

"Shopping Cart" Amazon

Choose Vendor ID 001124 – Shopping Cart Amazon

Online Ordering

Requisition entry

1. Change the delivery site to your School /department
2. Change the PO type to **PO WITHOUT RECEIVING (if each line item is quantity of 1 is under \$500).**

If a single item is over \$500 please create a separate Requisition WITH RECEIVING, as it will need to be Asset tagged. Choose the warehouse as the shipping location for these items.

3. Choose Vendor ID 001124 – Shopping Cart Amazon
4. **Do not** put names in the **Comment field** as these notes show up on payment checks. If you want to make a note as to which room/teacher the items belong to, **please put this information in the Notes tab.**

Requisition		Items	Accounts	Payments	Quotes	Approvals	Assets	Attachments	Notes	History																																																							
Requisition/Vendor Information																																																																	
1 - Requisition Information Dept Id: ACCOUNT (Accounting/Purchasing Department) Academic Department Requisitioner: Angela Gudmunds Request Date: 11/1/2021 Order Location: ADA (Adam Elementary) Delivery Location: ADA (Adam Elementary) Room: Comment: School Supplies Responsibility: Category: Goods and Services Category: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Asset</th> <th>Qty Rcvd</th> <th>Date Rcvd</th> <th>Qty To Rcv</th> <th>Catal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>											Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catal																																																		
Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catal																																																													
2 - Vendor Information Order Type: PO w/o Receiving Online Order: Online Order Contact: Vendor Category: Vendor Id: 001124 (Shopping Cart Amazon) Vendor Address Id: 1 Vendor Name: Shopping Cart Amazon Street Address: 1516 Second Ave. City State Zip: Seattle, WA 98101 Phone / Fax: (866) 486-2360 x0 / (206) 694-2950 Allows Emailing POs: No Quote Number: Credit Card Id: 4 - Order Cost Information Non Taxable Amount: 0.00 Taxable Amount: 0.00 Sub Total: 0.00 Tax Rate: 8.750 Sales Tax: 0.00 Shipping Pct: 10.00 Shipping Amount: Tax on Shipping: No Total Cost: 0.00 Adjustment Amount:																																																																	
3 - PO Information PO Date: Buyer: Delivery Date: Change Notice Date: Change Notice Count: Change/Cancel Msg: Ship Via: Best Way Terms: Net 30 FOB: Destination 5 - Summary/Status Information On Hold: No Status Comment: Date Approved: Board Date: PO Print Date: Line Item Cnt: Line Items Fully Rcvd: Total Qty Ordered: Total Qty Rcvd: Amount Received: Date Completed: Days to Complete: Fixed Asset Count:																																																																	
6 - Accounting Information Account Distribution Option: Acct Distributed Amt: Acct Undistributed Amt: Amount Encumbered: Amount Expensed: Amount Liability: 0.00 7 - Add/Update Information																																																																	

It is advised to start a folder on your desktop for (each) Amazon, Office Depot, and Lakeshore Learning and save a copy of your orders there. This will assist you in verifying the ACTUAL items received. **If your packing slip is SMALLER than 8.5 x 11, please tape it to an 8.5 x 11 piece of paper before sending to Accounts Payable.**

If Amazon did not send a packing slip, **you should print a copy** of the order and **verify with a check mark ONLY of the items received**. Sign and date your paperwork, attach a copy to the invoice or taped receipts, and send to Accounts Payable **immediately**.

