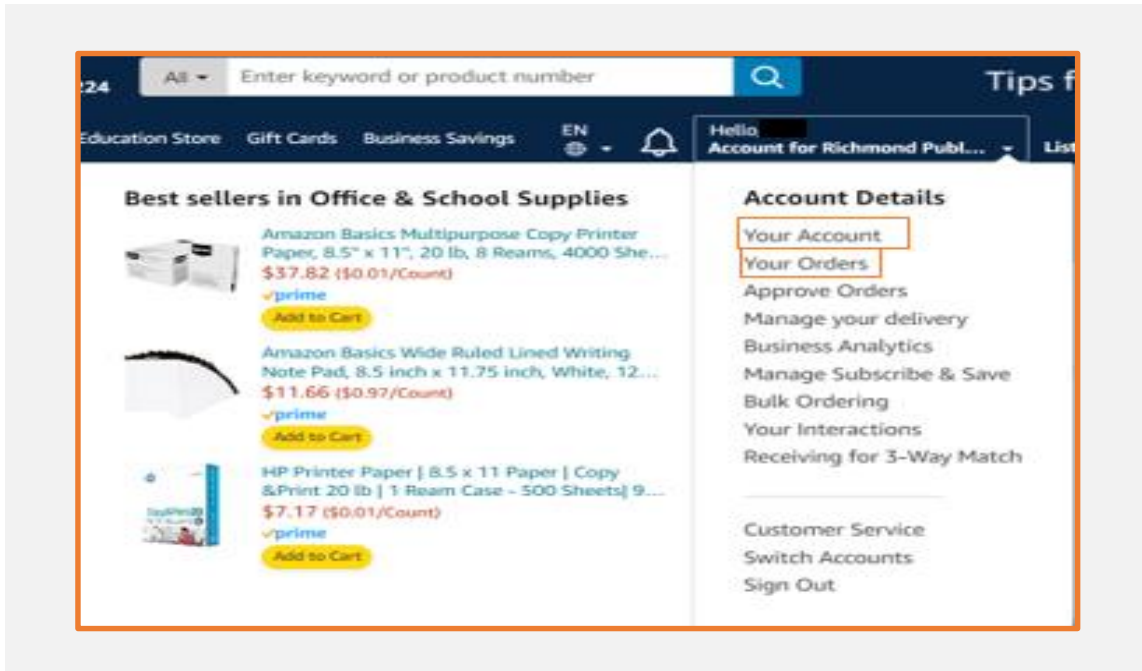
Amazon Account Navigation

Hover over your name in the top right hand corner to access additional tools in your account



Functionality

- Your Account: Standard Amazon account information including name, email address & password
- Your Orders: View and track your orders
 - You are able to save and/or print order summaries as well as retrieve copies of invoices from this tab



Amazon Account Navigation

Utilize the Search bar or your Lists to search for specific items

The screenshot shows the Amazon Business Prime navigation bar. Key elements include the 'business prime' logo, delivery location 'Richmond 23224', a search bar with 'amazon prime' and a magnifying glass icon, and a category dropdown for 'Education supplies'. Below the search bar are navigation links: 'All' (highlighted with a callout), 'Women-Owned Businesses', 'Buy Again' (highlighted with a callout), 'Education Store', a language selector 'EN', a notification bell icon (highlighted with a callout), a user account link 'Hello, [redacted] Account for Richmond Publ...', 'Lists', 'Business Prime', and a shopping cart icon with '1' (highlighted with a callout). Below the navigation bar, four callout boxes provide instructions: 'Click here to shop by department and and/or category' (pointing to 'All'), 'Click here to review and buy your recently purchased items' (pointing to 'Buy Again'), 'Click here to review all of your notifications' (pointing to the notification bell), and 'Access your shopping cart here' (pointing to the shopping cart icon).

