

# 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

The screenshot shows the Amazon Business checkout interface. At the top left is the Amazon logo. To its right is a navigation bar with a shopping cart icon and the text "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER". Below this is the heading "Choose a group" followed by a "Learn more" link with a dropdown arrow. A table lists two groups:

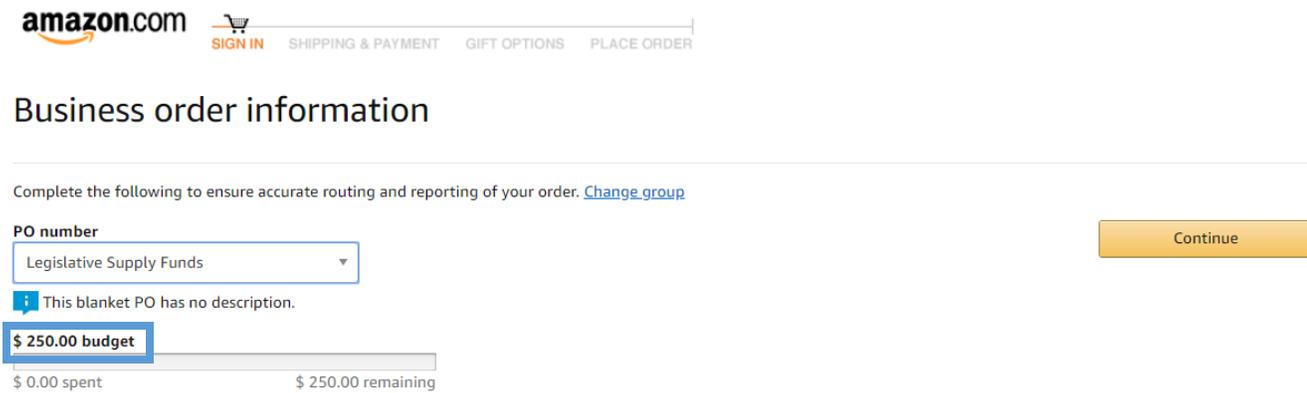
Group Name	Address setting	Payment setting
<input type="radio"/> Granite Connection High School AB School District	Individual	Individual
<input checked="" type="radio"/> Legislative Supply Funds AB School District	Individual	Shared

To the right of the table is a yellow "Continue" button.

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

The screenshot shows the Amazon Business checkout interface. At the top left is the Amazon logo. To its right is a navigation bar with a shopping cart icon and the text "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER". Below this is the heading "Business order information". A line of text reads: "Complete the following to ensure accurate routing and reporting of your order. [Change group](#)". Below this is a "PO number" section with a dropdown menu. The dropdown is open, showing "Select one" at the top, followed by a search bar, and then a list of options: "Legislative Supply Fund" (highlighted with a blue box) and "District Purchasing Card". To the right of the dropdown is a yellow "Continue" button. At the bottom right of the page is the text: "[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc."

Step 3: You will see the available budget of \$250 available, and as you make purchases, it will show you the total amount remaining.



amazon.com  SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

## Business order information

Complete the following to ensure accurate routing and reporting of your order. [Change group](#)

PO number Continue

Legislative Supply Funds

 This blanket PO has no description.

**\$ 250.00 budget**

\$ 0.00 spent \$ 250.00 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

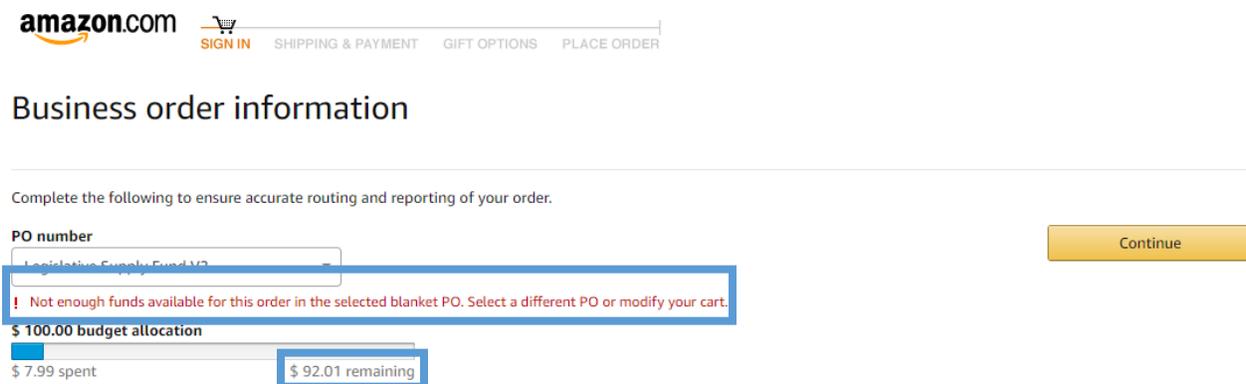
Step 4: Please add an address or select an existing address and hit Continue

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.



amazon.com  SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

## Business order information

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

PO number Continue

Legislative Supply Fund 12

 Not enough funds available for this order in the selected blanket PO. Select a different PO or modify your cart.

**\$ 100.00 budget allocation**

\$ 7.99 spent \$ 92.01 remaining

If you end up returning an item that was placed under the Legislative Supply Funds group, once Amazon processes 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



### Choose a group [Learn more](#) ▼

Group Name	Address setting	Payment setting	Continue
<input checked="" type="radio"/> Granite Connection High School AB School District	Individual	Individual	
<input type="radio"/> Legislative Supply Funds AB School District	Individual	Shared	

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



### 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 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

## Business order information

Complete the following to ensure accurate routing and reporting of your order. [Change group](#)

PO number

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