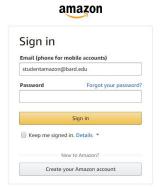


Amazon Club Purchase Orders

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...

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

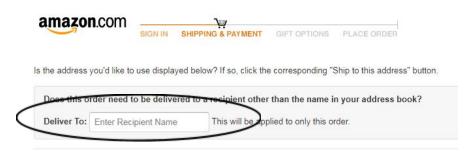
After you have completed your shopping and all items are in your cart, proceed to checkout where you will complete the Business Order Information.

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 <u>required</u> field. Then click Continue...

amazon.com	SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER	
Business Order Ir	nformation	
This information will be used to exp	edite the approval and fulfillment of your order using the Student Activities account.	
Purchase Order (PO) Number What's this?		Continue
Approval Information		
	Version and the state of the constitution of the state of	
Comments for Bard Purchasing	Your approvers will be notined via email.	
Dept	Optional	
	100 characters left	



Payment method Change

Pay by Invoice

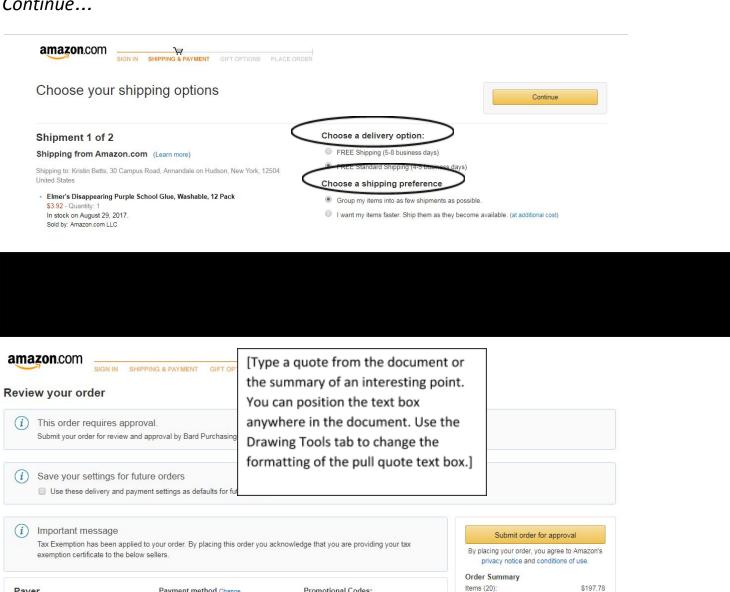
Student Activities (Bard College)

Shipping address Change

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...



Promotional Codes

Apply

Enter Code

Shipping & handling:

Free Shipping: Total before tax: -\$64.15

\$197.78