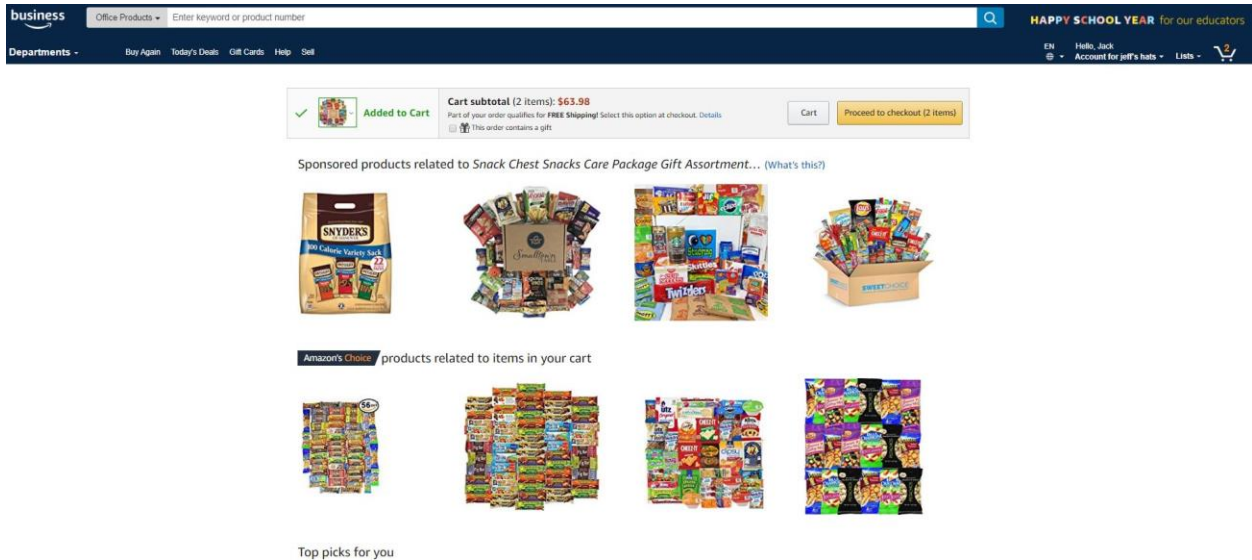Amazon Business – How to Submit a Cart for Approval

1. Search for the items you need and when you are ready you can click the yellow button seen below that says "Proceed to checkout (x amount of items)" which will start the request for approval process.

2. Select the group you are wanting approval under. NOTE: If you are only in one group and do not purchase for multiple campuses or departments then you will not have to select the group, it will automatically recognize that you are only in one group from the start
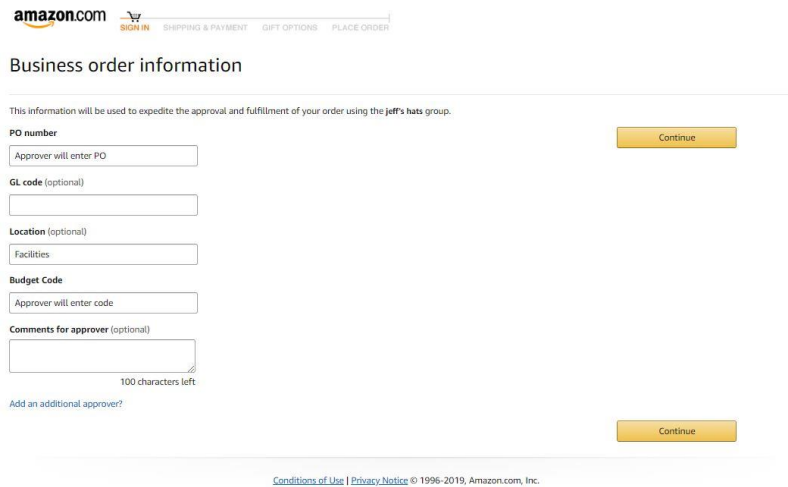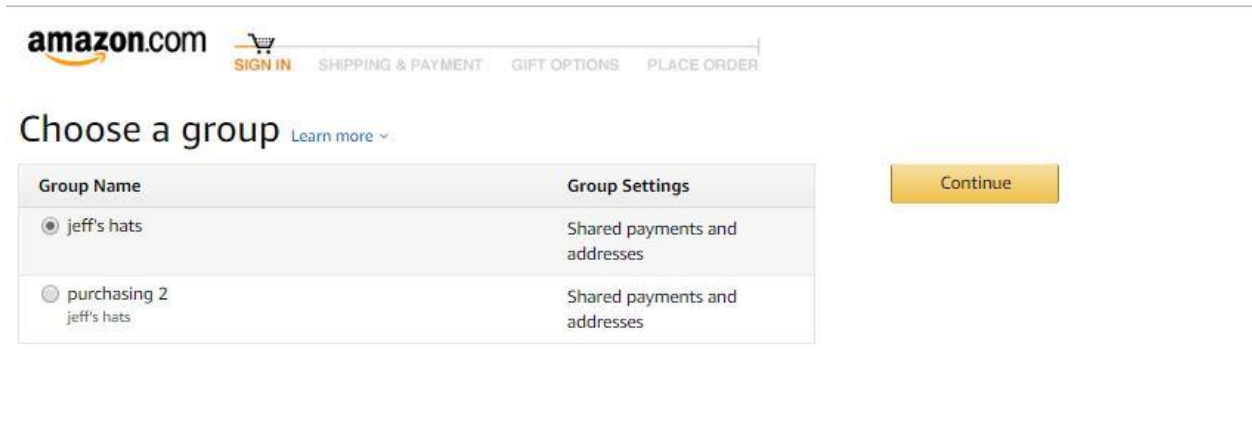

