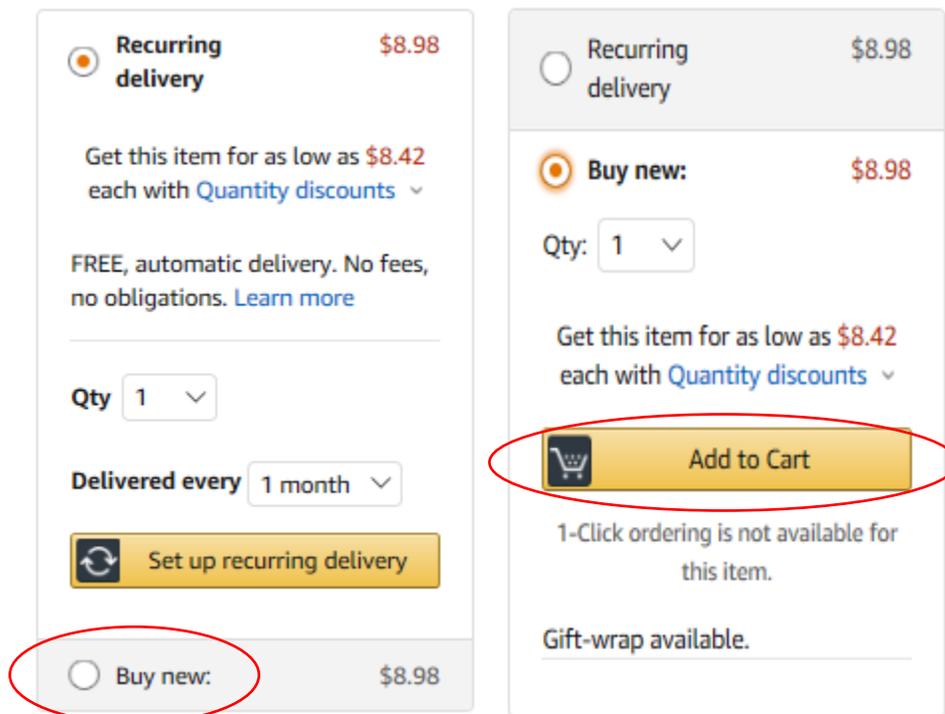


# Amazon Business Checkout & Fund/Org Allocation Instructions

## 1. Checking out: Shared Payment and Shipping information

- a. When you've finished selecting your items and are ready to check out, you may see a prompt on the right-side of the screen, suggesting the setup of a Recurring delivery for your items (please do not setup Recurring deliveries.) Instead, click **Buy New**, which will bring up a standard Add to Cart button.



- b. A pop-up will ask if you would like to view the **cart**, or **proceed to Checkout**.



c. Clicking “Proceed to Checkout” will lead the user to the Business order Information page, prompting a PO number and additional comments. **No PO Number is Needed for Checkout.** Click “Continue.”

d. Select Shipping Location from the list. Be sure to include the recipient’s name.

e. Selecting a Payment Method is currently restricted to the Visa card information shared to the user's profile by financial services. **Do NOT Select "Pay by Invoice."**

### Select a payment method

State_of_Arkansas credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/> <b>VISA</b> Visa ending in 3057 Reference number (optional): <input type="text"/>	Mark A Kiefer	08/2020

State\_of\_Arkansas line of credit

Pay by Invoice

**Continue**

You can review this order before it's final.

f. Review the order's payment and shipping information, and Submit for Approval.

**i** This order requires approval.

**i** Save your checkout settings as the default for future orders  
 Use the selected group, shipping address, and payment method as my checkout defaults.

<b>Group</b> 0135 - University of Arkansas - Cooperative Extension (State_of_Arkansas) <a href="#">Change</a>	<b>Payment method</b> <a href="#">Change</a> <b>VISA</b> ending in 3057	<b>Promotional Codes:</b> <input type="text"/> <input type="button" value="Apply"/>	<b>Submit order for approval</b> By placing your order, you agree to the <a href="#">Amazon Business Accounts Terms &amp; Conditions</a> .
<b>Shipping address</b> <a href="#">Change</a> UA Cooperative Extension Service 2301 S UNIVERSITY AVE LITTLE ROCK, AR 72204-4940 United States Phone: 501-671-2060 <a href="#">Add delivery instructions</a>	<b>Billing address</b> <a href="#">Change</a> Same as shipping address		

**Order Summary**

Items:	\$8.49
Shipping & handling:	\$0.00
Total before tax:	\$8.49
Estimated tax to be collected:*	\$0.00
<b>Order total:</b>	<b>\$8.49</b>

[How are shipping costs calculated?](#)  
[Why didn't I qualify for Prime Shipping?](#)

**Business order information** [Change](#)

**PO number** *No value entered*

## 2. Order Allocation

Upon completion of checkout, users will receive a confirmation email that includes a link to a detailed order summary.

The screenshot shows an Amazon Business order confirmation email. At the top left is the Amazon Business logo. On the top right, there are links for 'Your Account' and 'Amazon.com'. The main heading is 'Order submitted for approval' with the order number '#113-4827381-3889842'. Below this, it says 'Hello Mark A Kiefer,' followed by a thank you message and instructions on how to view the order status. A note states 'This order is placed on behalf of State\_of\_Arkansas.' A grey box contains delivery and shipping information: 'Your estimated delivery date is: Thursday, June 13 - Tuesday, June 18 (depending on approval)' and 'Your shipping speed: Prime Standard Shipping'. To the right of this box, it says 'Your order will be sent to: Mark Kiefer, 2301 S UNIVERSITY AVE, LITTLE ROCK, AR 72204-4940, United States'. At the bottom of the grey box is a yellow 'Order Details' button with a play icon, which is circled in red.