Links to Explore

Workplace Essentials: 4+ star rated work supplies, including top searched and purchased

Wholesale: Save by purchasing items in bulk, case packs, and large packs

Private Brands: Discover Amazon Business brands, including Amazon Commercial, Amazon Basics and more

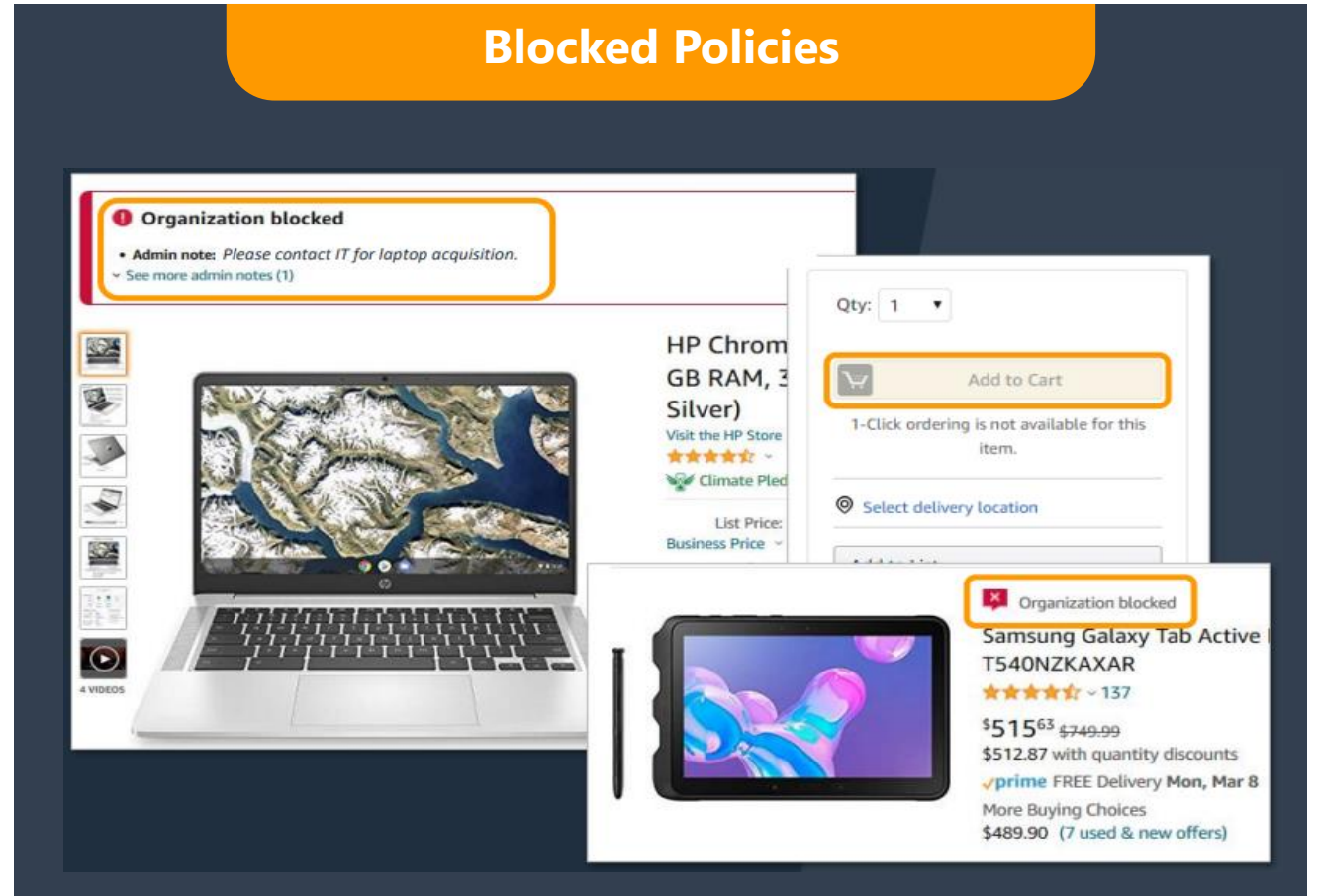
RPS Buying Policies

Restricted products will be clearly marked throughout your buying process. If a particular item is not blocked on Amazon, it does not always mean that it is eligible for purchase on Amazon per RPS purchasing policies.

This is not a complete list, but some of the items that should not be purchased on Amazon include the following:

- Computers, printers (or any other device that must connect to our RPS network)
- Gift Cards
- Software
- Gas-Powered Equipment
- Assembly and Installation Services or 3rd party warranties
- Any fixed asset/taggable item

If you are not sure if an item should be purchased, please contact the Program Administrator



RPS has blocked certain product categories in Amazon based on our internal buying policies

LINQ ERP Amazon Requisition Entry Process

1) Log into Amazon Business: Create and finalize Amazon Order

- Create your Shopping Cart by placing items into the cart to get item totals and amounts.
- Click on "Proceed to Checkout" to lock in item prices.
- After creating your order, under 1) Choose a group - select "PO/Invoicing" for your location.
 - *Please note that if you are using the P-Card to make an Amazon purchase, you do not need to create a LINQ requisition.*
- Click "Choose this group" to proceed to 2) Business Order Information.



