

## AMAZON BUSINESS PRIME INSTRUCTIONS ORDERING FROM A BLANKET PURCHASE ORDER (BPO)

1. A Blanket Purchase Order must be established before ordering from Amazon Business Prime. For renewals, use the [BPO Renewal Request Form](#). For new BPOs, initiate a requisition.
2. Account Setup:
  - a. For first time users, you will receive an invitation from Amazon Business to create an account upon establishment of your BPO by Purchasing.
  - b. Log onto [Amazon Business Prime](#) with your credentials. Ensure you are logged onto the Business Prime website and not the consumer version. You will see “Business Prime” in the webpage header. The consumer Amazon website is different than Amazon Business.
3. Search for items and add to cart. Items that are restricted will require Purchasing approval to purchase.
4. Proceed to checkout once all items have been added to cart.
5. Select your BPO number from the drop down menu at the Checkout screen. Ensure that you select the correct BPO#.
6. Enter your campus for Location.
7. Enter your Department.
8. Enter your name in the “Deliver To:” field. Orders without proper contact information may be delayed.
9. Select the delivery address. All orders must be delivered to the District Warehouse or Reprographics.
10. Payment method is set to Pay by Invoice. Personal credit card payments are not allowed.
11. Confirm your order, choose the free delivery options, and place your order.
12. Upon delivery of items, confirm with your supervisor that all items have been received for payment of invoice.

### EXCEPTIONS:

13. P-Card holders may make purchases using their District provided P-card in emergency circumstances only. Purchases must not exceed \$1,000.00. A BPO is not required when purchasing with a P-card. Restricted items will require approval from Purchasing. If you are a P-Card holder, contact Purchasing to add you to the P-Card holder group in Amazon Business.
14. \*Note: Requests for specific non-supply items must be requested via requisition for Purchase Order creation and order submitted by Purchasing. Due to the continuously changing prices on Amazon Business, please ensure quotes reflect the most up to date pricing.

END OF AMAZON BUSINESS PRIME ORDERING INSTRUCTIONS

Please note that all guides, forms and templates are located in the Purchasing Toolbox  
<https://sjeccd.edu/district-services/general-services/purchasing-toolbox>