- a. Clicking this link will direct the user to an itemized summary of their order (pictured below.) The circled items are the details needed to complete the Amazon Business Allocation Form.

The screenshot shows the 'Order Details' page for the order. At the top, it says 'Ordered on June 7, 2019' and 'Order# 113-4827381-3889842', both of which are circled in red. Below this, there are sections for 'Shipping Address', 'Payment Method' (VISA \*\*\*\* 3057), and 'Order Summary'. The 'Order Summary' table is as follows:

Order Summary	
Item(s) Subtotal:	\$200.74
Shipping & Handling:	\$0.00
Total before tax:	\$200.74
Estimated tax to be collected:	\$18.07
<b>Grand Total:</b>	<b>\$218.81</b>

The 'Grand Total' row is circled in red. Below the summary, there are sections for 'Transactions', 'Requested by' (Mark A Kiefer), and 'Order method' (Business). At the bottom, it says 'Delivered Jun 12, 2019' and shows a product listing for an 'Asus VP279Q-P 27" 1080p IPS DisplayPort HDMI VGA Back-lit LED EyeCare Monitor' with a price of \$200.74. The product name and price are circled in red. On the right side, there are several buttons: 'Track package', 'Return or replace items', 'Problem with order', 'Print packing slip', 'Share gift receipt', and 'Leave seller feedback'.

- b. Immediately following completion of the Amazon order, users will complete the internal Amazon Business Allocation Form (ABAF,) using the details located in the order summary. A link to the ABAF will be available under the Purchasing heading on the Employee Links page.

The screenshot shows a page with a left-hand navigation menu and a main content area. The navigation menu includes links such as 'Guru', 'IT Staff Directory', 'Employee Links', 'Tech Tuesdays Blog', 'ZOOM Support & Resources', 'How to use Monsido', 'Web Accessibility', 'Mobile Training Lab', 'Intermediate OU Training', 'Form request & procedure', 'Qualtrics Info', 'Blog List', 'UAEX Box', 'IT Team - Who To call', and 'Training - Web, Technology, Digital Media'. The main content area is divided into three sections: 'SNAP Plan', 'Procurement', and 'Email\Social Media'. The 'Procurement' section lists various purchasing-related links, including 'P-Cards', 'Computer Ordering Information', 'GSS Products Purchasing Portal', 'Office Depot Purchasing Portal', 'Amazon Business Purchasing Portal', 'Amazon Business Allocation Form', 'Amazon Business Instructions', 'GovConnection', 'Grainger', and 'CDW-G'. The 'Email\Social Media' section lists 'E-mail - Outlook on the Web (OWA) Login' and 'Office365 - Register for password self-service'.

- i. Charge One Fund/Org

### Amazon Business Allocation Form

Name of Requisitioner*		Email Address*	
<input style="width: 95%;" type="text" value="Mark"/>	<input style="width: 95%;" type="text" value="Kiefer"/>	<input style="width: 95%;" type="text" value="mkiefer@uaex.edu"/>	
First Name	Last Name	Department*	
		<input style="width: 95%;" type="text" value="Financial Services"/>	
Supervisor's E-Mail Address*			
<input style="width: 95%;" type="text" value="jlsmith@uaex.edu"/>			
Amazon Order Number*		Order Date*	
<input style="width: 95%;" type="text" value="113-4827381-3889842"/>		<input style="width: 25%;" type="text" value="Jun"/> <input style="width: 25%;" type="text" value="07"/> <input style="width: 25%;" type="text" value="2019"/> <input style="width: 25%; height: 15px; border: 1px solid gray;" type="button" value="📅"/>	
Order Total*			
<input style="width: 95%;" type="text" value="\$ 218.81"/>			
I need to:			
<input checked="" type="radio"/> Charge one Fund/Org <input type="radio"/> Charge Multiple Funds/Orgs			
Fund Number*		Org Number*	
<input style="width: 95%;" type="text" value="14000"/>		<input style="width: 95%;" type="text" value="2000"/>	
<input style="background-color: #800000; color: white; padding: 5px 15px; border: none; cursor: pointer;" type="button" value="Submit Form"/>			

ii. Charge Multiple Funds/Orgs

Selecting “Charge Multiple Funds/Orgs” will expand the ABAF form to include additional Fund/Org allocation and Item Description fields. These fields can be used to split the allocation of the whole order, or individual items.

I need to:

Charge one Fund/Org

Charge Multiple Funds/Orgs

Fund Number\*  Org Number\*

Amount\*

Item Description\*

Fund Number\*  Org Number\*

Amount\*

Item Description\*

**\*Please Note\*** Split fund/org amounts must be equal to the order’s total amount.

Total of all Allocations (This total MUST match the Order Total Above)

If this amount does not match the amount above, your submission will be denied.

**3. Once the ABAF is submitted:**

- a.** The Procurement Office will receive notification to review the order for compliance with purchasing policy, and will approve or disapprove the order.
  
- b.** The Direct Supervisor will receive an email from [Amazon@UAEX.EDU](mailto:Amazon@UAEX.EDU) requesting approval of allocation. Supervisors will reply to this email with “Approved” or “Disapproved” in the subject line, and Cc the requisitioner in their response.
  - i.** If disapproved, a corrected allocation form must be submitted by the requisitioner.

For questions about this process, please contact Mark Kiefer: (501) 671-2060.