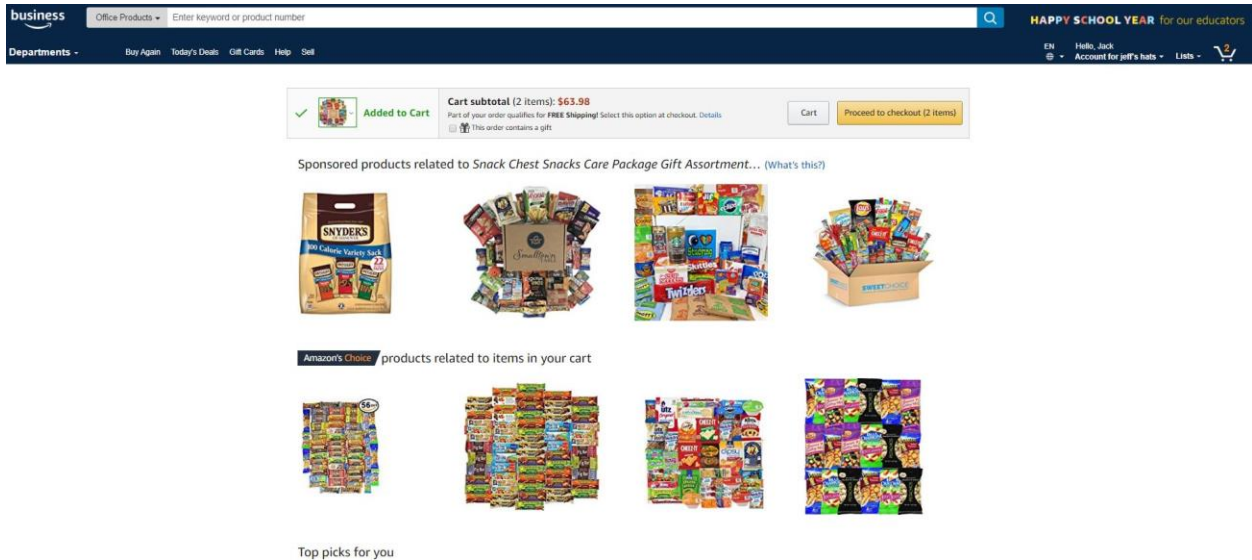
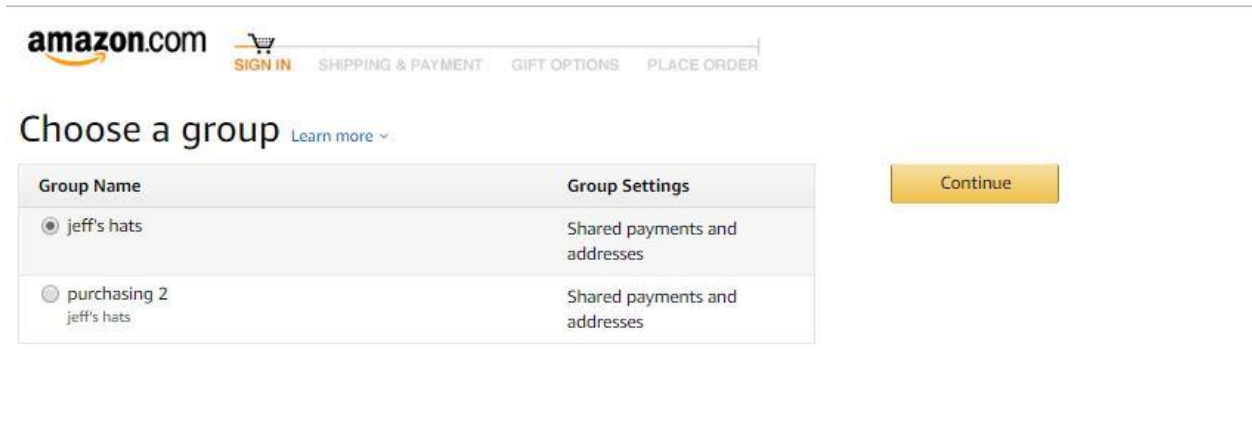