Amazon Business

amazon Checkout (1 item) 2

1 1 Choose a group [Learn more](#) Close X

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> Procurement & Property Management - PO/Invoicing Richmond Public Schools	Shared	Shared
<input type="checkbox"/> Ship cart items to every address on this group Learn more		
<input type="radio"/> Procurement and Property Managemement - P-Card Richmond Public Schools	Shared	Individual

1 Choose this group

Choose this group

Choose a group to continue

Order Summary

Items: \$59.00

Shipping & handling: --

Total before tax: --

Estimated tax to be collected: --

Order total: --

How are shipping costs calculated?

LINQ ERP Amazon Requisition Entry Process

2) Log into LINQ ERP: Create a Requisition for the Amazon Order

- Meanwhile, log into your LINQ ERP site account to create a requisition for your order ([click Modules](#) → [FAS](#) → [Processing](#) → [Order Processing](#) → [Requisition Entry/Approval](#)).
- Click [Requisition](#) to obtain a system-generated [Requisition number](#).
- Go through the standard requisition entry process and enter locked in unit prices in the unit price field. *Refer to the LINQ ERP FAS User Guide if additional guidance is needed.*

The screenshot displays the LINQ ERP interface for creating a requisition. At the top, an orange banner reads "LINQ ERP". Below it, a window titled "Requisition Entry/Approval" is shown. The "REQUISITION" button is highlighted with an orange box. The form contains several fields: "Date Entered" with a calendar icon, "Account Year" with a dropdown, "RTB" with a dropdown, "Item Total" with a value of "0.00", and "Account Total" with a dropdown. The "Action" dropdown is set to "Enter". The "Requisition Status" field has a visibility icon. A "PRINT REQUISITION" button is located in the bottom right corner. Below the main form, there are tabs for "ORDER HEADER", "ITEMS", "ACCOUNTS", "INQUIRE", and "APPROVAL". The "ORDER HEADER" tab is active, showing a "Vendor" field with a dropdown menu.