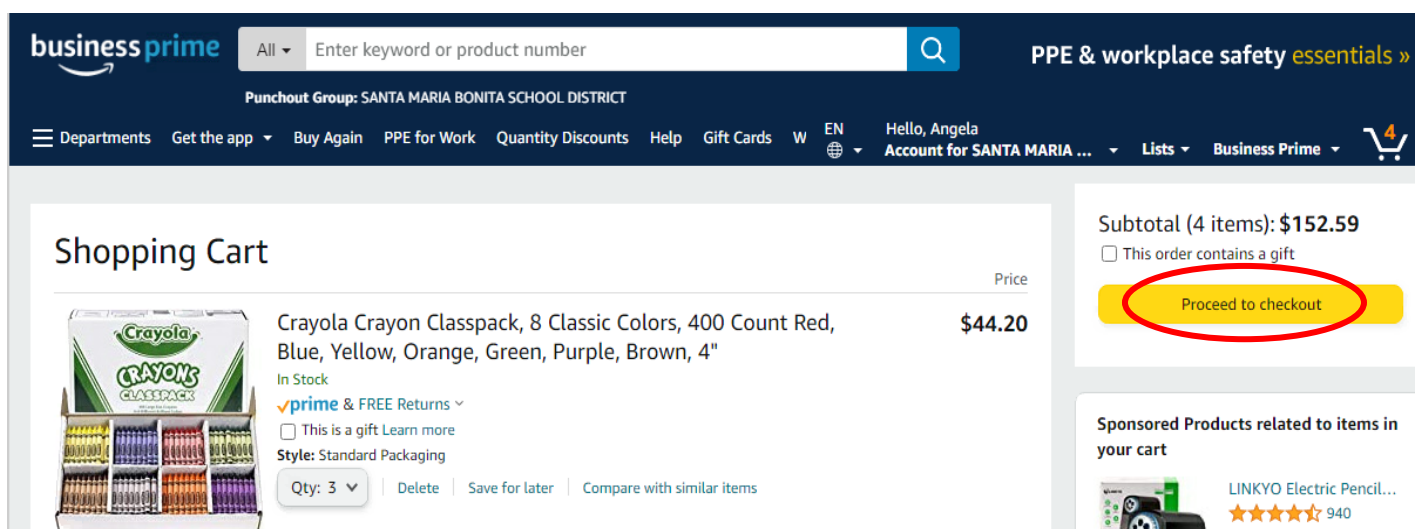
Online Shopping for Amazon

On the **Item tab**, click **Tasks>Start Online Shopping**. This will open up a tab in your browser for the User to start ordering through the online cart process:

You may add as many line items as you need by adding to shopping cart.



Note: Below shows Amazon's punchout site. Place items in the online cart as you normally have done, add to cart, view cart, and click the **Proceed to Checkout**:



Select your school’s shipping address. If your site is not listed, choose 708 S. Miller Street. Amazon will automatically ship your items to the delivery location identified in your Escape requisition. If you would like to have an individual or room identified on your order, you may enter this information in the “Deliver To” field

Select a shipping address

Sending items to more than one address?
[Ship to multiple addresses](#)

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:

This will be applied to only this order.

Deliver to this address

Group **SANTA MARIA BONITA SCHOOL DISTRICT** addresses

☒ **Arellanes Elementary School** 1890 SANDALWOOD DR, SANTA MARIA, CA, 93455-2846, United States, Phone: 8053618176

☐ **MaryLou** 930 RANCHO VERDE, SANTA MARIA, CA, 93458-8224, United States, Phone: 8053618176

☐ **MaryLou McDonough** 1248 DENA WAY, SANTA MARIA, CA, 93454-2551, United States, Phone: 8053618176

☐ **SANTA MARIA BONITA SCHOOL DISTRICT** 708 S MILLER ST, SANTA MARIA, CA, 93454-6230, United States, Phone: 8053618176

Choose your shipping/delivery option and Click Continue (Note – not all items are included in the Prime Free shipping):

Choose your shipping options

Continue

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Teacher Ken Rm 15, 1890 SANDALWOOD DR, SANTA MARIA, CA, 93455-2846 United States

- **10 Pack Lanyard Neck Strap Keychain ID Holder Keyring Keys Phones with Safe Removable Buckle & Spring Clip**
\$19.99 - Quantity: 1
Sold by: UU BUY
- **Crayola Crayon Classpack, 8 Classic Colors, 400 Count Red, Blue, Yellow, Orange, Green, Purple, Brown, 4" - Crayola**
\$44.20 - Quantity: 3
Toy - New
Sold by: Amazon.com Services LLC

[Change quantities or delete](#)

Choose your Prime delivery option:

- ☒ **Wednesday, Nov. 17**
FREE Prime Delivery
- ☐ **Thursday, Nov. 18**
FREE Delivery in fewer trips to your address
- ☐ **Monday, Nov. 8 - Wednesday, Nov. 17**
FREE Prime Delivery

Continue

Select your payment (this will be the only method of payment)

Select a payment method

SANTA MARIA BONITA SCHOOL DISTRICT line of credit

- ☒ **Pay By Invoice**
 Provided by your organization

Continue

You can review this order before it's final.

When you are finished and select, "Submit Order" for the Approval, it will open a tab with the following statement. After entering items in the Amazon website and receiving the notice below, **go back to Escape.**

Submit Order for Approval:



SIGN INSHIPPING & PAYMENTGIFT OPTIONSPLEASE ORDER

Review your order

 This order requires approval.

