



Purchasing Department Standard Operating Procedure Amazon Purchase

SOP #:
Effective Date:
Revised Date:
Version # :
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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:


The purchasing line that lets you buy now and pay later

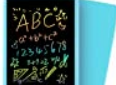
Subtotal (1 item): **\$20.99**
 This order contains a gift
[Proceed to checkout](#)

Shopping Cart

	Price
 <p>mloong LCD Writing Tablet, 10 Inch Doodle Board Kids Tablets Drawing Tablet Electr...</p> <p>\$20.99</p> <p>Save 20% <input type="checkbox"/> Clip Coupon</p> <p>In Stock</p> <p>Eligible for FREE Shipping & FREE Returns <input type="checkbox"/> This is a gift Learn more</p> <p>Color: Blue</p> <p>Qty: 1 <input type="button" value="Delete"/> <input type="button" value="Save for later"/></p>	\$20.99
Subtotal (1 item): \$20.99	

Sponsored Products related to items in your cart

- 

Kids Vitamins with...
 ★★★★★ 6,536
\$29.95
[See all buying options](#)
- 

Orsen LCD Writing...
 ★★★★★ 6,490
\$18.98
[See all buying options](#)



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- 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



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:

This will be applied to only this order.

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.



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

Choose your shipping options

Continue

Shipment 1 of 1

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

Shipping to: Purchasing, 505 S MAIN ST STE 249, LAS CRUCES, NM, 88001-1243 United States

- mloong LCD Writing Tablet, 10 Inch Doodle Board Kids Tablets Drawing Tablet Electronic Digital Drawing Board for Adults and Kids Ages 3+ (Blue - mloong)
\$20.99 - Quantity: 1
Sold by: DreMax

[Change quantities or delete](#)

Choose a delivery option:

- Tuesday, Feb. 1
\$5.99 - Shipping
- Monday, Jan. 24
\$9.99 - Shipping

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

Select a payment method

Las Cruces Public Schools line of credit

- Pay By Invoice
Provided by your organization

Continue

You can review this order
before it's final.

*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:

Review your order

There are 2 important messages about your order:
• If your hours ever change at an address, click [Edit delivery preferences...](#)
• If tax exemption is applied to this order, you acknowledge your tax exemption...

Group
Las Cruces Public Schools
[Change](#)

Payment method [Change](#)
Pay by Invoice

Promotional Codes
Enter Code [Apply](#)

Shipping address [Change](#)
Purchasing
505 S MAIN ST STE 249
LAS CRUCES, NM 88001-1243
United States
Phone: 3755275844
[Edit delivery preferences](#)

Business order information [Change](#)
ID number: 22xxxx
US Communities R-TC: No value entered
17006

Delivery: Feb. 1, 2022

mloong LCD Writing Tablet, 10 Inch Doodle Board Kids Tablets Drawing Tablet Electronic Digital Drawing Board for Adults and Kids Ages 3+ (Blue - mloong)
\$20.99 & FREE Returns
Quantity: 1 [Change](#)
Sold by: DreMax
[Add gift options](#)

Choose a delivery option:

- Tuesday, Feb. 1
\$5.99 - Shipping
- Monday, Jan. 24
\$9.99 - Shipping

Place your order

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

Order Summary

Items:	\$20.99
Shipping & handling:	\$5.99
Total before tax:	\$26.98
Estimated tax to be collected:	\$0.00
Order total:	\$26.98

[How are shipping costs calculated?](#)
[Why didn't I qualify for free shipping?](#)



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- 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.

Prepared by	Department Approval by
Name: Cesar Chavez	Name: Chenyu "Alex" Liu
Title: Senior Buyer	Title: Director of Purchasing
Signature:	Signature:
Date:	Date:

Revision History:

Date	Explanation of change(s)