

## **Amazon Business – Quick Step Access and Purchasing for G-PISD Employees that Do Not Have Purchasing Access in Skyward**

These procedures are for G-PISD Employees that need to purchase from Amazon, but do not have access to purchasing in Skyward Finance . All Amazon purchases, that utilize district funds, will be placed through the district’s Amazon Business Account. **Please note: Without purchasing authority, you will only be able to shop and create a shopping list, to share with a member of your group that has purchasing authority in Skyward for your campus/department. You will NOT be able to directly submit your purchase through Amazon online without having purchasing authorization as a Skyward Finance User. Customarily, this authority is housed with the campus/department secretary.**

### **STEP 1 – Request Group Access**

New users need to email the Purchasing Coordinator, Christopher Casarez at [ccasarez@g-pisd.org](mailto:ccasarez@g-pisd.org) (copy Wendy Hughes at [whughes@g-pisd.org](mailto:whughes@g-pisd.org)) using subject line “Amazon Business Access”. In the body of the email of the email include your first and last name and a phone number or extension where you can be reached.


### **STEP 2 - Creating Member Account**

Employees requesting access will receive an email invite to the group from Amazon Business. Please follow the instructions to create your account or go to the Amazon Business link at [https://www.amazon.com/gp/css/homepage.html?ref =b2b\\_mcs\\_L1\\_navcta](https://www.amazon.com/gp/css/homepage.html?ref =b2b_mcs_L1_navcta) and create a new account using your G-PSID email address as your login.

### **STEP 3 – Start a Shopping List**

Once you create your account and login, click on “Lists” and then click “Create a list” and select “Shopping List”. Name your list, so that the person you are sharing your list with, can quickly and easily identify who the shopping list belongs to. Click “Create List” to complete the process and start shopping. Be sure to add items to your list by clicking “Add to List”.

### **STEP 4 – Share Your Shopping List**

Share your list by clicking the “ Share” icon and type in the name of the person in your campus/department that has purchasing authority in Skyward. If the person has been added to the group their name will prepopulate.

*(Note: Sharing your shopping list, will only allow the people you share with, to only buy the items from the list. They cannot change the list.)*

### **STEP 5 – Placing Your Order**

The person in your campus/department with purchasing authority in Skyward will need to create a requisition in Skyward via the eCommerce catalog for Amazon Business. Once they get to the Amazon Business site, they can pull up the shopping list that was shared to submit the order online.