Group

SANTA MARIA BONITA SCHOOL DISTRICT

CT

Change

Payment method

Change

Pay by Invoice

Promotional Codes:

Enter Code

Apply

Shipping address

Change

Teacher Ken Rm 15

1890 SANDALWOOD DR

SANTA MARIA, CA 93455-2846

United States

Phone: 8053618176

Ship to multiple addresses

Estimated Delivery: Depends on Approval

(For example, if approved now, Wednesday, Nov. 17, 2021)



10 Pack Lanyard Neck Strap Keychain ID Holder Keyring Keys Phones with Safe Removable Buckle & Spring Clip

\$19.99 ✓prime & FREE Returns

Quantity: 1

Change

Sold by: UU BUY

Add gift options

Choose your Prime delivery option:

☒ Wednesday, Nov. 17

FREE Prime Delivery

☐ Thursday, Nov. 18

FREE Delivery in fewer trips to your address

☐ Monday, Nov. 8 - Wednesday, Nov. 17

FREE Prime Delivery

Submit order for approval

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

Order Summary

Items (4):

\$152.59

Shipping & handling:

\$0.00

Total before tax:

\$152.59

Estimated tax to be collected:

\$11.84

Order total:

\$164.43

How are shipping costs calculated?

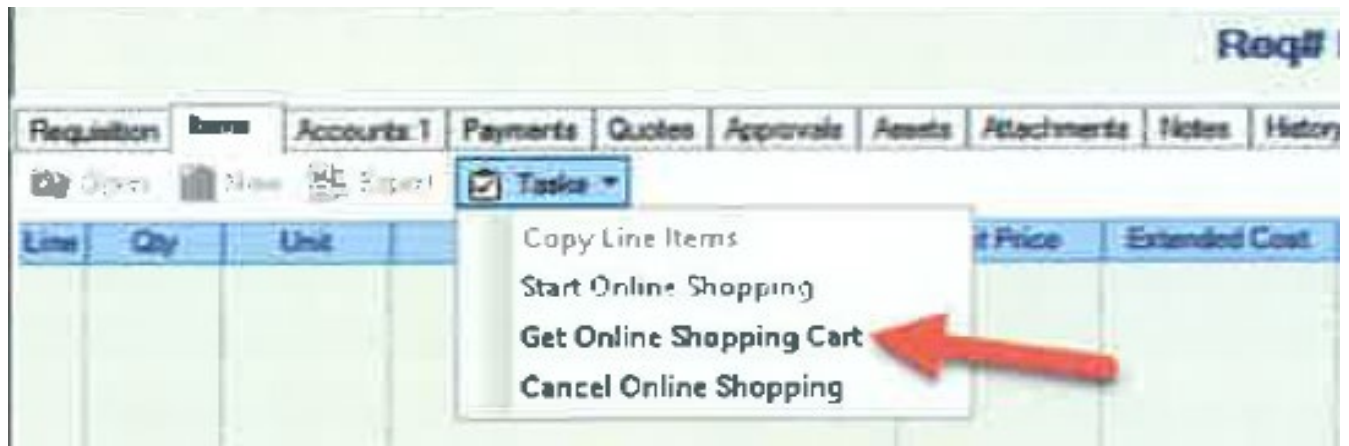
Prime shipping benefits have been applied to your order.

The Message below will pop up.

Thank you for shopping online!

Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

Close the Message Box and back in Escape, go to **Item tab** click **Tasks>Get Online Shopping Cart**. The System will populate the selected items from the online cart from the Vendor website into the Item tab of the Vendor Requisition.



Then, your items from Amazon website appear in the **Item tab** of your Requisition, see below.

The screenshot shows the 'Vendor Requisition' system interface with the 'Items' tab selected. The table displays items from Amazon. The columns are: Line, Qty, Unit, Description, Unit Price, and Extended Cost.

Line	Qty	Unit	Description	Unit Price	Extended Cost
1	2	CS	Hammermill(R) Paper, Copy Plus MP	\$88.0500	\$176.10
2	4	PK	(R) Brand Paper Clips, N	\$3.6800	\$14.72
3	1	DZN	Sharpie(R) Permanent Fine-Point Ma	\$9.9800	\$9.98

Click on the Accounts tab and add the necessary budget code(s)

On the **Tasks tab** Click **"Submit"** to begin the Approval process.

Once the full approval is received, a PO # will be issued and the order will be released for Amazon's processing. Please allow up to 15 business days to receive the item(s) after FULL APPROVAL OF PO.