

Summer Academy 2017

Getting Started with Amazon Business

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Getting Started with Amazon Business

Through your Amazon Business account you will have immediate access to:

- Free Two-Day Shipping on orders over \$49
- Pricing and quantity discounts on items that educators need
- Education-tailored search and browse functionality
- Receive invoices against your Purchase Orders
- Increased spend visibility and management
- Access to a specialized Customer Service team – Amazon Business PunchOut Customer Service – 888-281-3847 or via email at Corporate-Punchout@amazon.com

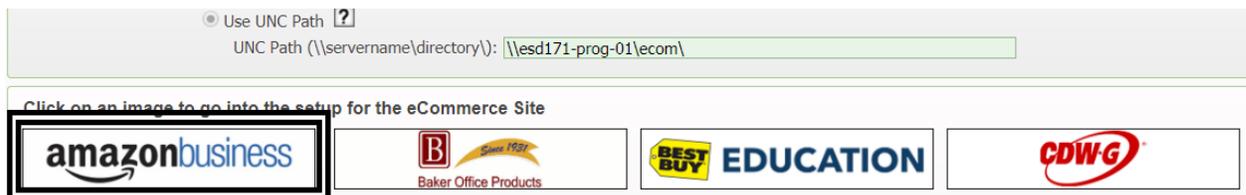
You will need to first set up an Amazon Business account. Once you have your district's account set up, you can move forward with setting up Amazon ECommerce in Skyward by first requesting the Login information and Order/PunchOut Links from Amazon.

Amazon ECommerce Set Up

Menu path: Web Financial Management, Purchasing, Purchasing, Setup, Configuration, ECommerce



Select the Amazon vendor button



Configure the Amazon Business Setup screen with your district's login information (provided by Amazon).

Tip: Each of these boxes are case sensitive and must be exactly correct in order to jump out to Amazon's website and get back into Skyward.

Amazon Business Setup

Login:

Password:

PunchOut Link:

Order Link:

Vendor:

Automatic Line Items:

- Do not automatically create a line item for the shipping information passed back
- Do not automatically create a line item for the tax information passed back

**Automatically creating line items for shipping and tax information is recommended.*

Order Confirmation:

- Do not send a confirmation email
- Send confirmation email to the person that submits the order*
- Send confirmation email to the person that created the order*
- Designate an email address to send all order confirmation emails:

**If the user does not have an email address set up then it will default to the designated email address.*

Order Phone Number:

- Do not send a phone number with the order
- Send the phone number of the person that submits the order*
- Send the phone number of the person that created the order*
- Designate a phone number to send with all orders:
 Ext:

**If the user does not have a phone number set up then it will default to the designated phone number.*

Submitting Your Test Order

Menu path: Web Financial Management, Purchasing, My Requisition Processing, Requisitions

Create a new ECommerce requisition using "Add from Online Catalog" button

2017	1	2				<input type="button" value="Clone"/> <input type="button" value="Notes"/> <input type="button" value="Attach"/> <input type="button" value="Submit"/>
2017	1	2				<div style="border: 2px solid black; padding: 2px; display: inline-block; background-color: yellow;">Add from Online Catalog</div> <input type="button" value="Clone from Purchase Order"/>

Select the “Amazon” button



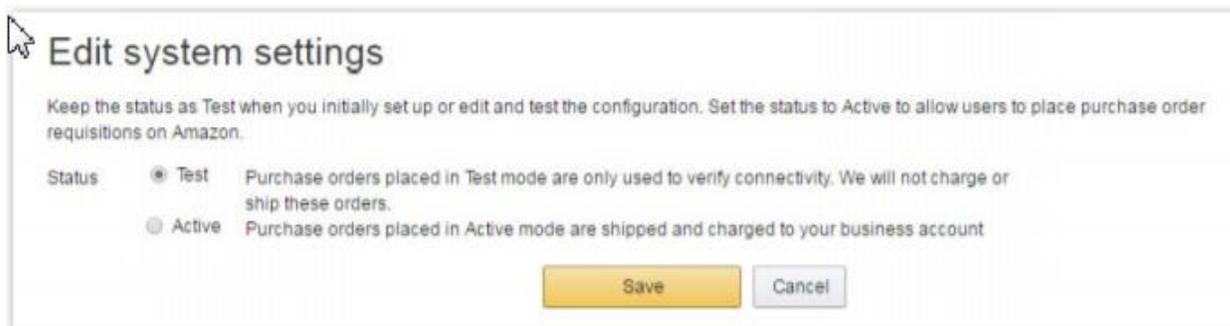
Add a description to the requisition

Click the “Save and Add Detail” button –this button will send you out to the Amazon website



Shop for your items on Amazon, and click on the “Check Out” button once you’re finished, and you’ll be linked back to Skyward

Note: When you first log in, the Amazon account will be set at test in account settings. Please make sure to change it to production, otherwise you won’t be able to place orders.



TIPS:

- When placing an ECommerce order, make sure you are not in RDS. Since RDS is a secured environment, the link out to Amazon, or any other ECommerce vendor site, won't work correctly.
- Once you check your cart out, and return to Skyward, you will not be able to go in and edit your cart.
- You can set up an approval system within the Amazon Business account. This would entail signing into Amazon, preparing your cart, placing it for approval, and the order being approved in Amazon. If you take advantage of this feature however, the requisition will skip the approval process in Skyward. Because Amazon's approval and Skyward's approval are going to be two different processes, you can only have one or the other.
- Amazon contact info:

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