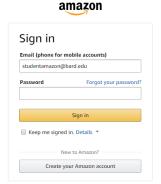
Amazon Club Purchase Orders



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 <u>ONLY</u> 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.

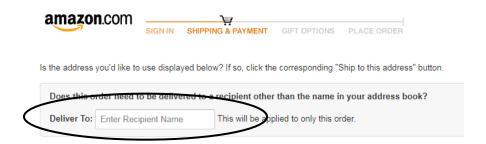
1. Purchase Order (PO)

Number is where you input your **Club Name**.

This is a <u>required</u> field.

Then click Continue...

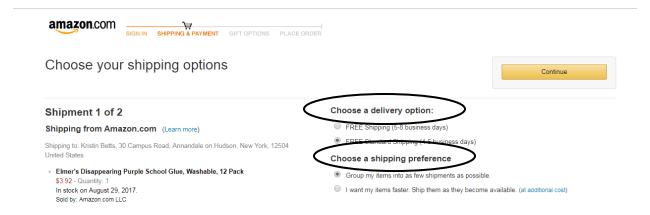
amazon.com	SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDE	⁺	
Business Order In	formation		
This information will be used to expe	dite the approval and fulfillment of your order using the	Student Activities account.	
Purchase Order (PO) Number What's this? *			Continue
Approval Information			
	Your approvers will be notified via email.		
Comments for Bard Purchasing Dept	Optional		
	100 characters left		
Add an additional approver?			



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...



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