LINQ ERP Amazon Requisition Entry Process

3) Amazon: Enter Requisition Number in PO Number Field

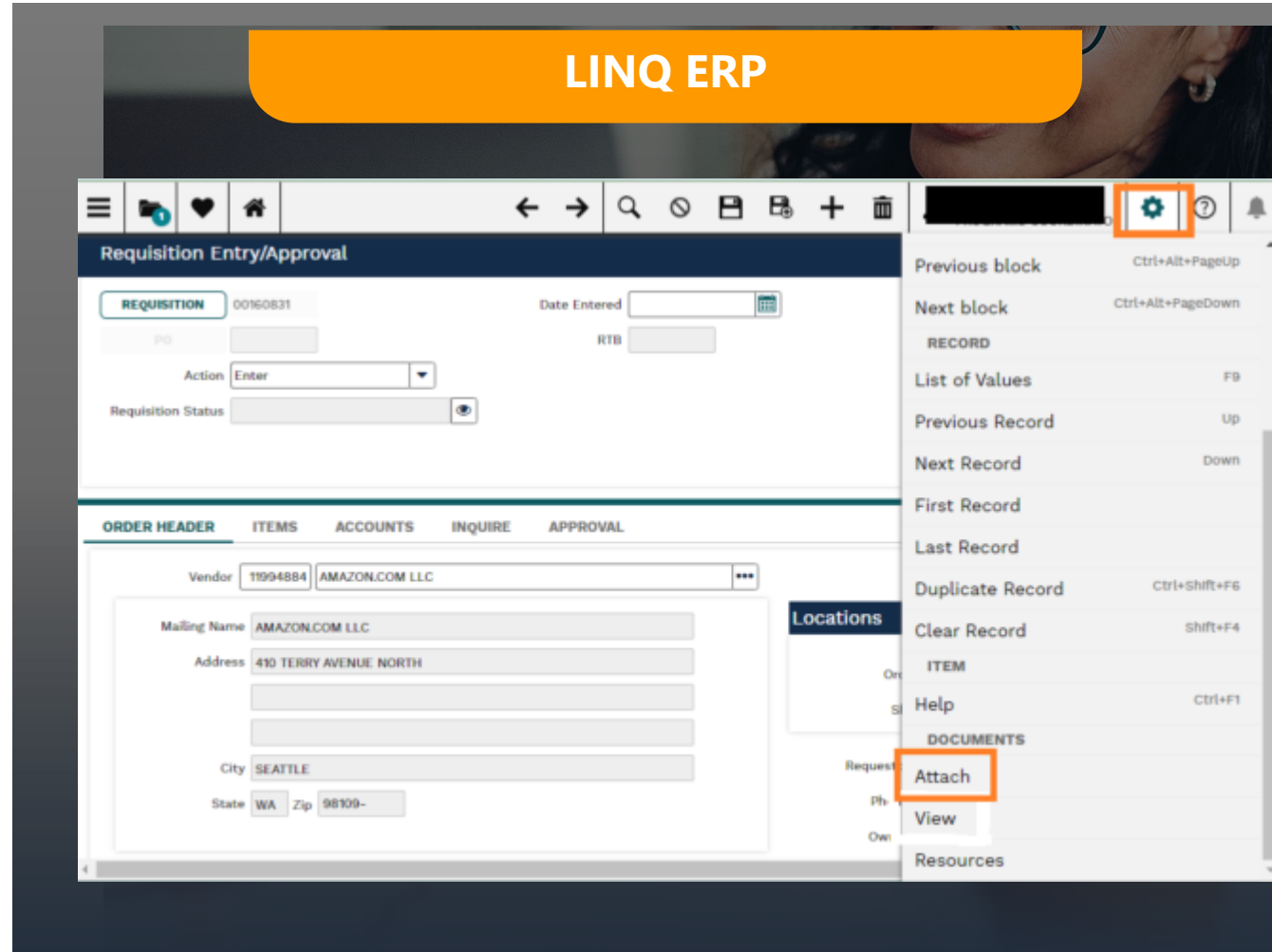
- Return to the Amazon checkout page and enter the **LINQ Requisition number**.
- It is a **requirement** to enter the purpose of the order in the comments section (Ex: **supplies, etc.**)
- Complete all other required fields, then click **“Submit for Approval”** - this will send an email from your Amazon Business Account outlining the items you are submitting for approval to order.
- Download a **.pdf copy of your Amazon order summary** sent to your RPS email and save to your computer (this .pdf copy will be **required** in the LINQ ERP system).

A screenshot of the Amazon Business checkout page. At the top, there is an orange banner with the text "Amazon Business". Below this, the Amazon logo is on the left and "Checkout (1 item)" is on the right. The page is divided into two main sections: "1 Group" and "2 Business order information". The "1 Group" section shows "Procurement & Property Management - PO/Invoicing" and "Group under Richmond Public Schools" with a "Change" link. The "2 Business order information" section contains a warning box: "⚠ Your order requires approval" with the text "You can place the order but please note that it may not comply with your organization buying policies. View admin notes (1) >". Below this are three input fields: "PO number (optional)" with a dropdown menu showing "Other..." and a "Remove" button; "LINQ Requisition # (optional)" with an empty text box; and "Comments for approver (optional)" with a text area and "100 characters left" below it. At the bottom of this section is a link "Add an additional approver?". On the right side of the page, there is a "Continue" button in a yellow box, followed by a section titled "Order Summary" with a link "How are shipping costs calculated?".

LINQ ERP Amazon Requisition Entry Process

4) LINQ ERP: Attach .pdf copy of Amazon order summary to the Requisition in LINQ ERP

