



## Amazon Business Account Setup / Ordering Instructions

- To order using the Board's Amazon account, you must receive an invitation.

Please email Toni Collier at [tjames@winstonk12.org](mailto:tjames@winstonk12.org) or Andrew McCay at [amccay@winstonk12.org](mailto:amccay@winstonk12.org) to request an invitation.

- Invitations may be sent to either of your Winston County Schools email addresses ([winstonk12.org](http://winstonk12.org) or [wcsclass.com](http://wcsclass.com)).

If you already have a personal Amazon account using your Winston County Schools email, you will have to deactivate/delete your account with Amazon, or request the invitation from your other Winston County Schools email. No personal email addresses can be used for board Amazon purchases.

- Follow the instructions in the invitation email to set up your account.
- Once your account is set up, you may begin ordering from Amazon.
- Follow the instructions attached to place an order.

Your Business: Winston County Board of Education

All

Departments Today's Deals Sell on Amazon Business Help EN

First, sign into Amazon Business and add items to your cart. Second, fill out a paper purchase order (version 08/17) matching cart items and send into the central office. A purchase order number will then be issued and emailed. This purchase order number will need to be added to the online order in the appropriate box.

Winston, get a \$50 Amazon.com Gift Card instantly upon approval for the Amazon Rewards Visa Card

Current Total: \$ 51.74
Savings: - \$ 50.00
Cost After Savings: \$ 1.74
Apply now

Your order qualifies for FREE Shipping. Choose the FREE option at checkout. Details

Shopping Cart



Paper Mate Pink Pearl Erasers, Medium, 3 Count by Paper Mate

Price \$3.98 Quantity 5

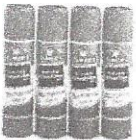
In Stock
Eligible for FREE Shipping
This is a gift Learn more
Delete Save for later



Crayola Crayons 24 ct (Pack of 2) by Crayola

Price \$5.96 Quantity 5

In Stock
Add-on item
Eligible for FREE Shipping
This is a gift Learn more
Delete Save for later



Elmer's All Purpose School Glue Sticks, Clear, Washable, 4 Pack, 0.24-ounce sticks by Elmer's

Price \$2.04 Business Price Quantity 1

In Stock
This is a gift Learn more
Delete Save for later

Subtotal (11 items): \$51.74

This order contains a gift

Proceed to checkout

1-Click ordering is not available for at least one item in your order.

Estimate your shipping and tax

Enter a ZIP Code

Example: 98144

Get estimate

Customers Who Bought Items in Your Recent History Also Bought



Crayola Broad Point... 56

\$7.19 Add to Cart



EXPO Low-Odor Dry... 3,793

\$3.00 Add to Cart



Top Flight Sewn... 22

\$3.99 Add to Cart



Sharpie Accent... 606

\$3.69 Add to Cart

Subtotal (11 items): \$51.74

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Your recently viewed items



2016 Premium High... 211

\$101.99 Add to Cart



Manila Classification... 3

\$18.77 Add to Cart



Manila Heavy Duty... \$60.00

Add to Cart

Example\*

PURCHASE ORDER

BILL TO: WINSTON COUNTY BOARD OF EDUCATION  
P.O. BOX 9, 25101 HWY 195  
DOUBLE SPRINGS, AL 35553

Phone (205) 489-5018  
Fax (205) 717-3391

FUND	<input checked="" type="checkbox"/> Classroom Instruction
	<input type="checkbox"/> Other (Specify) _____

2nd

Vendor No. \_\_\_\_\_ Date: \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

Account Code: \_\_\_\_\_

VENDOR INFORMATION		SHIPPING INFORMATION	
NAME:	Amazon Business	SHIP TO:	WCBOE
ADDRESS:		ADDRESS:	
CITY/STATE:		CITY/STATE:	
ZIP:	ATTN:	ZIP:	ATTN: Toni Collier
TELEPHONE:		TELEPHONE:	
FAX:		FAX:	
EMAIL:		EMAIL:	

PLEASE DELIVER INVOICE TO THE ADDRESS ABOVE. "SHIP TO" DESTINATION INDICATED ABOVE. DO NOT SHIP TO BOARD OF EDUCATION UNLESS INDICATED. ANY ITEMS NOT SHIPPED WITHIN 90 DAYS OF PURCHASE ORDER DATE WILL BE AUTOMATICALLY CANCELLED. THE WINSTON COUNTY BOARD OF EDUCATION IS EXEMPT FROM SALES TAX.

FEDERAL TAX IDENTIFICATION NO. 63-6001164 DO NOT BACKORDER ITEMS. DO NOT EXCEED THE AMOUNT OF \$ \_\_\_\_\_

QTY	ITEM NO.	DESCRIPTION OF ITEMS	UNIT PRICE	TOTAL
5		Paper Mate Pink Pearl Erasers	3.98	19.90
5		Crayola Crayons 24ct. PK of 2	5.96	29.80
1		Elmers All purpose glue stick (4PK)	2.04	2.04

Central Office Use:	
Vendor Info Checked _____	Order Placed _____
Budget Checked _____	Requestor Notified _____

Shipping/Handling Charge \_\_\_\_\_  
Total Purchase Order Amount \$ 51.74

Approvals:

Sign here  
Teacher/Requestor

\_\_\_\_\_  
Committee Chairman

Sign here  
Principal

\_\_\_\_\_  
Superintendent

→ send to Toni for PO #

Purchase order number will be emailed and should be placed into the "Purchase Order Number" box. In the comments section, please place name and continue. An email will be sent to Toni for approval. Items and totals should match the paper purchase order or it will be returned to the teacher for corrections.



SIGN IN

# Business Order Information

This information will be used to expedite the approval and fulfillment of your order using the Winston County Board of Education account.

**Purchase Order (PO) Number**

What's this?

Continue

## Approval Information

Your approvers will be notified via email.

Comments for Andrew

100 characters left

Add an additional approver?