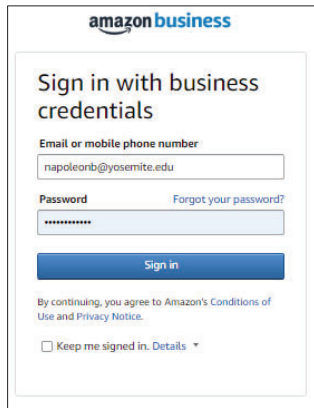


# YCCD AMAZON BUSINESS INSTRUCTIONS FOR ORDERING

## I. Account Setup

- A. For first time users, you will need to reach out to Purchasing and request to be setup with Amazon Business. You will then receive an invitation from Amazon Business to create an account.
- B. Log onto [Amazon Business](#) with your YCCD Credentials. Ensure you are logged onto the Business website and not the consumer version. You will see “Amazon Business” in the webpage header:



## II. Requisitions

- A. A requisition must be established before ordering from Amazon Business (Vendor #0006440).
- B. Amazon Orders are only "held" for 5 business days, after that the cart expires and you will have to reorder your items.
- C. Purchasing recommends sending an email to your approvers asking them to expedite approvals.

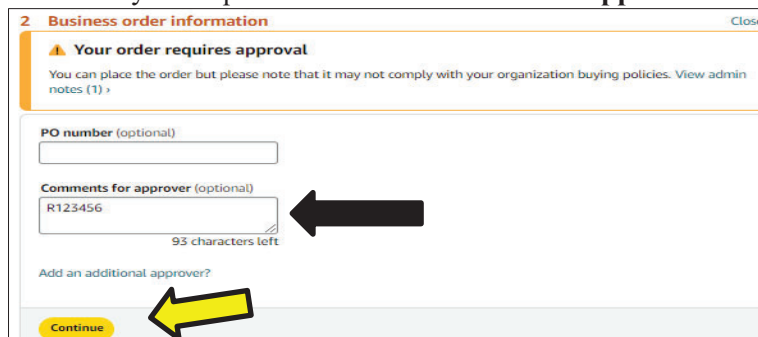
## III. Ordering

- A. Search for your items and add to cart.
- B. Items that are restricted will require pre-approval from Purchasing. (Please see item V below for list).
- C. Proceed to checkout once you have completed shopping.
- D. Checkout
  1. **Group** is automatically populated as YCCD Requisitioners

<b>1 Group</b>	YCCD Requisitioners Group under Yosemite Community College District
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### 2. **Business order information**

- a. Reference your requisition under **Comments for approver** and then click **Continue**.



# YCCD AMAZON BUSINESS INSTRUCTIONS FOR ORDERING

## 3. Choose a shipping address

- All orders must be delivered to the District Warehouse.
- Enter your name in the **Deliver To** field (leaving this blank will cause a shipping delay to you).
- Select either Columbia Receiving Warehouse or Yosemite (MJC) Receiving Warehouse under the **Group YCCD Requisitioners addresses**.
- Click **Use this address**.

**3 Choose a shipping address**

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:  This will be applied to only this order.

**Group YCCD Requisitioners addresses**

Columbia College RECEIVING, 11600 COLUMBIA COLLEGE DR, SONORA, CA, 95370-8560, United States, Phone: 2095885060

Yosemite Community College Distrct RECEIVING 2201 BLUE GUM AVE, MODESTO, CA, 95358-1052, United States, Phone: 2095756831

**Use this address**

- Payment method** is automatically set to **Pay by invoice**. Personal credit card payments are not allowed!

**4 Payment method** Pay by Invoice Change

^ Add a promotional code

## 5. Review items and shipping

- Scroll through making sure the 'FREE Shipping' option is marked (unless you are paying extra for shipping and this price is reflected in your requisition).
- Click **Submit order for approval** once you are done.

**5 Review items and shipping**


**Save your checkout settings as the default for future orders**

Use the selected group, shipping address, and payment method as my checkout defaults.

**Your order requires approval**

- You can place the order but please note that it may not comply with your organization buying policies. View admin notes (1) v
- To add comments for your approver or to add an approver, go to the Business order information step

**Estimated Delivery: Depends on Approval** For example, if approved now: Thursday, June 27  
Items shipped from Benchmark\_Abrasives

 Benchmark Abrasives 4-1/2" Aluminum Oxide Pro Depressed Center Grinding Wheel, 1/4" Thick, 7/8" Arbor for Cutting Grinding Stock Removal on Metal, Steel, Cast Iron - 10 Pack  
**\$22.21**  
Educator Price v  
Qty: 1 v  
Sold by: Benchmark\_Abrasives  
Gift options not available

**Choose a delivery option:**

Thursday, Jun 27 - Monday, Jul 1  
FREE Shipping

Wednesday, Jun 26 - Monday, Jul 1  
\$9.99 - Shipping

**Submit order for approval** **Order total: \$24.18**  
By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

## YCCD AMAZON BUSINESS INSTRUCTIONS FOR ORDERING FROM A PURCHASE ORDER (PO)

### IV. **Etrieve Back Up**

- A. You will receive a confirmation email with your order details, this can be saved as a PDF and attached as your backup in Etrieve.
- B. Purchasing will then receive the order in their queue to review and approve.

### V. **RESTRICTED ITEMS**

- A. IT related equipment. (This will only be approved through Amazon Business with prior approval from IT).
- B. Furniture that requires installation.
- C. Food, beverages, and toiletries.
- D. Books. (If Barnes & Noble cannot purchase the respective book you are needing, you may then move forward with ordering through Amazon Business).
- E. Gift Cards
- F. Copy Paper (Copy Paper is fulfilled by YCCD and must be ordered through the YCCD Warehouse Order Form).