Amazon Business – How to Submit a Cart for Approval

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

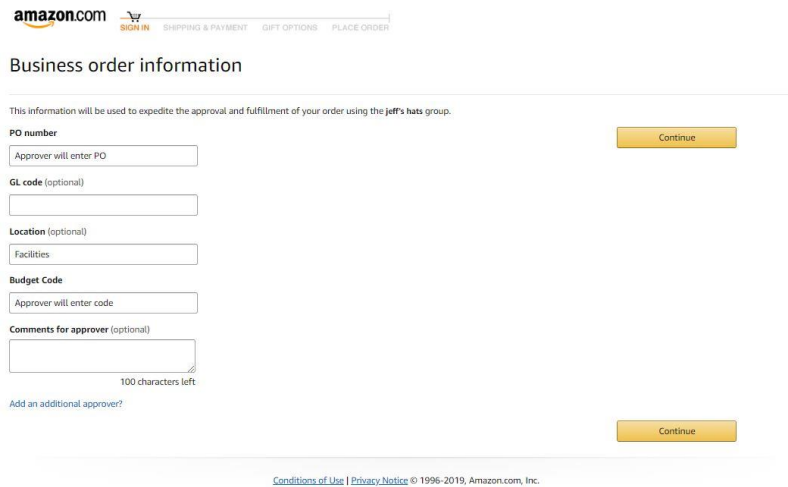


Having difficulties? Please contact [Business Customer Service](#)

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc.

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

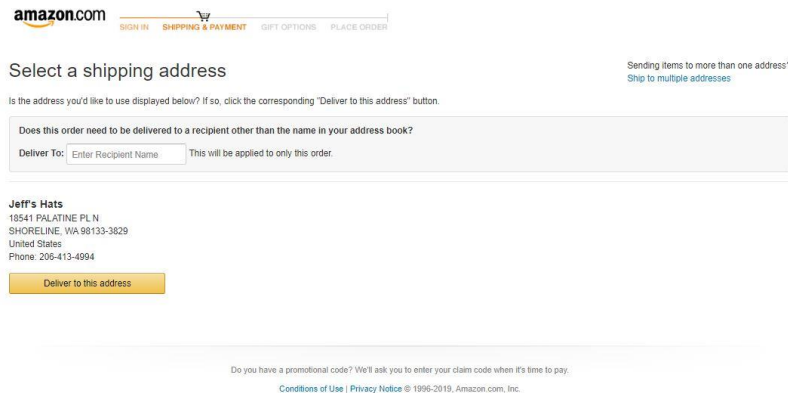
time the approver will enter the PO as your requisition has not yet turned into a PO. See the note next to the fields you see for direction.



The screenshot shows the Amazon Business 'Business order information' page. At the top, there is a navigation bar with the Amazon logo, 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. Below this is the section title 'Business order information'. A note states: 'This information will be used to expedite the approval and fulfillment of your order using the jeff's hats group.' The form contains several fields: 'PO number' with a sub-note 'Approver will enter PO' and a 'Continue' button; 'GL code (optional)'; 'Location (optional)' with a 'Facilities' sub-field; 'Budget Code' with a sub-note 'Approver will enter code'; and 'Comments for approver (optional)' with a text area and a '100 characters left' indicator. At the bottom of the form, there is a question 'Add an additional approver?' and another 'Continue' button. A footer contains links for 'Conditions of Use' and 'Privacy Notice' and copyright information for 1996-2019 Amazon.com, Inc.

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



The screenshot shows the Amazon 'Select a shipping address' page. At the top, there is a navigation bar with the Amazon logo, 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. Below this is the section title 'Select a shipping address'. A note states: 'Sending items to more than one address? Ship to multiple addresses'. A question asks: 'Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.' Below this is a form with a question: 'Does this order need to be delivered to a recipient other than the name in your address book?'. The 'Deliver To:' field contains 'Enter Recipient Name' and a sub-note 'This will be applied to only this order.' Below this is the address for 'Jeff's Hats': '12541 PALATINE PL N, SHORELINE, WA 98133-3829, United States, Phone: 206-413-4994'. A 'Deliver to this address' button is located below the address. A footer contains a note: 'Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.' and links for 'Conditions of Use' and 'Privacy Notice' and copyright information for 1996-2019 Amazon.com, Inc.

