SOP Full Title: Amazon Purchase

1. **Objective:** To establish the guidelines and process for schools/departments to process an order from "Amazon Capital Services Inc.".

2. **Scope:** This document will cover the process of the documents needed for an Amazon request, as well as the process for submitting a requisition through Amazon.

3. **Applicability:** Applies to all school and department staff performing requisition functions for each District location.

4. **Procedure/Instructions**
   A. **Documents required prior to Amazon request**
      i. Prior to utilizing Amazon, school/department MUST perform their due diligence and provide 2 additional quotes along with the Amazon cart to show Amazon provides the best value. If 2 additional quotes are not possible for the items requested, a justification must be provided stating what the school/department finding's concluded.

      ii. Once the proper documentation is gathered, school/department may enter a requisition in "Visions" to "Amazon Capital Services Inc.". Please make sure to attach the Amazon shopping cart, as well as the documents stated in Step i.

      iii. Once the Visions requisition is created into a Purchase Order, school/department will need to create a requisition in Amazon. If the school/department does not have a current Amazon profile, the Purchasing Department will assist in creating one.

      iv. School/Department can go back into their Amazon profile and finalize/create their cart, then proceed to checkout:

v.   Users will be prompted to provide the PO number that was created in Visions:

Business order information

Complete the following to ensure accurate routing and reporting of your order.

PO number

[   ]   [Continue]

US Communities R-TC-17006 (optional)

[   ]

*Note: Please disregard the "US Communities" box. This is a Purchasing Dept. reference.

vi.   Users will be prompted to provide Shipping details:

Select a shipping address

(i) **Keep operating hours up to date**
     If your hours ever change at an address, click **Edit delivery preferences** to update them.

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button. Or you can enter a new shipping address.

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

Deliver To: [Enter Recipient Name]   This will be applied to only this order.

Group Las Cruces Public Schools addresses

○ **Material Management - Warehouse** 1400 E HERNANDEZ RD, LAS CRUCES, NM, 88001-1983, United States, Phone: 5755276025 Edit address | Edit delivery preferences

○ **Purchasing** 505 S MAIN ST STE 249, LAS CRUCES, NM, 88001-1243, United States, Phone: 5755275844 Edit address | Edit delivery preferences

*Note: Pre-loaded addresses will be provided with your profile. Orders CANNOT be shipped to home addresses. Orders will be rejected if a home address is provided.

vii. Users will be prompted to choose their shipping method:

viii. Users will be prompted to select a payment method:

*Note: This option will be pre-filled to "Pay By Invoice". No other forms of payment will be accepted.

ix. Amazon will allow you to review your final order before placing:

x. Purchasing Review: The Purchasing Department will be notified of your order, and will review for completeness. If complete, the Purchasing Department will approve the order and the order will be placed. The requisitioner will receive a notice that the order was completed. If rejected, the requisitioner will be notified of the reason for rejection, and the proper steps will need to be taken to correct the order. If the corrective action is not taken within 7 days, Amazon will automatically cancel the order, and a new order will need to be created.

    *Note: Amazon prices constantly change. It is encouraged to have all documents in place to avoid order cancellations.

xi. Amazon will then send the requisitioner an invoice once the items are shipped. Requisitioner will then receive and process the invoice to Accounts Payable once the items are received.

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Signature:	Signature:
Date:	Date:

Revision History:

Date	Explanation of change(s)