



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

Sign in using the Bard Club Amazon Information:

Email: *studentamazon@bard.edu*

Password: *bardclubs*

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 on Tuesday or Wednesday 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...*

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 fu

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:	\$n.07

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

Payment method [Change](#)
Pay by Invoice

Promotional Codes:
 [Apply](#)

Shipping address [Change](#)