

# AMAZON – HOW TO PUNCH OUT

## Create an ESCAPE Requisition:

Finance – Requisitions - Vendor Requisitions

**New**

Choose Purchasing in correct school year (when required). **\*TECH PR'S SHOULD NOT GO THROUGH AMAZON UNLESS YOU HAVE PERMISSION FROM THE TECHNOLOGY DIRECTOR**

## Requisition Tab:

Requisitioner – should default to your name

Order Location – should default to your location

Delivery Location – your location, WHNP (Warehouse), or somewhere else

Comment Line – **\*Required** - a description of what the PO will be for. The Board sees this info.

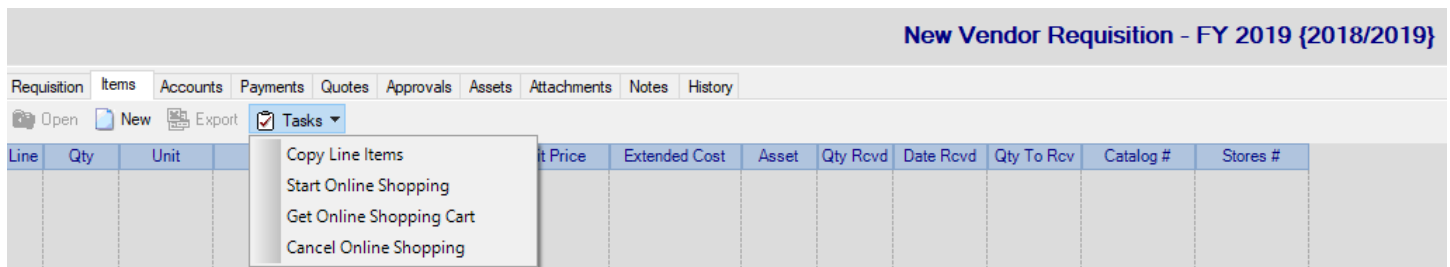
Order Type – “PO with Receiving. Blanket PO’s are no longer allowed

Vendor ID # - Enter Vendor ID #062827

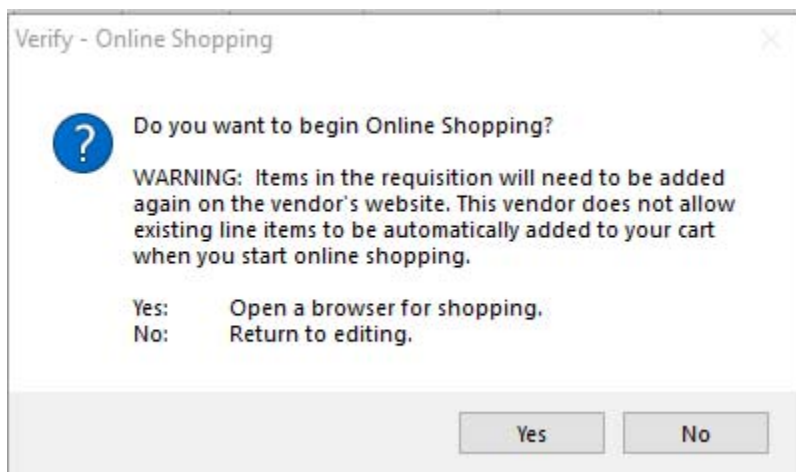
## Items Tab:

**Tasks**

Start Online Shopping




You will see this next box pop up:




Click “Yes” to be taken to the Amazon website.


Add the items you wish to purchase to your Amazon shopping cart. **MAKE SURE YOU GET EVERYTHING YOU NEED! YOU WILL NOT BE ABLE TO ADD TO THIS ORDER UNLESS YOU START A NEW PR/PUNCHOUT.**

If your cart includes "Add-on items", make sure your subtotal is \$25 or more or Amazon will save them for later.


