

Greetings Pierz ISD 484 Staff!

Pierz ISD 484 has chosen [Amazon Business](#) as an authorized supplier for purchasing. Amazon Business is a marketplace extension of Amazon.com, tailored for businesses. This system is designed for staff to be able to submit Requisitions to be approved. Shop just as you have before on Amazon.com and when you are ready to turn in your requisition to be approved just click “Request For Approval” and it will pass to your administrator to be ordered. Amazon Business will have the correct billing and shipping settings for you already turned on. Just remember to enter your name when prompted to “add recipient” so your name is on the box when it arrives. We are inviting our staff now and will be going live in the coming days. Please reference the guide “How to submit a cart for approval” for further instructions and snapshots of the process.

Amazon Business Benefits

- Business Pricing and quantity discounts on select items
- Dedicated business customer service to assist with your orders: 866-486-2360
- Easily submit your orders for approval to your department and/or school admin

What you need to do:

1. **Please accept the invitation you will receive** from Pierz ISD 484 Administrators to join The Pierz ISD 484 Amazon Business account, please note the invitations are time sensitive so please accept quickly. Use the below scenarios in order to set up or create your account for business.
 - **Scenario 1:** You do not use Amazon using your work email. You will be able to enter your name and create your own password.
 - **Scenario 2:** If you already have an Amazon account tied to your work email address and utilize this account solely for business purchases. When you accept your invitation, first sign-in and then choose “I want to convert my existing account and transfer my order history and info to my business user account”. On the following page, select “No” when prompted about the personal purchasing. After this step you will continue and then join the school account.
 - **Scenario 3:** If you purchase for personal use on your work email address please accept the invitation, sign-in, and you will be prompted to enter in your personal email address. Your account information will transfer to this personal email and your work email will join the business account without any personal information attached.

If you are prompted to sign-in after you click “Accept the Invitation” but don’t believe you have used Amazon on your work email before, please reset your password, re-accept the invitation, and follow the 2nd scenario above. You likely created an account years ago and just need a new password, please contact your administrator if you need assistance.

Amazon Business Support Line – (866)-486-2360 – Call for General Assistance