

To assist in expediting Amazon orders, this procedure is to be utilized to streamline the ordering process by using Amazon's "Lists" feature.

Amazon's website is ever-changing. These instructions will be updated annually since it is not possible to update with every change.

### **The Lists feature will be very useful once you become familiar with the process:**

- ✓ Any staff member requesting items for purchase from Amazon can enter their items into a list. The staff member entering the list will stop at step #16. They will print a hard copy of the list and submit it to the appropriate department for purchase approval. Once approval has been granted, the staff member will complete the process and **Share** the list.
  
- ✓ **Group like items on Individual Amazon orders. For example:**
  - Textbooks, Library Books, CD's, DVD's (To find ISBN #'s scroll to bottom of Amazon's page.)
  - Electronics
  - Furniture
  - Office Equipment
  - Athletics (Cannot purchase helmets or shoulder pads from Amazon.)
  - Toys
  
- ✓ Once approved, a requisition will be entered into Munis by a Munis user. Each item has to be listed on its own line item screen for invoicing and payment purposes. (For example: Purchasing 10 unique individual items, your req. will have 10, line items).
  
- ✓ Once the requisition is complete, write the Req. # in the space provided above step #17 and return to the staff member so the list title can be **Shared**.
  
- ✓ **The staff member will follow the remainder of the instructions, step #17 through #24 to complete the process by Sharing the List.**

You will only be creating a "list" to receive pricing for your purchase approval. **You will NOT be placing your order with Amazon.com.**

### **Creating Amazon.com account:**

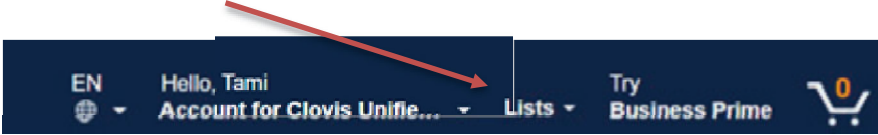
If you already have an Amazon.com account with your **Clovis Unified email address** skip ahead to **Creating a List**.

If you don't have a current **Clovis Unified Amazon account**, then follow steps 1-5 below to create one:

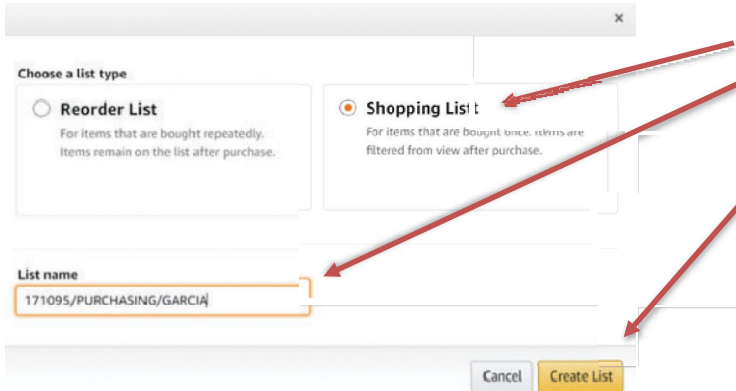
1. Go to [amazon.com](https://www.amazon.com)
2. Hover over "Hello Sign In Account & Lists"
3. Click on "Start here" (Under the yellow Sign In Button)
4. Complete Registration Information using Clovis Unified long email address, ending in @clovisusd.k12.ca.us
5. Select "Create Your Amazon Account"

### Creating a List:

6. Go to Amazon.com & Sign In (Enter your password, & “Sign In”)
7. Hover over “Lists” (right side of screen)



8. Click on “Create a List”. This box will appear.



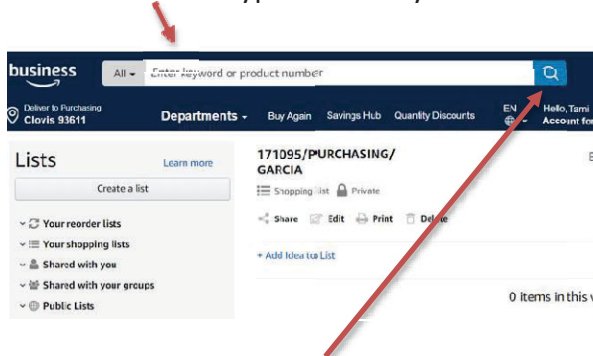
Select “Shopping List”