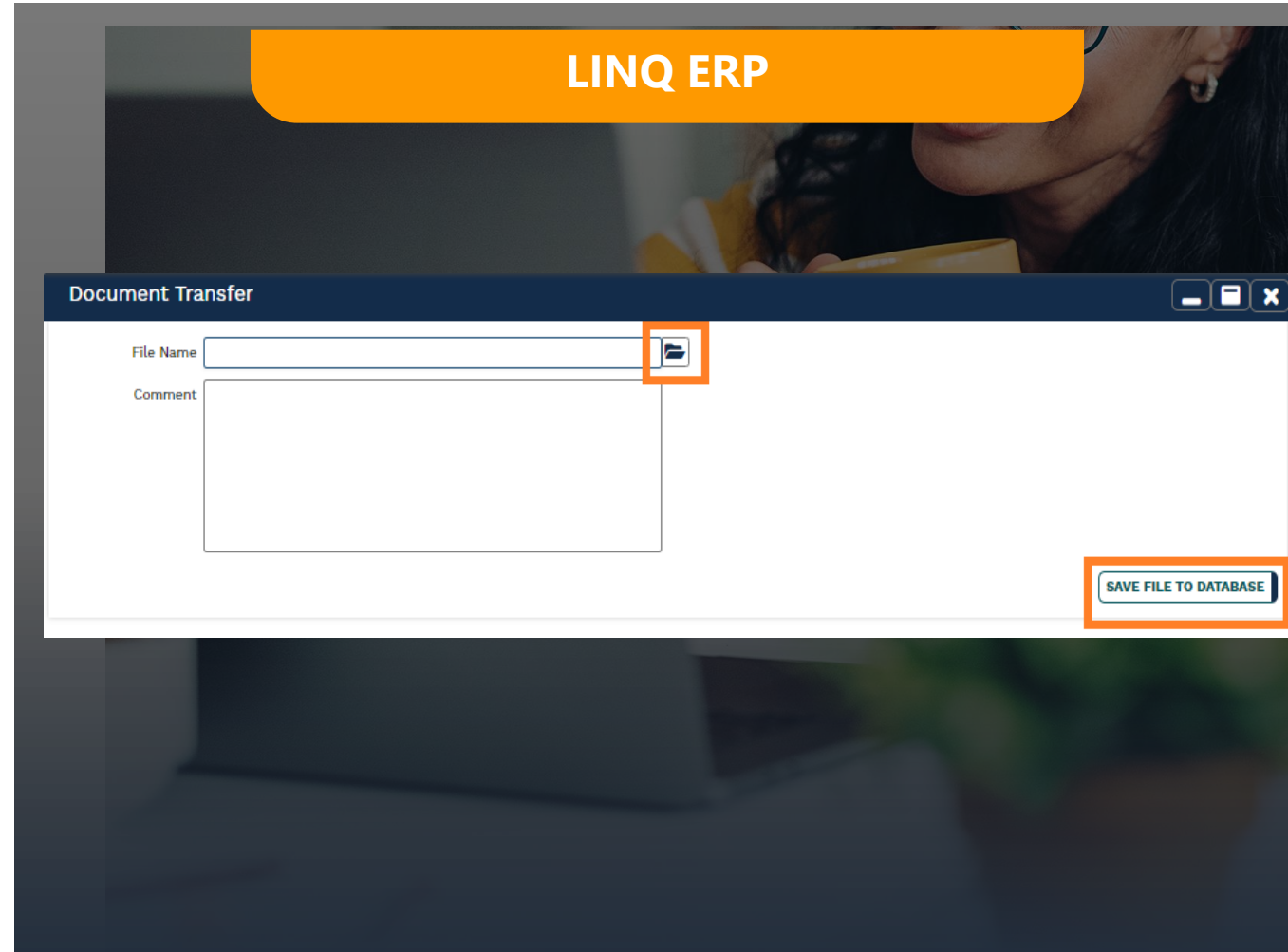
- The Procurement team requires a quote for your Amazon purchase before final requisition approval. You can attach this .pdf copy of the Amazon order summary during the requisition entry process or after you submit your requisition.
- To attach the order .pdf copy of the Amazon order summary to this requisition, click **Tools**, scroll down to the **Documents** section, and select **Attach**.



LINQ ERP Amazon Requisition Entry Process

4) LINQ ERP: Attach .pdf copy of Amazon order summary to the Requisition in LINQ ERP - **Continued**

- Upload the order summary from a saved file on your computer by clicking on the folder icon to the right of the File Name field. When finished attaching the order summary, click "Save file to database".



LINQ ERP Amazon Requisition Entry Process

5) LINQ ERP: Submit Requisition for approval

- Click **Finish** to submit the requisition to go through the approval process.
- Check that the requisition was submitted successfully by making sure the **Requisition Status** field updated to “Needs approval by _____”. If Requisition Status has errors, refer to the Common Errors on LINQ ERP Requisition Entry PDF for solutions.
- Once approved by your office/building-level approver or Procurement, you will receive notification of updated requisition status to “Approved/Ready for PO Print”. Proceed to follow the steps in the LINQ ERP FAS User Guide to change the approved requisition into a purchase order.
- The Procurement team will ensure that order attachments were uploaded appropriately, approve the requisition, and change the requisition number to the Purchase Order (PO) number from the Amazon vendor site for approval.

