

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 process for 15 items. The page is titled "amazon Checkout (15 items)". The steps are: 1. Group (White Cloud Public Schools), 2. Business order information (PO number: No value entered), 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 selected address being "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.

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

The screenshot shows the "4 Choose a payment method" step. A banner at the top asks "Brent, want to use Net 30 terms for this order? Choose Pay by Invoice as your payment method now." Below this, there are three sections: "White Cloud Public Schools credit and debit cards" with an "Add a credit or debit card" button; "Net terms" with "Pay By Invoice" selected (indicated by a red arrow); and "Other payment methods" with "Add a business checking account" and "Add a personal checking account" options. A yellow "Use this payment method" button is at the bottom, also indicated by a red arrow.

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 preferen...](#)
- ✓ 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.

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