List Name: Add Req. #/your Site/your Last Name

Select “Create List”

### Locating pricing from Amazon. com

9. In the “Search” field type the item you want to buy.

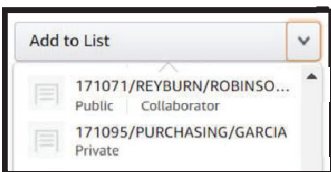


10. Click on the magnifying glass or hit Enter

11. Click on the item you want to purchase

12. Select the Quantity

13. **BE CAREFUL!** DO NOT ADD TO CART. Click the down arrow next to “Add to List”.



If you have more than one List, select the right list.

14. If more items need to be added, select “Continue Shopping” and follow steps 10-13.

15. When finished, Select **“View Your List”**. A list of items will be generated. To **print**, click on Print (top of the page OR click “More”) This view of your list will show the price and quantities to be submitted for approval for Req. Entry in Munis).

Continue to print the list from your browser. Print a copy of the list to give to Munis User.

171095/PURCHASING/GARCIA				
Title	Comments	Price	Quantity	Has
 <b>3M Laminator Kit With Every Size Laminating Pouch</b> Offered by Prime Office Supplies.		\$61.51	1	0

16. Close window.

**Munis User:**

Once the list is approved you will create a requisition in Munis using the prices on the list print-out. This step must be completed before the list can be **Shared**. A Req. # needs to be added to the list title for ease of matching the requisition to the list.

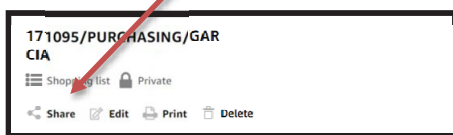
- ❖ **Do not remove tax (we always have to pay “Sales Tax” to the State of CA” even if the vendor says “No Tax”)**
- ❖ **Include shipping cost and any specific instructions such as expedited shipping needed, etc.**

Write the Req. # here and return to Staff Member so they can Share the list.

**Staff Member:**

Now that you have your **Req. # \_\_\_\_\_**, follow the remaining instructions **for Sharing your List:**

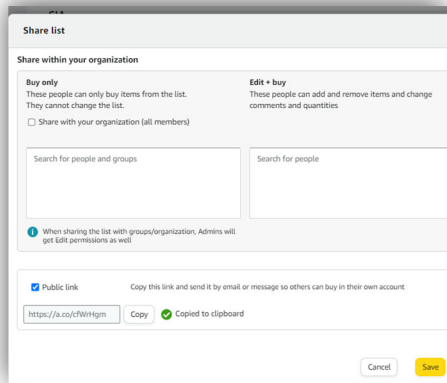
17. Go to Amazon.com and Log In
18. Hover over **“Lists”**
19. Select the right list
20. Select **“Share”** or **“Send List to Others”** depending on how your page looks



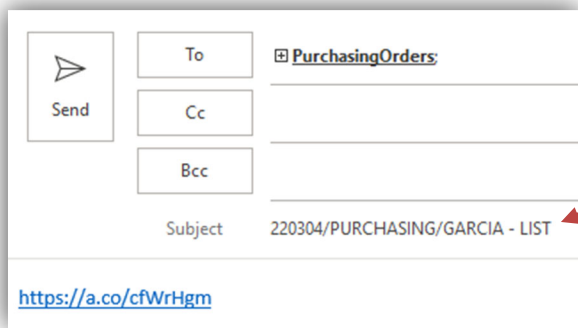
OR



21. If you choose **“Share”** proceed to 21. A. – 24. A. If you chose **“Send List to Others”** proceed to 21. B. – 24. B.
21. A. If you choose **“Share”** this box will pop-up and you will share your list with Purchasing using Outlook. Click **“Copy”** to copy the public link to the clipboard.

