

## Amazon.com “Shopping List” Order Instructions 10/3/20

To assist in expediting Amazon orders, this procedure is to be utilized to streamline the ordering process by using Amazon’s “Shopping List” feature.

Amazon’s website is ever-changing. These instructions will be updated annually since it is not feasible to update with every change.

### **The Shopping List will be very useful once you become familiar with the process:**

- ✓ Any staff member requesting items for purchase can enter their items into a shopping list. The staff member entering the shopping list will stop at step #16. They will print a hard copy of the shopping list and submit it to the appropriate department for purchase approval. Once approval has been granted, the staff member will complete the process and **Share** the shopping list.
  
- ✓ **Group like items on Individual Amazon orders. For example:**
  - Textbooks, Library Books, CD’s, DVD’s (To locate ISBN #’s scroll to bottom of Amazon’s page.)
  - Electronics
  - Furniture
  - Office Equipment
  - Athletics (Cannot purchase helmets or shoulder pads from Amazon.)
  - Toys
  
- ✓ Once approved, a requisition will be entered into Munis by a Munis user. Each item has to be listed on its own line item screen for invoicing and payment purposes. (For example: Purchasing 10 unique individual items, your req. will have 10, line items).
  
- ✓ Once the requisition is complete, write the Req. # in the space provided above step #17 and return to the staff member so the shopping list title can be **Shared**.
  
- ✓ **The staff member will follow the remainder of the instructions, step #17 through #24 to complete the process by Sharing the Shopping List.**

You will only be creating a “shopping list” to receive pricing for your purchase approval. **You will NOT be placing your order with Amazon.com.**

### **Creating Amazon.com account:**

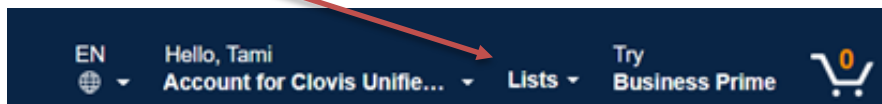
If you already have an Amazon.com account with your **Clovis Unified email address** skip ahead to **Creating a Shopping List**.

If you don’t have a current **Clovis Unified Amazon account**, then follow steps 1-5 below to create one:

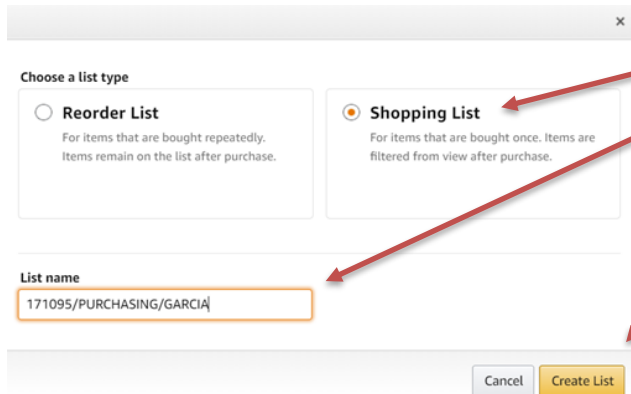
1. Go to [amazon.com](https://www.amazon.com)
2. Hover over “Hello Sign In Account & Lists”
3. Click on “Start here” (Under the yellow Sign In Button)
4. Complete Registration Information using **Clovis Unified email address**
5. Select “Create Your Amazon Account”

## Creating a Shopping List:

- Go to Amazon.com & Sign In (Enter your password, & “Sign In”)
- Hover over “Lists” (right side of screen)



- Click on “Create a List”. This box will appear.



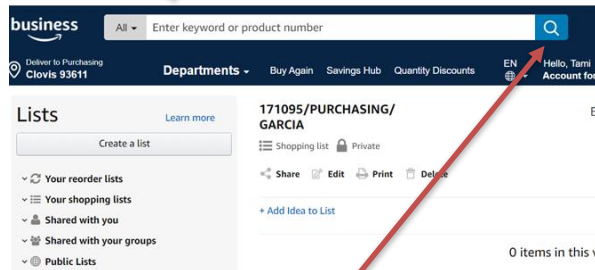
Select “Shopping List”

List Name: Add Req. #/your Site/your Last Name

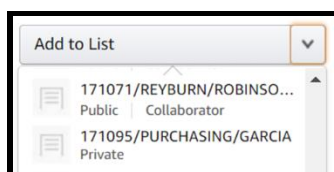
Select “Create List”

## Locating pricing from Amazon.com:

- In the “Search” field type the item you want to purchase.

