

## ENTERING AMAZON REQUISITIONS

Go to *PURCHASING*

### *REQUISITIONS*

*Add from Online Catalog* (on right side half way down the page) – Screenshot 1

Click the Amazon Business box – Screenshot 2

Choose your Requisition Group, enter a Description, and enter Ship To information, then click *Save and Add Detail* on the upper right hand side – Screenshot 3

This will direct you to your Amazon cart

Put items in your cart and click *Proceed to Checkout* – Screenshot 4

Choose *FREE Delivery* and click *Continue* – Screenshot 5

This will take you to the payment page where *Pay by Invoice* should automatically be selected, click *Continue* – Screenshot 6

Review Order Details and click *Submit Order for Approval* – Screenshot 7

You will be directed back to Skyward

Click *Add Requisition Accounts* – Screenshot 8

Choose your requisition account to be charged and click *Save Account Distrib* – Screenshot 9

Click *Submit for Approval* – Screenshot 10

Requisitions

Views: My Requisitions Filters: \*Skyward Default

PO Number	Status	A/D Level	Batch Number	Description
0000000001	WIP	0	02	Office Supplies

- Print
- Add
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Add from Online Catalog
- Clone from Purchase Order
- Print WIP Report



50 1 records displayed

PO Number:

Click on the image of the site whose online catalog you want to order from.



[Back](#)



## Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting



### Requisition Master Information

#### Requisition Setup Information

Requisition Group: 001 - District Office

Fiscal Year: 2019 - 2020 July 1, 2019 - June 30, 2020

Current Fiscal year not available for this group.

- ☐ Account allocation by total requisition amount (YMA).  
☐ Account allocation by each requisition detail line (YDA).

Save and  
Add Detail  
Back

#### Requisition Information

\* Batch Number: 04

\* Description: Office Supplies

Vendor: AMAZON BUSINESS

**\*\*Ecommerce Vendor\*\***

\* Ship To: USD 362 13799 KS HWY 152 LaCygne KS 66040

Attention: Carrie Jarred

\* Due Date: 10/04/2019 Friday

Ship Date: 10/04/2019 Friday

Ship Via:

Project/Grant:

Contract:

Asterisk (\*) denotes a required field




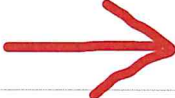
Industrial & Scientific ▾ Enter keyword or product number

Punchout Group: Skyward

Departments

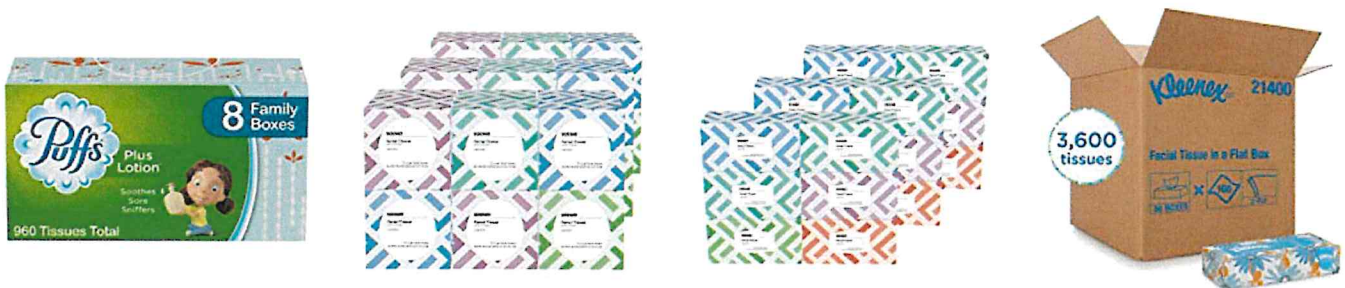
Buy Again Today's Deals Gift Cards Add People Help EN Hello, Prairie Account for Prairie View ... Lists 1

Industrial & Scientific Lab Test & Measurement Safety Janitorial & Facilities Food Service Education Material Handling Materials Metalworking

 **Added to Cart** **Cart subtotal (1 item): \$12.59**  **Cart** **Proceed to checkout (1 item)**

☐ This is a gift

Sponsored products related to *Puffs Plus Lotion Facial Tissues, 10 Cubes,...* (What's this?)



Buy it again in Health and Personal Care



Buy it again in Grocery



Buy it again

Hello,  
Skyward | Homepage

Get Help

Cancel Session



[SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

## Choose your shipping options

Continue

### Shipment 1 of 1

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

Shipping to: USD 362, 13799 KS HWY 152,  
LaCygne, KS, 66040 United States

- **Puffs Plus Lotion Facial Tissues, 10 Cubes, 52 Tissues per Cube**  
**\$12.59** - Quantity: 1  
[Business Price](#)  
[In Stock.](#)  
Sold by: Amazon.com Services, Inc

[Change quantities or delete](#)

Choose your Prime delivery option:

- ☒ **Monday, Oct. 7**  
FREE Prime Delivery
- ☐ **Monday, Oct. 7**  
FREE Amazon Day Delivery  
Delivery on your preferred day of the week.  
[Choose your Amazon Day](#)

Continue

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

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SIGN IN **SHIPPING & PAYMENT** GIFT OPTIONS PLACE ORDER

## Select a payment method

Prairie View USD 362 line of credit

☒ Pay by Invoice

Continue

You can review this order before  
it's final.

## More Payment Options

### Credit or Debit Cards

Amazon accepts all major credit and debit cards:

[Add a Card](#)



### Business Checking Accounts

Use your US based business checking account. [Learn more](#)

[Add a business checking account](#)



### Personal Checking Accounts

Use your US based personal checking account. [Learn more](#)

[Add a personal checking account](#)



Continue

You can review this order before  
it's final.

