Amazon Business Checkout Experience

If you are in Two Groups at Checkout

1. Purchasing from your Legislative Supply Funds:

Step 1: To make a purchase from your Legislative Supply Funds, please select that group and hit Continue

Step 2: Under PO number, hover over "Select one", select "Legislative Supply Funds" and hit Continue

Step 3: You will see the available budget of $250 available, and as you make purchases, it will show you the total amount remaining.
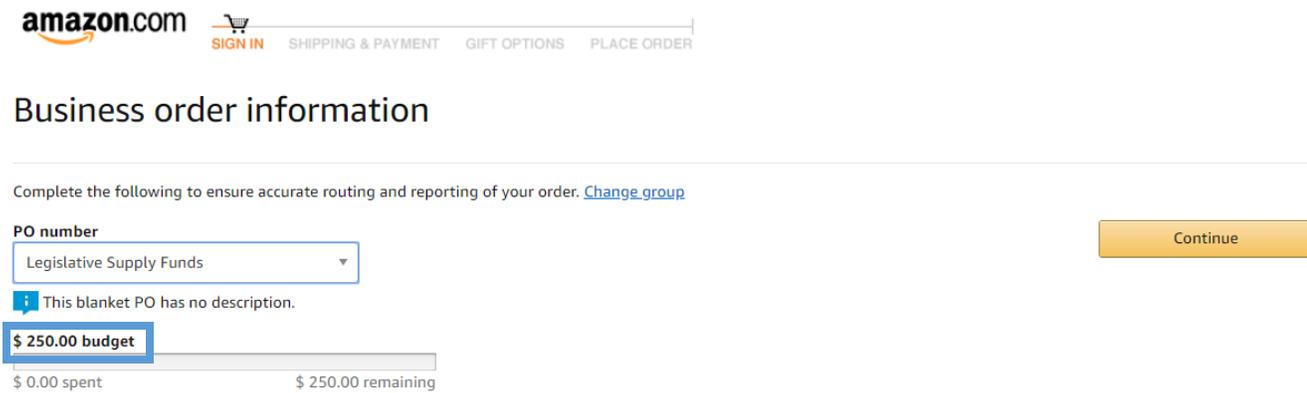
Please note: Once your spending reaches the $250 limit, you will no longer be able to checkout with the Legislative Supply Funds. You can choose the school site or department group for checkout (see section 2) or you can contact your site or department cardholder
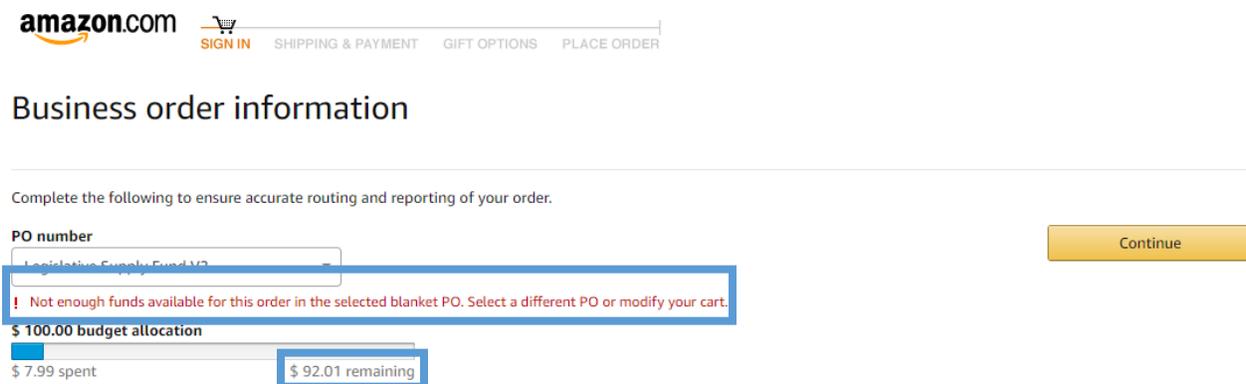
Step 4: Please add an address or select an existing address and hit Continue

Step 5: Select the desired shipping speed and hit Continue

Step 6: On the payment screen hit Continue

Step 7: Review and place your order

If your cart total is greater than the remaining total, you will get an error message and will need to go back to your cart to make edits before proceeding to checkout.

If you end up returning an item that was placed under the Legislative Supply Funds group, once Amazon processs the return, you will see this applied to your remaining balance at checkout. You can track your returns under Your Orders.

2. Purchasing From Your School Site or Department Group:

Step 1: To make a purchase from your school site or department, please select the site or department name and hit Continue

Step 2: Under PO number, hover over "Select one", select "District Funding" and hit Continue

Step 3: Please add an address or select an existing address and hit Continue

Step 4: Select the desired shipping speed and hit Continue

Step 5: On the payment screen hit Continue if payment is available, or add your purchasing card

Step 6: Review and place your order

If you are in One Group at Checkout

Step 1: Under PO number, hover over "Select one", select "District Funding" and hit Continue

amazon.com

Business order information

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

PO number

Select one
District Purchasing Card

Continue

Step 2: Please add an address or select an existing address and hit Continue

Step 3: Select the desired shipping speed and hit Continue

Step 4: On the payment screen hit Continue if payment is available, or add your purchasing card

Step 5: Review and place your order