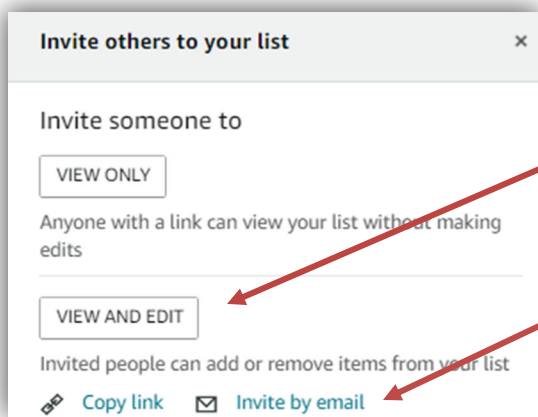


22. A. Open Outlook and send the URL to Purchasing: [purchasingorders@cusd.com](mailto:purchasingorders@cusd.com). **VERY IMPORTANT** - Add the List Title to the email Subject Line (**Req. #, Site and your Last Name**)

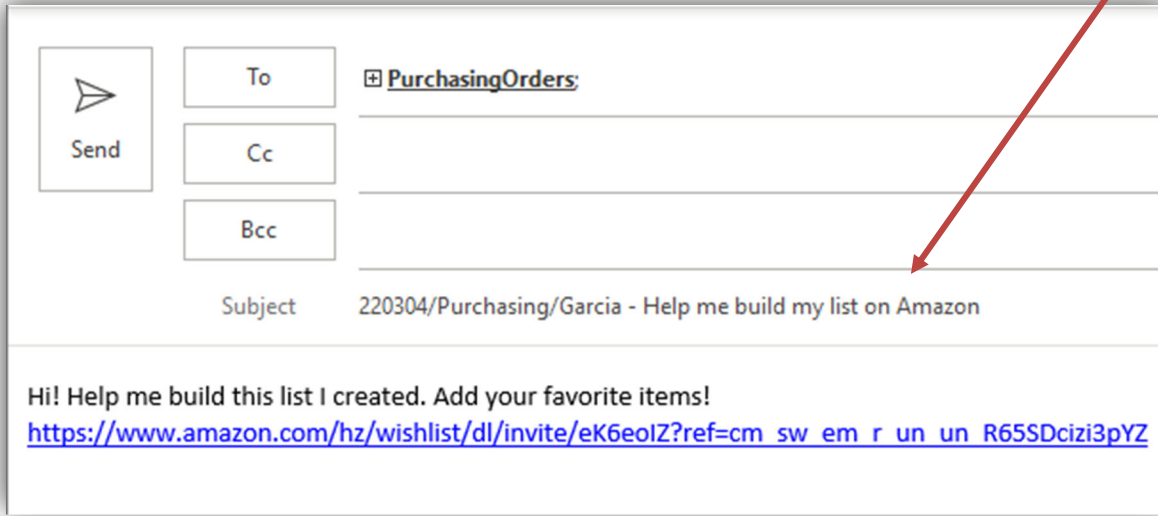


23. A. SEND
24. A. **“Close”** Outlook

21. B. If you choose **“Send List to Others”** this box will pop-up and you will click **“View And Edit”** then **“Invite by email”** which will open Outlook.



22. B. Send the URL to Purchasing @ purchasingorders@cusd.com. **VERY IMPORTANT** - Add the List Title to the email Subject Line (Req. #, Site and your Last Name)



23. B. SEND

24. B. Close Outlook

You have now **Shared your Amazon Shopping List**. Once your Requisition has been released and gone through the proper workflow, we will process your order. The Munis user will attach a copy of the shopping list to the Requisition.

Purchasing will only order the items and quantity that are entered on the requisition in Munis. If the quantity is different on your Shopping List than what is entered on your requisition, we will honor the requisition quantities because that is where funds are encumbered for payment.

Placing items to the Amazon Shopping List does not guarantee we will order from Amazon or that the quantities requested are available once we process the order. Prices increase and decrease daily. We will adjust the price accordingly. We strive to find the best pricing and will continue to do so.

**You will want to review your Shopping Lists periodically. We may purchase elsewhere, and you will want to remove old shopping lists from your account.**

Feel free to contact Purchasing with questions. Thank you