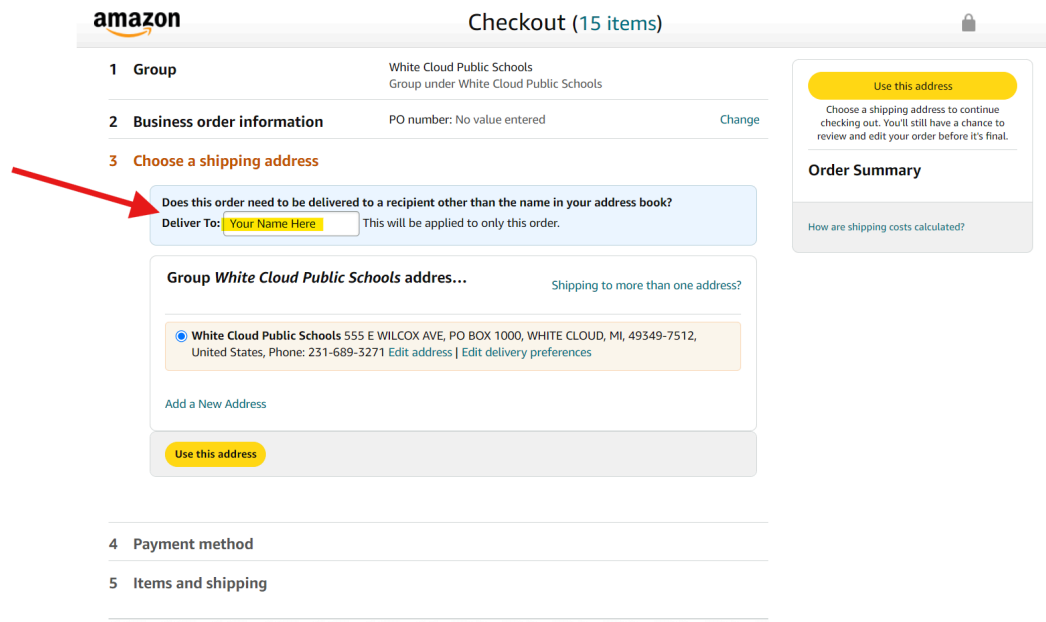


1. Login to the school Amazon account. If you need a login, please contact Erin Canning.
2. Select your items and place them in your cart.
3. When finished, click "Proceed to Checkout"
4. Place **YOUR NAME** in the box on part 3. This helps tremendously when the items are delivered.



The screenshot shows the Amazon checkout page for 15 items. The steps are: 1 Group, 2 Business order information, 3 Choose a shipping address, 4 Payment method, and 5 Items and shipping. A red arrow points to the 'Deliver To' field in step 3, which contains 'Your Name Here'. Below this, a list of addresses is shown, with the first one selected: 'White Cloud Public Schools 555 E WILCOX AVE, PO BOX 1000, WHITE CLOUD, MI, 49349-7512, United States, Phone: 231-689-3271'. A yellow 'Use this address' button is at the bottom of the address list. To the right, there is a 'Use this address' button and an 'Order Summary' section.

amazon Checkout (15 items)

1 Group White Cloud Public Schools
Group under White Cloud Public Schools

2 Business order information PO number: No value entered [Change](#)

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 White Cloud Public Schools address... [Shipping to more than one address?](#)

☒ White Cloud Public Schools 555 E WILCOX AVE, PO BOX 1000, WHITE CLOUD, MI, 49349-7512, United States, Phone: 231-689-3271 [Edit address](#) | [Edit delivery preferences](#)

[Add a New Address](#)

[Use this address](#)