Do you need help? Explore our [Help pages](#) or [contact us](#)

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[SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

## Review your order

This order requires approval.

### Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

### Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

#### Group

Skyward (Prairie View USD 362)

[Change](#)

#### Payment method [Change](#)

Pay by Invoice

#### Promotional Codes:

Enter Code

Apply

#### Shipping address [Change](#)

USD 362  
13799 KS HWY 152  
LaCygne, KS 66040  
United States  
Phone:

#### Order Summary

Items:	\$12.59
Shipping & handling:	\$0.00
Total before tax:	\$12.59
Estimated tax to be collected:	\$0.00

**Order total: \$12.59**

#### [How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

### Estimated Delivery: Depends on Approval

(For example, if approved now, Monday, Oct. 7, 2019)



**Puffs Plus Lotion Facial Tissues, 10 Cubes, 52 Tissues per Cube**

**\$12.59**

[Business Price](#)

[In Stock.](#)

**Quantity:** 1 [Change](#)

Sold by: Amazon.com Services, Inc

[Add a gift receipt](#)

and see other gift options

#### Choose your Prime delivery option:

- ☒ **Monday, Oct. 7**  
FREE Prime Delivery
- ☐ **Monday, Oct. 7**  
FREE Amazon Day Delivery  
Delivery on your preferred day of the week.  
[Choose your Amazon Day](#)

**Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging.**

[Ship in Amazon packaging](#)

Tax Exemption Applied. [Remove](#)

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado, Oklahoma, South Dakota and Vermont Purchasers: [Important information regarding sales tax you may owe in your State](#)

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)

Go to the [Amazon.com homepage](#) without completing your order.

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## Requisition Detail Lines/Accounting



[Requisition Master Information](#) | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Batch Number: **04**

Requisition  
Number: **0000015564**

Accounting: **Account allocation by total requisition amount.**

[Edit Master](#)

Group: **(001) District Office**

Amount: **12.59**

[Notes](#)

Fiscal Year: **2019 - 2020**

Ship To: **USD 362**

[Attachments](#)

Vendor: **Amazon Capital Services, Inc**

**PO BOX 81207**

Description: **Office Supplies**

**Seattle WA 98108-1207**

**\*\*\* This is an Ecommerce Requisition \*\*\***

[Submit For  
Approval](#)

[Save and  
Finish  
Later](#)

#### Requisition Detail Line Items

Views: [General](#) [Filters: \\*Skyward Default](#)



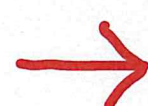
[Add](#)

[Edit](#)

[Delete](#)

[Add  
Ecommerce  
Narrative](#)

[Add  
Requisition  
Accounts](#)



Line	Catalog Code	Description
100	B07HSF5HTX	Puffs Plus Lotion Facial Tissues, 10 Cubes, 52 Tissues per Cube

20 1 records displayed

Line:

## Account Distribution

### Available Accounts

Fnd	T	Func	Obj	Bldg	Prg
06	E	2400	810	0700	000
06	E	2400	810	0900	000
06	E	2500	110	0000	000
06	E	2500	120	0000	000
06	E	2500	210	0000	000
06	E	2500	220	0000	000
06	E	2500	290	0000	000
06	E	2500	300	0000	000
06	E	2500	490	0000	000
06	E	2500	590	0000	000
06	E	2500	610	0000	000
06	E	2500	800	0000	000
06	E	2500	810	0000	000

100 records displayed

Account Number:

Quick Key:

Account Level Description  
SUPPLIES

### Account Number Information

Code	Description
06	GENERAL FUND
2500	CENTRAL SERVICES
610	General Supplies & Materials
000	

Save  
Account  
Distrib

Back

Total  
Amount to  
Distribute:

\$12.59 100.00%

Total  
Distributed:

```
function scrollQuickFilter(){}function scrollBrowseHeaders(){}
function closeQuickView(){}function documentKeyPressed(){}
var legends = document.getElementsByTagName('legend');var
tmp;for (var i = legends.length - 1; i >= 0; i--) {tmp =
document.createElement('span');tmp.className =
'legend';tmp.innerHTML = legends[i].innerHTML;tmp.id =
legends[i].id;legends[i].parentNode.insertBefore(tmp, legends
[i]);legends[i].parentNode.removeChild(legends
[i]);document.body.className = document.body.className;}
window.onload = function(){document.getElementById
('brAccountsHeader').scrollLeft = 0;}
```

## Requisition Detail Lines/Accounting

[Requisition Master Information](#) | Requisition Detail Lines/Accounting

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#### Requisition Master Information

Batch Number: **04**

Requisition  
Number: **0000015564**

Group: **(001) District Office**

Fiscal Year: **2019 - 2020**

Vendor: **Amazon Capital Services, Inc**

**PO BOX 81207**

**Seattle WA 98108-1207**

**\*\*\* This is an Ecommerce Requisition \*\*\***

Accounting: **Account allocation by total requisition amount.**

Amount: **12.59**

Ship To: **USD 362**

Description: **Office Supplies**

[Edit Master](#)  
[Notes](#)  
[Attachments](#)

[Submit For  
Approval](#)  
[Finish  
Later](#)

#### Requisition Detail Line Items

Views: [General](#) [Filters](#): \*Skyward Default

Line	Catalog Code	Description
100	B07HSF5HTX	Puffs Plus Lotion Facial Tissues, 10 Cubes, 52 Tissues per Cube

[Add](#)  
[Edit](#)  
[Delete](#)  
[Add  
Ecommerce  
Narrative](#)  
[View  
Requisition  
Accounts](#)

20 1 records displayed

Line: