

# Amazon Business User Instructions

We are excited to announce that Charlotte Public Schools has created an Amazon Business account that will make it easier for you to purchase on Amazon.com. You will be able to take advantage of features you don't have today on your district Amazon profile.

Through this upgrade you will have immediate access to:

- Free two day shipping on all prime eligible orders and free standard shipping on orders
- Business Pricing and quantity discounts on millions of items
- Automatic tax exempt purchasing on items sold by Amazon.com LLC or other participating resellers
- Access to a specialized business only Customer Service team at 888.281.3847

Everything else you know and love about shopping on Amazon.com will remain the same.

## **Setting up your account**

Contact Purchasing to get an invitation to use our Amazon Business account. You will receive two emails from Amazon (both emails look the same), one for the PCard account and one for the District account (PO account). The invitation is good for 5 days; if it expires, please contact Purchasing for a new invitation.

**From:** Amazon.com [<mailto:no-reply@amazon.com>]  
**Sent:** Tuesday, July 12, 2016 2:03 PM  
**To:** Employee, CCPS <[ccps.employee@yourcharlotteschools.net](mailto:ccps.employee@yourcharlotteschools.net)>  
**Subject:** Welcome to Amazon for Business



**Charlotte County Public Schools** ([mike.pershing@yourcharlotteschools.net](mailto:mike.pershing@yourcharlotteschools.net)) has invited you to purchase from the business account for **Charlotte County Public Schools**.

Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase order and get Free Two-Day shipping on eligible orders. Find what you need among the millions of business products on Amazon and get business pricing on select items.

Accept the invitation

Thank you for choosing Amazon Business

If you already had an Amazon account with the District, you should have received an email that looks like this:

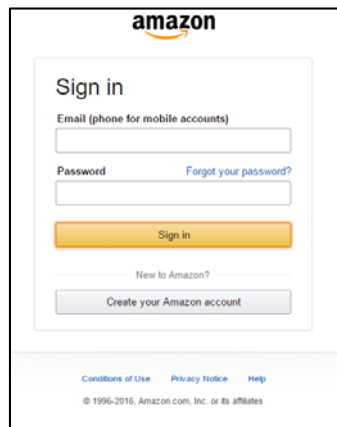
From: Amazon Invites [<mailto:noreply@amazon.com>]  
Sent: Tuesday, July 12, 2016 1:39 PM  
To: Employee, CCPS <[ccps.employee@yourcharlotteschools.net](mailto:ccps.employee@yourcharlotteschools.net)>  
Subject: You can no longer buy for Charlotte County Public Schools on Amazon

Hello,

**Charlotte County Public Schools** ([mike.pershing@yourcharlotteschools.net](mailto:mike.pershing@yourcharlotteschools.net)) has removed the buying permission for CCPS Employee on Amazon.com.

Sincerely,  
Customer Service  
Amazon.com  
<http://www.amazon.com>

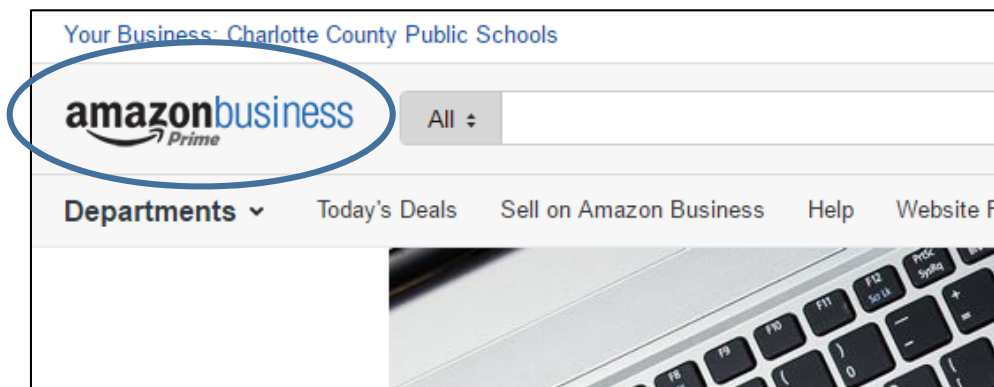
Have no fear, as soon as your new account is setup, your buying permissions will be restored.



The image shows the Amazon sign-in page. At the top is the Amazon logo. Below it is the heading "Sign in". There are two input fields: "Email (phone for mobile accounts)" and "Password". To the right of the password field is a link that says "Forgot your password?". Below the input fields is a yellow "Sign in" button. Underneath the button is the text "New to Amazon?" and a button that says "Create your Amazon account". At the bottom of the page, there are links for "Conditions of Use", "Privacy Notice", and "Help", followed by the copyright notice "© 1996-2016, Amazon.com, Inc. or its affiliates".

If you had an Amazon account tied to your CCPS email, enter your Email and Password. If not, click on "Create your Amazon account"

You will know you are in the right place when you see the Amazon Business logo in the top left corner.



## Tax Exempt Certificate

For the **PCard Account ONLY** - The Tax Exempt Certificate will have to be uploaded into Amazon one time only.

### To upload form directly:

1. Go here; <http://www.amazon.com/gp/help/customer/display.html?nodeId=201133370>
2. Click the link near the top that says "online tax exemption tool"
3. Click the button that says "get started"
4. **Do not enter your state**, rather click the option near the bottom that says "exit wizard and upload form directly"
5. Select the document from your computer to upload

**\*\*Some vendors do not participate in Amazon's Tax-Exempt Program, and will charge sales tax. It is up to you to contact the vendor, send them the District's Tax Exempt Certificate, and have the sales tax refunded.\*\***

## Placing an Amazon Order

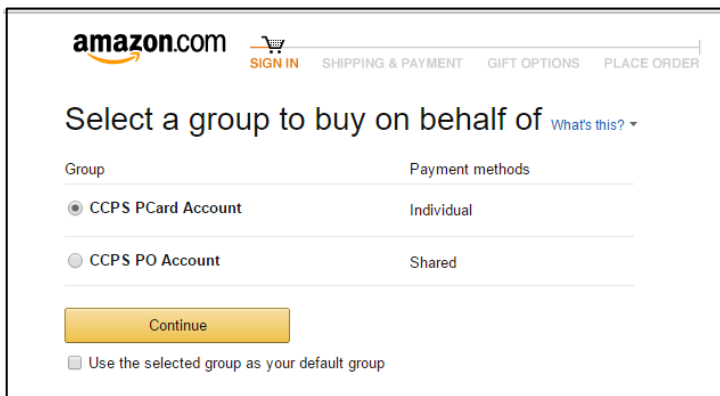
Find items you want to purchase and place them in your cart. Do not purchase Apple products from Amazon for school use. Apple products must be purchased directly from Apple; they will not support their products if purchased through a 3<sup>rd</sup> party.

With this new account, you get free two-day shipping on orders. Please pay attention to shipping information on your items. Some items come from a 3<sup>rd</sup> party, not directly from Amazon and can have additional charges. Its OK to pay reasonable shipping for an item you need, just be aware sometimes shipping charges are not reasonable.

No item may cost more than \$999 and the total order cannot exceed \$2,500.

Click on "Proceed to Checkout"

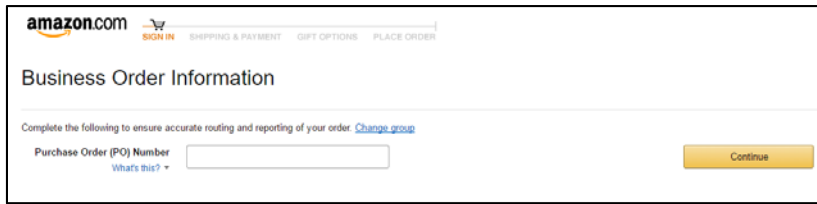
You then will need to select which Amazon account you will use.



The screenshot shows the Amazon checkout page. At the top, there is the Amazon logo and navigation links: SIGN IN, SHIPPING & PAYMENT, GIFT OPTIONS, and PLACE ORDER. The main heading is "Select a group to buy on behalf of" with a "What's this?" link. Below this, there are two columns: "Group" and "Payment methods". Under "Group", there are two radio button options: "CCPS PCard Account" (which is selected) and "CCPS PO Account". Under "Payment methods", there are two radio button options: "Individual" and "Shared". At the bottom, there is a yellow "Continue" button and a checkbox labeled "Use the selected group as your default group".

Only select CCPS PO Account if you have an Amazon PO. Select CCPS PCard Account if using your PCard.

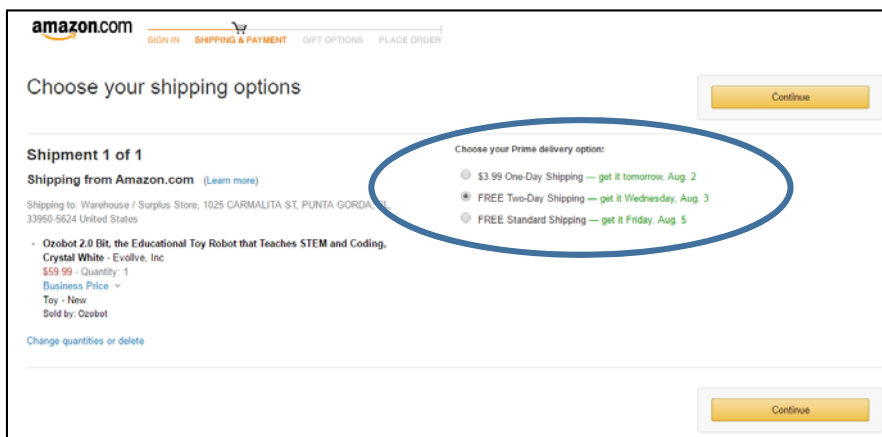
No matter which account you choose, you will get this:



This can't be left blank. If you are using the CCPS PO account, enter the PO number here. If you are using the CCPS PCard account, enter something that will help you reconcile your account when you receive your statement.

Choose your site's address from the Address Book for the ship to address. ALL Kindles must be tagged and shipped to the Warehouse for processing.

It will default to the FREE Two-Day Shipping.



Add your PCard info if you haven't already.



“Continue”



Verify all information is correct. If correct, "Place your order".

**amazon.com** [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

### Review your order

By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#).


<b>Payer</b> You for CCPS PCard Account (Charlotte County Public Schools) <a href="#">Change</a>	<b>Payment method</b> <a href="#">Change</a> Amazon Corporate Credit Line ending in 7564	<b>Gift cards &amp; promotional codes</b> Enter Code <input type="text"/> <input type="button" value="Apply"/>
<b>Shipping address</b> <a href="#">Change</a> Warehouse / Surplus Store 1025 CARMALITA ST PUNTA GORDA, FL 33960-5624 United States Phone: 941-575-5826	<b>Billing address</b> <a href="#">Change</a> ACCOUNT'S PAYABLE 1445 EDUCATION WAY PORT CHARLOTTE, FL 33948-1053 United States	



**Business Order Information** [Change](#)

Purchase Order (PO) Number: TEST

**Earn 5% Back Every Day**  
With the Amazon Prime Store Card upon credit approval. See details and restrictions.

**Guaranteed delivery: Aug. 3, 2016** If you order in the next 16 hours and 22 minutes. [Details](#)



Ozobot 2.0 Bit, the Educational Toy Robot that Teaches STEM and Coding, Crystal White  
Evolve, Inc  
\$59.99  Business Price v  
Quantity: 1 [Change](#)  
Sold by: Ozobot  
 Gift options not available.

**Choose your Prime delivery option:**

- Tuesday, Aug. 2**  
\$3.99 - One-Day Shipping
- Wednesday, Aug. 3**  
FREE Two-Day Shipping
- Friday, Aug. 5**  
FREE Standard Shipping

**Order Summary**

Items:	\$59.99
Shipping & handling:	\$0.00
Total before tax:	\$59.99
Estimated tax to be collected:	\$0.00
<b>Order total:</b>	<b>\$59.99</b>

**How are shipping costs calculated?**  
Prime shipping benefits have been applied to your order.