



BUSINESS SERVICES  
DISTRICT PURCHASING, WAREHOUSING, REPROGRAPHICS  
NEWS LETTER – OCTOBER 2017



**Where's My Stuff?**

(How to check on requisition status)

**AMAZON BUSINESS**



Many of the individuals I visited at the school sites indicated they would like to know how to check on the status of their requisition and wanted additional guidelines for purchasing via Amazon Business. In this newsletter we are providing some instructions on how to review requisition status, and current guidelines using Amazon Business. If you need individual assistance or still have questions, please give us a call at: 498-4557 X 162

Jon A. Aasted Director – Purchasing Services



**Please see attached Information on how to search for Requisitions and Purchase Orders already entered. Please keep in mind, until all approvals have been completed in ESCAPE, the requisition will show “submitted” status. Once approvals have been completed, Purchasing will receive the requisition. A PO will be generated and sent to the vendor which takes an additional 1-3 days....then the status will show as “Printed”.**

**AMAZON BUSINESS**

**Please see attached information on Amazon Business Guidelines, and a First Time Set-Up Guide. In summary, once you have a blanket order for Amazon Business, you can order directly from the Amazon Business website saving a considerable amount of time.**