



### **Login Information**

Amazon Business Prime login information will be the same as the login information used for your computer

[Login Instructions](#)

### **Process**

1. Teachers, department staff, etc will shop and add items to a WISHLIST.
2. The wishlist will be sent to the respective admin support staff (e.g. OM, staff/department secretary).
3. Admin support staff individuals will review items and add to a CART.
4. All item descriptions **must** be copied and pasted into a PR in BusinessPlus. (We do this to record all the necessary approvals – site leadership, District staff, Budget, etc).
5. When you checkout in Amazon (the cart), the prices are locked for 7 days and will notify the designated Purchasing staff (all the District sites and departments are assigned to specific buyers/buyer-planners).

The Purchasing staff will finalize the purchase and record the corresponding PR/PO information.

### **Training**

Here are some pre-recorded training videos, dependent on roles.

[Wishlist User Recorded Training](#)

[Wishlist User Training Deck](#)

[Buyer Recorded Training](#)

[Buyer Training Deck](#)