✓  Added to Cart **Cart subtotal (3 items): \$14.64** Cart Proceed to checkout (1 item)

**2 of the 3 items in your cart are Add-on Items.**  
**Add-on Items ship with orders that contain \$25 of items shipped by Amazon.** Your Cart currently contains \$9.18 of items shipped by Amazon. If you check out now, your Add-on Items will be saved for later. Details


 AmazonBasics Wood-cased Pencils - #2 HB - Box of 24 Qty: ... ▼  
\$2.68 **Add-on Item**

 Elmer's All Purpose School Glue Sticks, Washable, 30 Pack, 0.24-ounce sticks Qty: ... ▼  
\$6.50 **Add-on Item**

When you have added the last item to your shopping cart, click "Proceed to checkout"

✓  Added to Cart **Cart subtotal (1 item): \$54.56** Cart Proceed to checkout (1 item)

Continue the checkout process:

amazon.com  SIGN IN SHIPPING & PAYMENT GIFT OPTIONS

Choose a group What's this? ▼

Group	Payment methods
<input checked="" type="radio"/> Conejo Valley USD	Shared
<input type="radio"/> Purchasing	Shared

Continue

**CENTRAL WAREHOUSE**  
750 MITCHELL RD  
NEWBURY PARK, CA 91320-2213  
United States  
Phone: 8054984557

Deliver to this address  
Edit Delete

Choose delivery address:

Choose shipping option:

Choose your shipping options Continue

**Shipment 1 of 1**  
**Shipping from Advantage Gifts** (Learn more)

Shipping to: CENTRAL WAREHOUSE, 750 MITCHELL RD, NEWBURY PARK, CA, 91320-2213 United States

**Choose a delivery option:**

- \$11.09 Expedited Shipping — get it Wednesday, Dec. 19 - Thursday, Dec. 20
- FREE Standard Shipping** — get it Thursday, Dec. 20 - Friday, Dec. 21

Confirm payment method – Pay by Invoice should be selected:

Select a payment method

Conejo Valley USD line of credit

**Pay by Invoice**

Continue  
You can review this order before it's final.

Review your Order – Make changes if needed. **SUBMIT ORDER FOR APPROVAL**

Review your order

**i** This order requires approval.

**i** Save your checkout settings as the default for future orders  
 Use the selected group, shipping address, and payment method as my checkout defaults.

**Payer**  
Conejo Valley USD  
[Change](#)

**Payment method** [Change](#)  
Pay by Invoice

**Promotional Codes:**  
Enter Code

**Shipping address** [Change](#)  
CENTRAL WAREHOUSE  
750 MITCHELL RD  
NEWBURY PARK, CA 91320-2213  
United States  
Phone: 8054984557

**Submit order for approval**

By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.



**Order Summary**

Items:	\$5.46
Shipping & handling:	\$0.00
Total before tax:	\$5.46
Estimated tax to be collected:*	\$0.00

**Order total: \$5.46**

[How are shipping costs calculated?](#)  
[Why didn't I qualify for Prime Shipping?](#)

**Estimated Delivery: Depends on Approval**  
(For example, if approved now, Thursday, Dec. 20, 2018)

 **EXPO Low Odor Dry Erase Markers, Chisel Tip, Black, 2 Pack**  
**\$5.46**  
[Business Price](#) v  
**Quantity:** 1 [Change](#)  
Sold by: Advantage Gifts  
 Gift options not available.

**Choose a delivery option:**

- Wednesday, Dec. 19 - Thursday, Dec. 20**  
\$11.09 - Expedited Shipping
- Thursday, Dec. 20 - Friday, Dec. 21**  
FREE Standard Shipping

When you see this message from Amazon you can close your browser and return to Escape:





**Thank you for shopping online!**

**Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.**

IN ESCAPE – click Tasks, Get Online Shopping Cart

**New Vendor Requisition - FY 2019 {2018/2019}**

Requisition **Items** Accounts Payments Quotes Approvals Assets Attachments Notes History

    **Tasks**





Copy Line Items  
Start Online Shopping  
**Get Online Shopping Cart**  
Cancel Online Shopping

Line	Qty	Unit	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catalog #	Stores #
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Your shopping cart will be brought back to Escape and listed under "Items"

**New Vendor Requisition - FY 2019 {2018/2019}**

Requisition **Items** Accounts Payments Quotes Approvals Assets Attachments Notes History

    **Tasks**

L	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	Catalog #	Stores #
1	1	EA	MISSLO Numbered Classroom Pock	\$13.9900	\$13.99	No	0				

**Add your account code(s) and submit the PR as usual. BE SURE TO HAVE YOUR PRINCIPAL/ADMINISTRATOR APPROVE IT RIGHT AWAY – PRICES & ITEMS ARE HELD FOR 7 DAYS 😊**