

## **What is the process for Amazon Business purchases?**

ORDERING THROUGH AMAZON BUSINESS IS ACCEPTABLE, but please note:

1) Ordering priority should first go to vendors that can supply the item(s) and will accept District purchase orders. A vendor list by category has been developed to assist in the identification of key vendors. This was sent in the first purchasing newsletter. Second priority would be to "pre-pay" a vendor that does not take a purchase order. If those two options are not available OR you can achieve better cost, quality, better delivery options / timing, then Amazon Business is an acceptable alternative with the following guidelines and restrictions:

2) PLEASE DO NOT Enter a Blanket Requisition in ESCAPE for Amazon Business. An Amazon Cart should be created then an individual PO (PO w/ Receiving) should be entered – Vendor # 062827. After the requisition is approved, go to the Amazon Business Website and place your order directly within Amazon Business.

3) When ordering on Amazon Business – Only Order Items that are "Shipped and Sold" by Amazon, OR "Fulfilled" by Amazon. In addition, Ordering Items that are listed as "Amazon Prime" will provide for the quickest delivery, and will ship at no cost if the order is greater than \$49.00.

4) Do not use an District Employee's personal or other individual's Amazon Prime account, or have items shipped to a site other than a District address. Shipping to a personal home address is prohibited. Never use a CAL-CARD for Amazon Orders.

5) ACCEPTABLE CATEGORIES:

Office Supplies, Classroom, School, Art Supplies and materials, Audio Visual and Electronics, Scientific Equipment and Lab Supplies, Animal Supplies, Equipment and Food for Instruction, Miscellaneous, and Hard to find items. If any questions, please call Purchasing. (805) 498-4557 X 162.

6) ITEMS THAT SHOULD NOT BE PURCHASED ON AMAZON/DOLLAR LIMITS:

A) An individual item cost may not exceed \$200.

B) The total order may not exceed \$1,000.

(if there is a need to exceed this amount, please contact Purchasing).

C) Drones

D) Machinery

E) Used Items – except books.

F) Technology Items that require purchase review by the IT department

G) Personal Supplies

H) Hazardous Materials

If you have an order with unit prices above \$200 or containing business machines, appliances, you should still create an individual requisition in ESCAPE. Create requisition using Amazon vendor # 062827 as the supplier.

If your order is supplies and is under \$200 per unit and meets the policies provided you may order through AMAZON.

To order through AMAZON you must first create an account through the CVUSD "Business Account". PURCHASING will send an invite so orders can be placed if you did not receive one in July 2017.

### **Amazon ORDERING Tips and Tricks Purchasing Recommendations for ORDERING**

1. When you process your first Amazon ORDER you will be prompted to enter your name. Enter your **full name** since the name you enter will print on the shipping label. If your name is not correct you can logon to Amazon and correct your name under Account Settings > Login & Security Settings.
2. Combine orders so the total is **greater than \$49** to obtain free shipping.

\*\*\*NOTE: For 2018 : Amazon is offering free shipping for all CVUSD Sites on a trial membership basis.

#### **FAQ's:**

Is there a way to track where we are with delivery of items ordered via Amazon?  
Ordering directly through your account page on Amazon, go to the right top corner.

From there you should see (your name) Account for Business. Click on that, go down to the fourth line and click on orders. It might prompt you to type in your password. From there you should see the status of your order. If ordering through a third party from Amazon you may or may not receive complete information.

What happens if an Amazon order arrives incomplete? Can we cancel or get partial refund for items that did not arrive?

Many times suppliers, not just Amazon orders ship items in stages. It can be an availability issue, having some in stock or at another location. If you do cancel an order

Amazon cannot guarantee cancelation if the item has already shipped. Items ordered through 3rd party companies are prone to problems. There may be different return policies, it may be hard to contact the company, etc. For these reasons, always try to order items directly supplied by Amazon. They stand by their products and are very easy to work with. Also - Pay careful attention to where things are shipping from. If it says China, you should consider other options and