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

Select a shipping address

[Sending items to more than one address?](#)
[Ship to multiple addresses](#)

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 Dep. 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](#)

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc.

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](#)

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc.

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.)

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method

jeff's hats credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/> Visa ending in 4716	jeff m mathews	

Continue
You can review this order before it's final.

[Do you need help? Explore our Help pages or contact us](#)

Conditions of Use | Privacy Notice © 1996-2019, Amazon.com, Inc.

7. Review Your Order and submit

Review your order

- This order requires approval.
- Save your checkout settings as the default for future orders
 - Use the selected group, shipping address, and payment method as my checkout defaults.

Group
jeff's hats
[Change](#)

Payment method [Change](#)
visa ending in 4716

Promotional Codes:
Enter Code

Shipping address [Change](#)
Jack Hefern - Facilities Department
18541 PALATINE PL N
SHORELINE, WA 98133-3829
United States
Phone: 206-413-4994
[Ship to multiple addresses](#)

By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

Order Summary

Items (2):	\$63.98
Shipping & handling:	\$8.84
Free Shipping:	-\$8.84
Total before tax:	\$63.98
Estimated tax to be collected:*	\$3.77

Order total: \$67.75

Qualifying offers:
• Free Shipping

[How are shipping costs calculated?](#)


You got free shipping on the eligible items in your order! (Why aren't all my items eligible?)

Business order information [Change](#)

PO number	Approver will enter PO
GL code	No value entered
Location	Facilities
Budget Code	Approver will enter code

Items shipped from KiNaLand

Estimated Delivery: Depends on Approval
(For example, if approved now, Monday, Sept. 16, 2019)



TICONDEROGA Graphite Pencils, Wood-Cased #2 HB Soft, With Eraser, Yellow, 144-Pack
\$36.99
In Stock
Quantity: 1 [Change](#)
Sold by: KiNaLand
 Gift options not available.

Choose a delivery option:

- Monday, Sept. 16 - Wednesday, Sept. 18
FREE Shipping
- Friday, Sept. 13 - Wednesday, Sept. 18
\$4.99 - Shipping

Items shipped from Amazon.com

Estimated Delivery: Depends on Approval
(For example, if approved now, Tuesday, Sept. 17, 2019)

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.

business

Core office products >>

Order to jeff's Shoreline 98133 Departments Buy Again Today's Deals Gift Cards Help Sell

EN Hello, Jack Account for jeff's hats Lists

Your order on behalf of jeff's hats has been submitted for approval
Please check your email for order confirmation and detailed delivery information or visit [Message Center](#) to review your notifications.

PO number: Approver will enter PO
Location: Facilities
Budget Code: Approver will enter code

Order Number: 111-0156763-7845076

- Snack Chest Snacks Care Package Gift Assortment Sampler Mixed Bars, Co... will be shipped to Jack Hefern - Facilities Department - by Amazon.com.
- Estimated Delivery: Depends on Approval (For example, if approved now, Tuesday, Sept. 17, 2019)
- Order Number: 111-2479145-5273829
- TICONDEROGA Graphite Pencils, Wood-Cased #2 HB Soft, With Eraser, Yell... will be shipped to Jack Hefern - Facilities Department - by KiNaLand.
- Estimated Delivery: Depends on Approval (For example, if approved now, Monday, Sept. 16, 2019)

[Review or edit your recent orders](#)

Want to track your order?
Let Amazon Assistant help. [Learn More](#)

[Install now for Google Chrome](#)
By installing Amazon Assistant you agree to the [Conditions of Use](#).

Sponsored Products Related to Your Purchases [What's this?](#)

Page 1 of 2



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