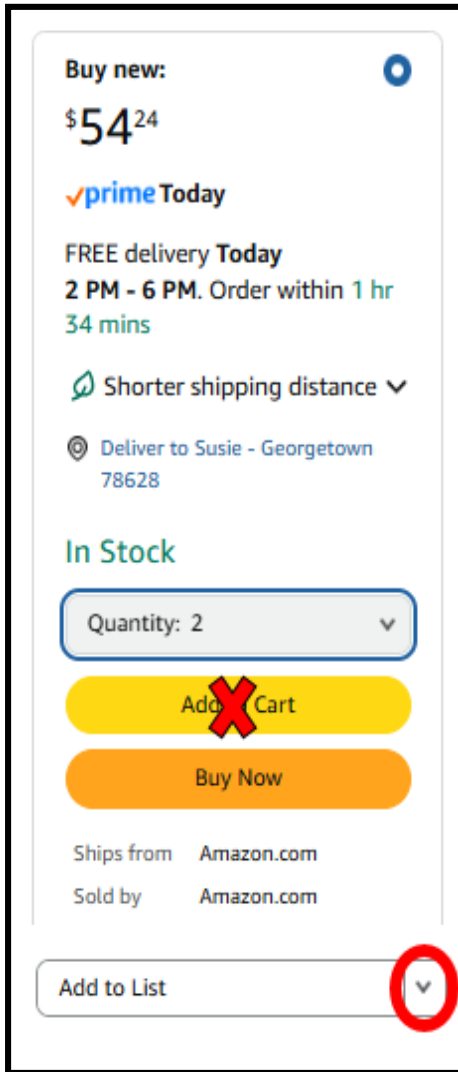


Note: If you do not already have a personal Amazon account, please sign up for one. You will be using this to streamline your Amazon ordering process for Orenda Purchase Orders (PO).

PIC 1



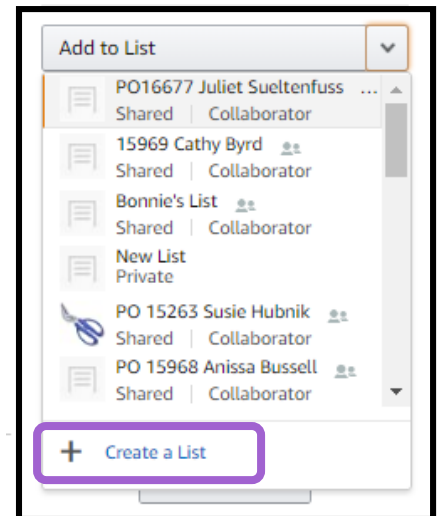
1. Log-in to your personal Amazon account.
2. Select the item that you would like to order and make sure to choose all options available for your item. (Note: select all options available for the item; size, color, count, shape, etc...)

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

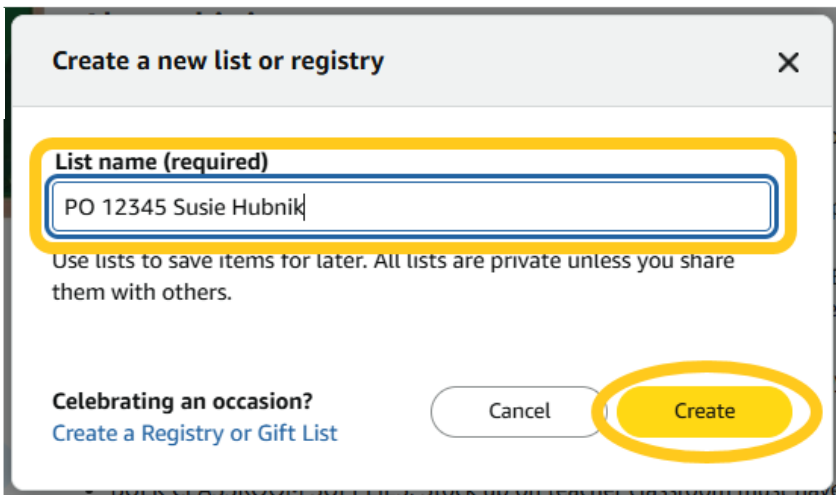
3. Instead of selecting “Add to Cart”, select the down arrow next to “Add to List” (PIC 1 red circle).

4. Select “Create a List” (PIC 2 purple box).

PIC 2



PIC 3



5. Edit the “List name (required)” to include your PO number and your name (PIC 3 yellow box). Note: this field defaults to “Shopping List”, delete the default and rename with the PO # and your name.

6. Select “Create” and you will see the following message (PIC 3 yellow circle)

PIC 4



7. If you have more than one item to add to your list, click “Continue Shopping” (PIC 4) to add more items to your list.

8. Each time you click “Add to List”, select the list name you just created (it will appear in the drop down list).

9. When you are finished adding items to your list, click “View List.”

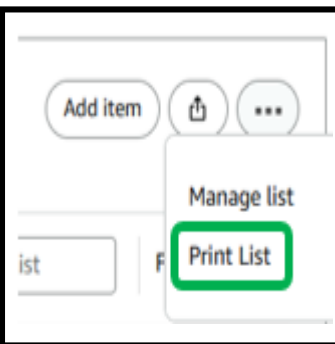
10. If you leave the screen and need to get back to your list, at the top of the Amazon webpage, place your cursor over “Hello Your Name” and select the list name you created in the menu that opens (under the Heading “Your Lists”).

PIC 5



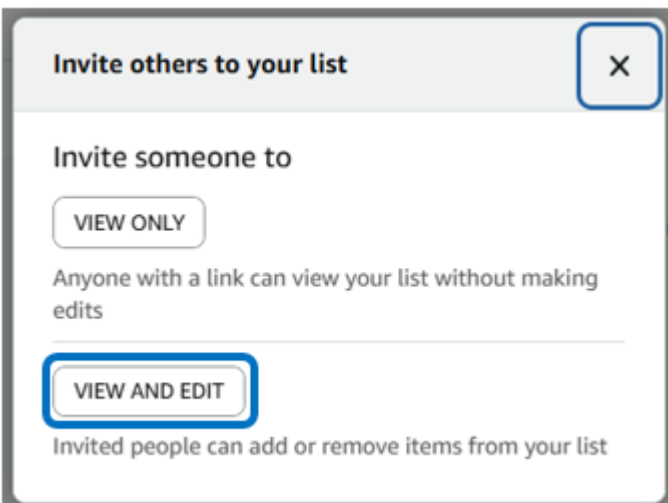
11. Print 2 copies of your list to attach to the PO form by clicking the “...” symbol (PIC 5 green box) and choose “Print List” (PIC 6 green box).

PIC 6



12. On the paper PO form, in the “Detailed Description” section, write “See Attached List” and then fill in the total cost of the list in the Total field. Attach the 2 printed copies of the list to the PO and turn them into your supervisor for approval as soon as possible. **Note:** after you have turned your PO form, check the District PO Tracking Log (found on the Orenda Employee Tools webpage) to see the status of your request.

PIC 7



Required: You must send your list to the Business Office by email. Once the PO form has received all approvals, the Business Office will use the emailed link to access your shopping list and place your order.

13. In the upper right-hand corner of your Amazon screen, select the upload symbol (PIC 5 blue box).

14. Click the “View and Edit” button (PIC 7 blue box). Once you click the button, the “Copy link” button will appear (PIC 8 blue box).

PIC 8



15. Open your email and create a new email sent to ap@orendaeducation.org and click “Ctrl” and V to paste the link into the body of your email. The subject of this email should be “Amazon PO ##### Your Name”.