ENTERING AMAZON REQUISTIONS

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

SKYWARD®

Home ▾ | Account Management | Vendors | Purchasing | Accounts Payable | 🔍

◀ 📗 ▶ **Requisitions** ☆   ⊘ 📝 📷 ⭐Favorites▾ 🕒New Window 🖨My Print Queue

Views: | My Requisitions ▾ | **Filters:** |*Skyward Default ▾   ▼ ⊞ 🔲 🔍

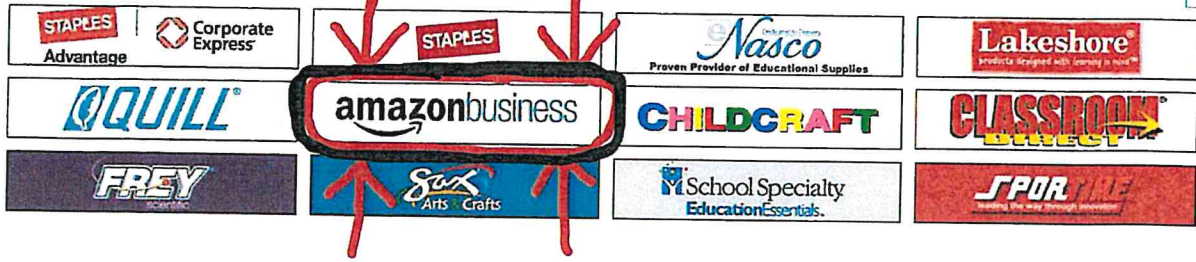| PO Number ▾	Status	A/D Level	Batch Number	Description
0000000001	WIP	0	02	Office Supplies

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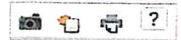Add from Online Catalog
Clone from Purchase Order
Print WIP Report

◀ | ▲
50 ▾ | 1 records displayed   PO Number: [   ]

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

STAPLES | Corporate Express Advantage	STAPLES	Nasco Proven Provider of Educational Supplies	Lakeshore
QUILL	amazonbusiness	CHILDCRAFT	CLASSROOM
FREY	Sax Arts Crafts	School Specialty EducationEssentials.	SPORTIME

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: `001 - District Office`

Save and Add Detail

Back

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).

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
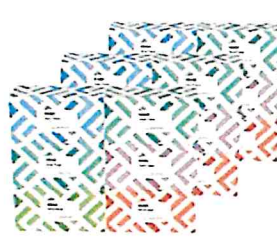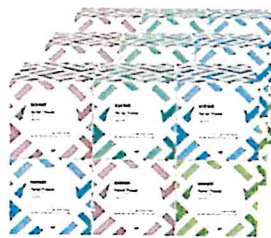
Added to Cart   **Cart subtotal** (1 item): **$12.59**   ➡   Cart   Proceed to checkout (1 item)
                     ☐ 🎁 This is a gift

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

amazon.com

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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amazon.com

SIGN IN   SHIPPING & PAYMENT

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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amazon.com

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

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

Payment method Change

Pay by Invoice

Promotional Codes:

Enter Code   Apply

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

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

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

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 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 ▾

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

Add
Edit
Delete
Add Ecommerce Narrative
Add Requisition Accounts

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

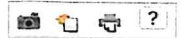| Code	Description
06	GENERAL FUND
2500	CENTRAL SERVICES
610	General Supplies & Materials
000	.

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 Detail Lines/Accounting

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.** | Edit Master |

Amount: **12.59** | Notes |

Ship To: **USD 362** | Attachments |

Description: **Office Supplies**

| Submit For Approval |
| Save and Finish Later |

Requisition Detail Line Items

Views: General ▾ Filters: *Skyward Default ▾   ▼ 🔢 🔢 🔍 | Add |

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

| Add Ecommerce Narrative |

| View Requisition Accounts |

20 ▾ 1 records displayed

Line: [   ]