

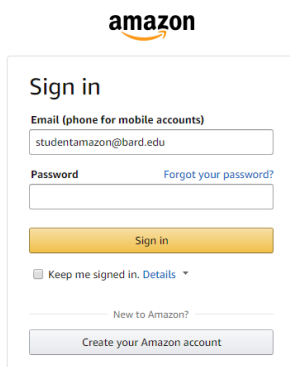


Amazon Club Purchase Orders

We are excited to announce that Bard College has partnered with Amazon Business in order to simplify our purchasing process, maintain sales tax compliance and allow us to take advantage of the wide selection and competitive prices on the Amazon Business marketplace.

As an added benefit, through the Amazon Business account, we have access to:

- Free Two-Day Shipping on orders over \$49 from the date the order is processed by the Controller's Office. (This is a **Business account**, not a Prime account. We get the free 2-day shipping ONLY when your purchase is over **\$49.00** for Prime-eligible products.)
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
- Business Pricing and quantity discounts millions on items



The image shows the Amazon sign-in interface. At the top is the Amazon logo. Below it is a 'Sign in' heading. There are two input fields: 'Email (phone for mobile accounts)' with the value 'studentamazon@bard.edu' and 'Password'. A 'Forgot your password?' link is next to the password field. Below the fields is a yellow 'Sign in' button. Underneath is a checkbox for 'Keep me signed in.' with a 'Details' link. At the bottom, there is a link for 'New to Amazon?' and a button to 'Create your Amazon account'.

Sign in using the Bard Club Amazon Information:

Email: *studentamazon@bard.edu*

Password: *clubsbard1*

Then click Sign In...

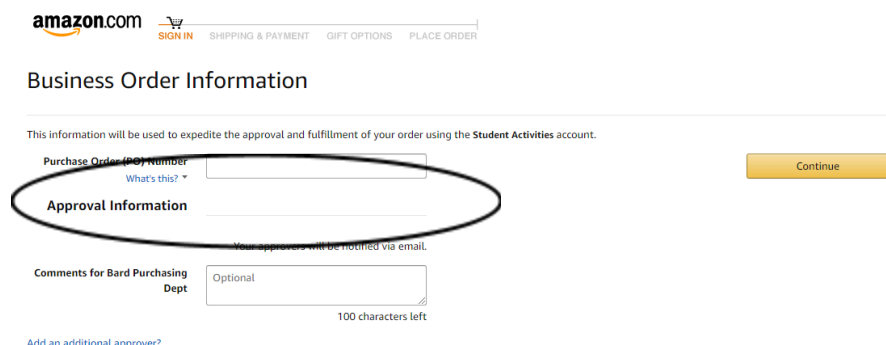
You may be asked to present an Amazon Authorization code as an added protection by Amazon. To get this code, email studentactivities@bard.edu.

After you have completed your shopping and all items are in your cart, proceed to checkout where you will complete the Business Order Information.

Please note that all Amazon purchases MUST BE \$500 or less as required by the Purchasing Office and submitted by Tuesday 5pm to be approved. You must complete all steps 1-4.

- **Purchase Order (PO) Number** is where you input your **Club Name**.

*This is a required field.
Then click Continue...*



The image shows the 'Business Order Information' form on Amazon.com. At the top is the Amazon.com logo and navigation links: 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. The form title is 'Business Order Information'. Below it is a note: 'This information will be used to expedite the approval and fulfillment of your order using the Student Activities account.' There are two main sections: 'Purchase Order (PO) Number' and 'Approval Information'. The 'Purchase Order (PO) Number' field is circled in red and has a 'What's this?' link. The 'Approval Information' section has a note: 'Your approval will be notified via email.' Below these is a 'Comments for Bard Purchasing Dept' field with a '100 characters left' indicator. At the bottom left is a link 'Add an additional approver?'. A yellow 'Continue' button is on the right.

Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:

This will be applied to only this order.

2. In the **Deliver To:** box
Indicate the **Club
Member's Name** who
should be notified when
the order arrives at B&G
for pick up.
Then click Continue...

3. Choose the appropriate **delivery option** and **shipping preference**. *Then click
Continue...*

Choose your shipping options

Continue

Shipment 1 of 2

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Kristin Betts, 30 Campus Road, Annandale on Hudson, New York, 12504
United States

- Elmer's Disappearing Purple School Glue, Washable, 12 Pack
\$3.92 - Quantity: 1
In stock on August 29, 2017.
Sold by: Amazon.com LLC

Choose a delivery option:

- ☐ FREE Shipping (5-8 business days)
- ☒ FREE Standard Shipping (4-5 business days)

Choose a shipping preference

- ☒ Group my items into as few shipments as possible.
- ☐ I want my items faster. Ship them as they become available. (at additional cost)

Review your order

i This order requires approval.
Submit your order for review and approval by Bard Purchasing

i Save your settings for future orders
☐ Use these delivery and payment settings as defaults for future orders

i Important message
Tax Exemption has been applied to your order. By placing this order you acknowledge that you are providing your tax exemption certificate to the below sellers.

[Type a quote from the document or
the summary of an interesting point.
You can position the text box
anywhere in the document. Use the
Drawing Tools tab to change the
formatting of the pull quote text box.]

Submit order for approval

By placing your order, you agree to Amazon's
[privacy notice](#) and [conditions of use](#).

Order Summary

Items (20):	\$197.78
Shipping & handling:	\$64.15
Free Shipping:	-\$64.15
Total before tax:	\$197.78
Estimated tax to be collected:	\$0.97

Order total: \$198.75

Payer

Student Activities (Bard College)
[Change](#)

Payment method [Change](#)

Pay by Invoice

Promotional Codes:

Shipping address [Change](#)

Kristin Betts
30 Campus Road
Annandale on Hudson, New York 12504