AMAZON ORDER PLACEMENT

1. Choose item and add to cart.

2. When done shopping, click “Proceed to checkout”
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3. Add “PO Number”. A PO number can be used in two ways. First – End user can enter an alternate FOAP to charge the order. There is the opportunity at the time of order placement to use the “PO Number” field and manually type in another FOAP. PAAS is honoring this work around to accommodate those requestors that may have an alternate, grant, gift or project FOAP that they will need to charge to. Second – Information entered in PO number can be used to aid in tracking of packages. It is shown on the shipping label, packing slip and order history.

4. Under “Approval Information”, add comments if needed. PAAS is the final releaser & approver of all orders. If an additional approver is needed, click on “Add an additional approver” on bottom left of screen. Enter additional approver’s USF email address. Your order will be first reviewed by the additional approver and then by PAAS. When done, click “Continue” button.
5. Enter recipient’s name for ease of tracking. As for shipping address, all orders will be shipped to USF Receiving address. Click on “Ship to this address” when done.

6. Review order and available delivery options and click “Continue”
7. Orders will be charged to one purchasing credit card provided by Purchasing & Ancillary Services. Do not enter anything. Click “Continue”. Department chargebacks are completed through a journal and is completed by Purchasing and Ancillary Services.

8. Click “Submit order for approval” to place order. Order will go to approval/release queue.
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9. Order confirmation will be displayed.

10. End user will also receive an order confirmation email. Click on “View or manage order” to view or manage order. Note that orders are released after approval of additional approver and/or PAAS, who is also the final approver.
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11. If order does not have an additional approver, end user will receive an email confirmation if order has been approved or rejected by PAAS.

If order has an additional approver and additional approver rejects the order(s), end user will receive email notification. If additional approver approves the order(s), end user will only receive email notification of approved order when Amazon Administrator (Deanna Agmata) releases it.