4 Payment method

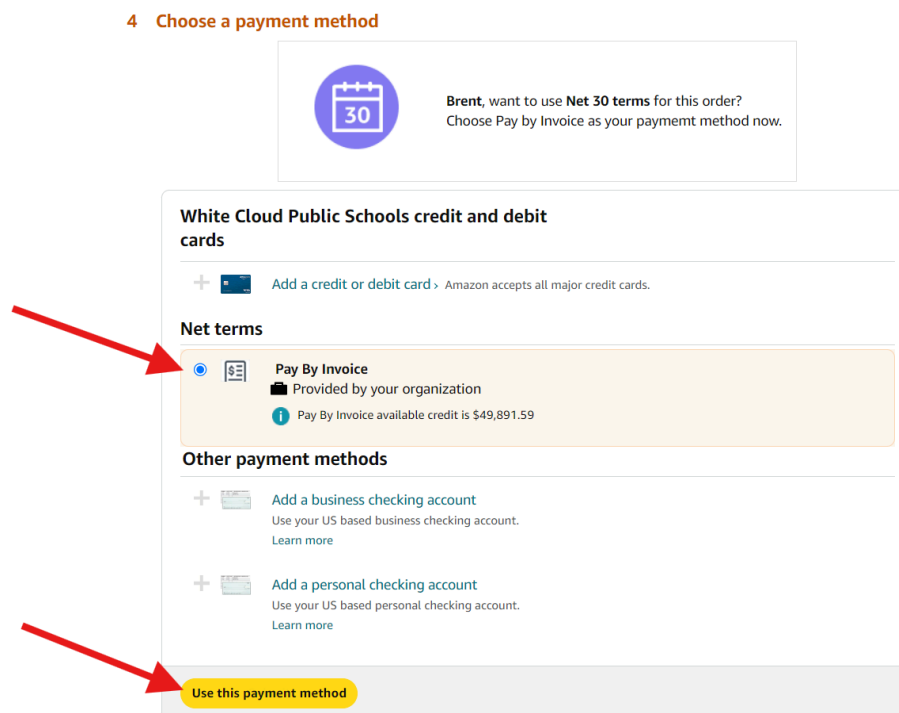
5 Items and shipping

[Use this address](#)

Order Summary

How are shipping costs calculated?

5. Click "Use this address"
6. For Payment Method, select "Pay By Invoice", then click Use this payment method.



The screenshot shows the 'Choose a payment method' step. At the top, there is a 'Brent, want to use Net 30 terms for this order? Choose Pay by Invoice as your payment method now.' section. Below this, the 'White Cloud Public Schools credit and debit cards' section is shown. Under 'Net terms', the 'Pay By Invoice' option is selected, with a note 'Provided by your organization' and 'Pay By Invoice available credit is \$49,891.59'. Below this, the 'Other payment methods' section is shown, with options to 'Add a business checking account' and 'Add a personal checking account'. A yellow 'Use this payment method' button is at the bottom. Red arrows point to the 'Pay By Invoice' option and the 'Use this payment method' button.

4 Choose a payment method

Brent, want to use Net 30 terms for this order?
Choose Pay by Invoice as your payment method now.

White Cloud Public Schools credit and debit cards

[+ Add a credit or debit card](#) Amazon accepts all major credit cards.

Net terms

☒ **Pay By Invoice**
Provided by your organization
Pay By Invoice available credit is \$49,891.59

Other payment methods

[+ Add a business checking account](#)
Use your US based business checking account.
[Learn more](#)

[+ Add a personal checking account](#)
Use your US based personal checking account.
[Learn more](#)

[Use this payment method](#)

7. Shipping is not always free (sometimes it is). Select your shipping method.

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 \(1\)](#)
- To add comments for your approver or to add an approver, go to the Business order information step

There are 2 important messages about your order.

- If your hours ever change at an address, click [Edit delivery preferences](#)...
- If tax exemption is applied to this order, you acknowledge your tax exemption...

Estimated Delivery: Depends on Approval For example, if approved now: Sunday, July 14
Items shipped from Amazon.com



Capri Tools 2283253 1/2-Inch Drive Wobble Impact Extension Bar Set, CrMo, 3-Piece

\$31.69 & FREE Returns

Qty: 1

Sold by: Amazon.com Services, Inc

[Add gift options](#)

Tax Exemption Applied. [Remove](#)

Lisle 49000 Truck Cage Bolt Socket

Choose a delivery option:

- ☒ **Sunday, Jul 14**
FREE Shipping
- ☐ Saturday, Jul 13 and Sunday, Jul 14
\$6.99 - Shipping
- ☐ Thursday, Jul 11 and Saturday, Jul 13
\$21.43 - Shipping

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items (15):	\$479.10
Shipping & handling:	\$16.81
Free Shipping:	-\$16.81
Total before tax:	\$479.10
Estimated tax to be collected:	\$0.00

Order total: \$479.10

Qualifying offers:

- Free Shipping

[How are shipping costs calculated?](#)

8. Click Submit Order for Approval.

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.


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- Free Shipping

[How are shipping costs calculated?](#)

The business office will approve your order or contact you if there are any issues.