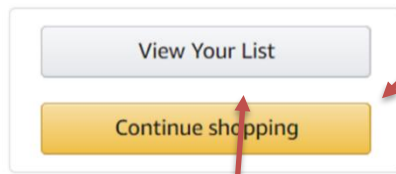


- Click on the magnifying glass or hit Enter
- Click on the item you want to purchase
- Select the Quantity
- BE CAREFUL!** DO NOT ADD TO CART. Click the down arrow next to “Add to List”.



If you have more than one List, select the appropriate list.

14. If more items need to be added, select “**Continue Shopping**” and follow steps 10-13.



15. When finished, Select “**View Your List**”. A list of items will generate. To **print** click on Print (top of the page)  
This view of your list will show the price and quantities to be submitted for approval for Req. Entry in Munis).

Continue to print the list from your browser. Print a copy of the list to give to Munis User.

171095/PURCHASING/GARCIA					
Title	Comments	Price	Quantity	Has	
 3M Laminator Kit With Every Size Laminating Pouch <small>Offered by Prime Office Supplies.</small>		\$61.51	1	0	

16. Close window.

#### Munis User:

Once the shopping list is approved you will create a requisition in Munis using the prices on the shopping list print out.

This step must be completed before the shopping list can be **Shared**. A Req. # needs to be added to the shopping list title for ease of matching the requisition to the shopping list.

- ❖ **Do not remove tax (we always have to pay “Sales Tax” to the State of CA” even if the vendor says “No Tax”)**
- ❖ **Include shipping cost and any specific instructions such as expedited shipping needed, etc.**

Write the Req. # here and return to Staff Member so they can Share the shopping list.

#### Staff Member:

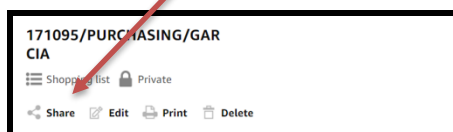
Now that you have your **Req. #** \_\_\_\_\_, follow the remaining instructions **for Sharing your Shopping List:**

17. Go to Amazon.com and Log In

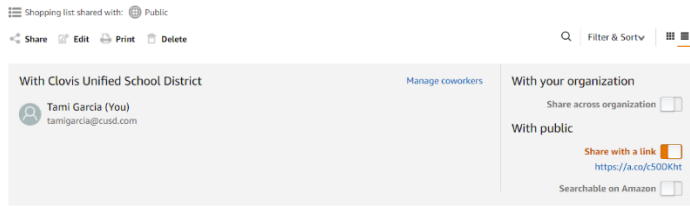
18. Hover over “**Lists**”

19. Select **the appropriate shopping list**

20. Select “**Share**”



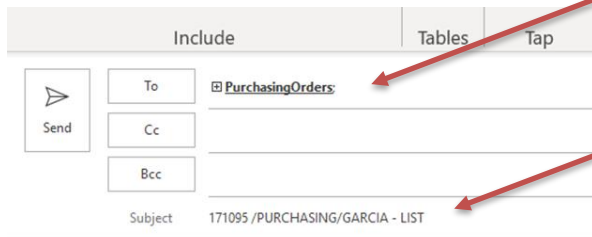
21. This box will pop-up and you will share your list with Purchasing using Outlook. Select **Share with a link**, copy the link. Changes made within this box automatically update.



22. Open Outlook and send the URL to Purchasing: [purchasingorders@cusd.com](mailto:purchasingorders@cusd.com). **VERY IMPORTANT** - Add the List Title to the email Subject Line (**Req. #, Site and your Last Name**)

23. SEND

24. "Close" Outlook



<https://a.co/3mrE0nz>

You have now **Shared your Amazon Shopping List**. Once your Requisition has been released and gone through the proper workflow, we will process your order. The Munis user will attach a copy of the shopping list to the Requisition.

Purchasing will only order the items and quantity that are entered on the requisition in Munis. If the quantity is different on your Shopping List than what is entered on your requisition, we will honor the requisition quantities because that is where funds are encumbered for payment.

Placing items to the Amazon Shopping List does not guarantee we will order from Amazon or that the quantities requested are available once we process the order. **Prices increase and decrease daily.** We will adjust the price accordingly. We strive to locate the best pricing and will continue to do so.

**You will want to review your Shopping Lists periodically. We may purchase elsewhere, and you will want to remove old shopping lists from your account.**

Feel free to contact Purchasing with questions. Thank you.