3. The Business Order Information Page: If you have a PO number, budget code or other information you need to code this purchase under here is where it is placed. NOTE: Most of the
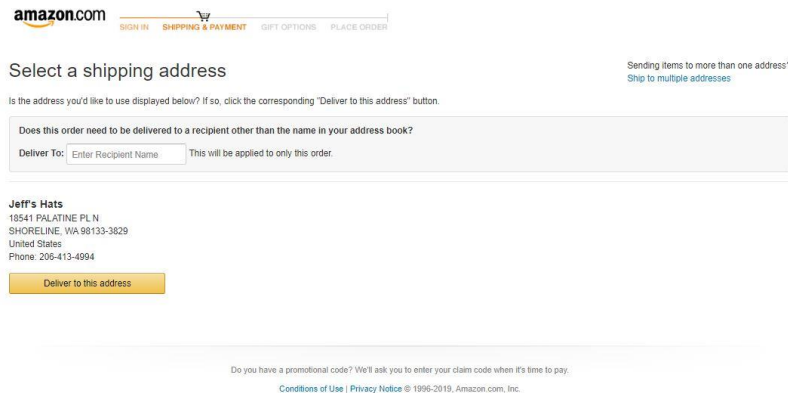
time the approver will enter the PO as your requisition has not yet turned into a PO. See the note next to the fields you see for direction.

4. Select the correct shipping address from the list provided. (You may only have one to choose)
   4A. Please enter your name in the "Add Recipient" box so that your package can be identified as your when it arrives.

Notice the photo below has the name filled out appropriately in the"Add Recipient" box

'Notice the photo below has the name filled out appropriately in the"Add Recipient" box'

Select a shipping address

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: [Jack Hefern - Facilities Depa]   This will be applied to only this order.

Jeff's Hats
18541 PALATINE PL N
SHORELINE, WA 98133-3829
United States
Phone: 206-413-4994

[**Deliver to this address**]

5. Select the shipping option needed accordingly.

Choose your shipping options

[Continue]

Shipment 1 of 2

Shipping from Amazon.com   (Learn more)

Shipping to: Jack Hefern - Facilities Department, 18541 PALATINE PL N, SHORELINE, WA, 98133-3829 United States

- Snack Chest Snacks Care Package Gift Assortment Sampler Mixed Bars, Cookies, Chips, Candy for Office, Military, College, Meetings, Schools, Friends & Family (40 Count)
  $26.99 - Quantity: 1
  Business Price ⌄
  In Stock.
  Sold by: Snack Chest

Change quantities or delete

Choose a delivery option:

⦿ Tuesday, Sept. 17 - Friday, Sept. 20
  FREE Shipping

○ Tuesday, Sept. 17
  $8.84 - Shipping

○ Today, by 9pm (Between 6PM and 9PM) ⌄
  $9.98 - Shipping

Shipment 2 of 2

Shipping from KiNaLand   (Learn more)

Shipping to: Jack Hefern - Facilities Department, 18541 PALATINE PL N, SHORELINE, WA, 98133-3829 United States

- TICONDEROGA Graphite Pencils, Wood-Cased #2 HB Soft, With Eraser, Yellow, 144-Pack
  $36.99 - Quantity: 1
  In Stock.
  Sold by: KiNaLand

Change quantities or delete

Choose a delivery option:

⦿ Monday, Sept. 16 - Wednesday, Sept. 18
  FREE Shipping

○ Friday, Sept. 13 - Wednesday, Sept. 18
  $4.99 - Shipping

[Continue]

6. Select the payment method to be used. Most of the time you will only see one option. (If you see two and do not know which one to choose please contact your administrator.)

7. Review Your Order and submit

Above: Finally, review your order and remember to click on the yellow button "Submit Order for approval". If you do not submit your cart, your approver will not be able to process your cart.

Above: You will see this message after you have successfully submit your cart to be approved by your pre-determined administrator.