Amazon RPS P-Card Purchases

1) Log into Amazon Business: Create and finalize Amazon Order

- Create your Shopping Cart by placing items into the cart to get item totals and amounts.
- Click on "Proceed to Checkout" to lock in item prices.
- After creating your order, under 1) Choose a group - select "P-Card" for your location.
 - *Please note that if you are using the P-Card to make an Amazon purchase, you do not need to create a LINQ requisition.*
- Click "Choose this group" to proceed to 2) Business Order Information.



The screenshot shows the Amazon Business checkout process. At the top, there is an orange banner that says "Amazon Business". Below this, the page title is "Checkout (1 item)" with a lock icon and the number "2" in a box. The main content area is titled "1 1 Choose a group" and contains a table of groups. The first group is selected and highlighted with an orange box and the number "1". Below the table, there is a yellow button labeled "Choose this group". To the right, there is an "Order Summary" section with a yellow button labeled "Choose this group" and the text "Choose a group to continue".

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> Procurement & Property Management - PO/Invoicing Richmond Public Schools	Shared	Shared
<input type="checkbox"/> Ship cart items to every address on this group Learn more		
<input type="radio"/> Procurement and Property Management - P-Card Richmond Public Schools	Shared	Individual

Order Summary

Items:	\$59.00
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

How are shipping costs calculated?

Amazon RPS P-Card Purchases

Continued...

- It is a **requirement** to enter the purpose of the order in the comments section (Ex: **supplies, etc.**)
- Complete all other required fields, then click **"Submit for Approval"** - this will send an email from your Amazon Business Account outlining the items you are submitting for approval to order.
- Before submitting your order, please ensure that all P-Card information is updated and that the purchase is within your available balance and single transaction limit.
- If your purchase is initially declined because you have exceeded your card limit, Amazon will make 2 additional attempts to process the payment. After that, your order will be completely canceled.



The screenshot displays the Amazon Business checkout interface. At the top, an orange banner reads "Amazon Business". Below it, the page title is "Checkout (1 item)" with a step indicator "2" and a lock icon. A modal window titled "1 1 Choose a group" is open, showing a table of groups. The first group, "Procurement & Property Management - PO/Invoicing" for "Richmond Public Schools", is selected and highlighted with an orange box and a "1" in a box. A "Choose this group" button is highlighted with an orange box at the bottom of the modal. To the right, the "Order Summary" shows a total of \$59.00. A "Choose this group" button is also highlighted with an orange box in the summary area.

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> Procurement & Property Management - PO/Invoicing Richmond Public Schools	Shared	Shared
<input type="checkbox"/> Ship cart items to every address on this group Learn more		
<input type="radio"/> Procurement and Property Management - P-Card Richmond Public Schools	Shared	Individual

Order Summary

Items:	\$59.00
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

Things to Remember...

- Only RPS Amazon business accounts allowed for purchases
- Your order will not be processed until it is approved by the Program Administrator
 - Orders over \$1,000 require additional approval from RPS Procurement Management
- You will be notified via email once your order is approved and processed
- If your order is not approved within 7 days of submitting, the order will automatically be canceled
 - If your order is canceled, you will need to submit the order again in Amazon (using the existing requisition/PO if applicable)
 - If there are any price changes to be made to your requisition/PO, that information must be provided to the Program Administrator **BEFORE** your order can be approved
- Description of purchase **MUST** be entered into the comment section when placing an order

Purchase Responsibility



It is the responsibility of every end user and budget holder to ensure that all purchases made are those of the best value and are in accordance to the Mission of RPS.

The Amazon logo, featuring the word "amazon" in a bold, black, sans-serif font with a curved orange arrow underneath it, all contained within a white rounded rectangle with a subtle drop shadow.

amazon



RPS Program Administrator Contact Information

Tiffany Archer

- tarcher2@rvaschools.net
- Office: 804 204-1087

Duties

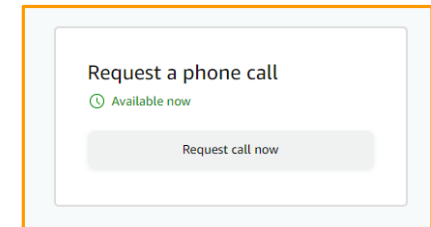
- Set up users
- Review and approve all orders and requisitions



Amazon Contact Information

Amazon Customer Service Number:
1-888-280-4331

Request a call through
your RPS Amazon
Business Account



Live chat with a
representative through
your RPS Business Account

