



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...

After you have completed your shopping and all items are in your cart, proceed to checkout where you will complete the Business Order Information. **You must complete all steps 1-4.**

1. 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 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 (1-5 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)

4. BEFORE YOU SUBMIT YOUR ORDER FOR APPROVAL, **PRINT THIS PAGE** to attach to the Student Association Purchase Order which you will submit to the Student Government Treasurer. Then click **Submit order for approval**.

Review your order

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

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

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.]

Payer Student Activities (Bard College) Change

Payment method Change Pay by Invoice

Promotional Codes: Enter Code Apply

Shipping address Change Kristin Betts 30 Campus Road Annandale on Hudson, New York 12504 United States Phone: 8457587331 Ship to multiple addresses

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

Qualifying offers: - Free Shipping How are shipping costs calculated?