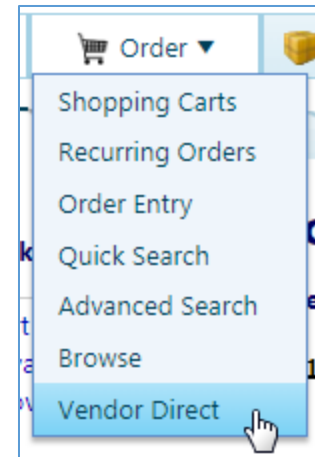




This guide is intended for users of Vendor Direct to order products from **Amazon**. To properly access this vendor portal and place your order, please follow the directions below:

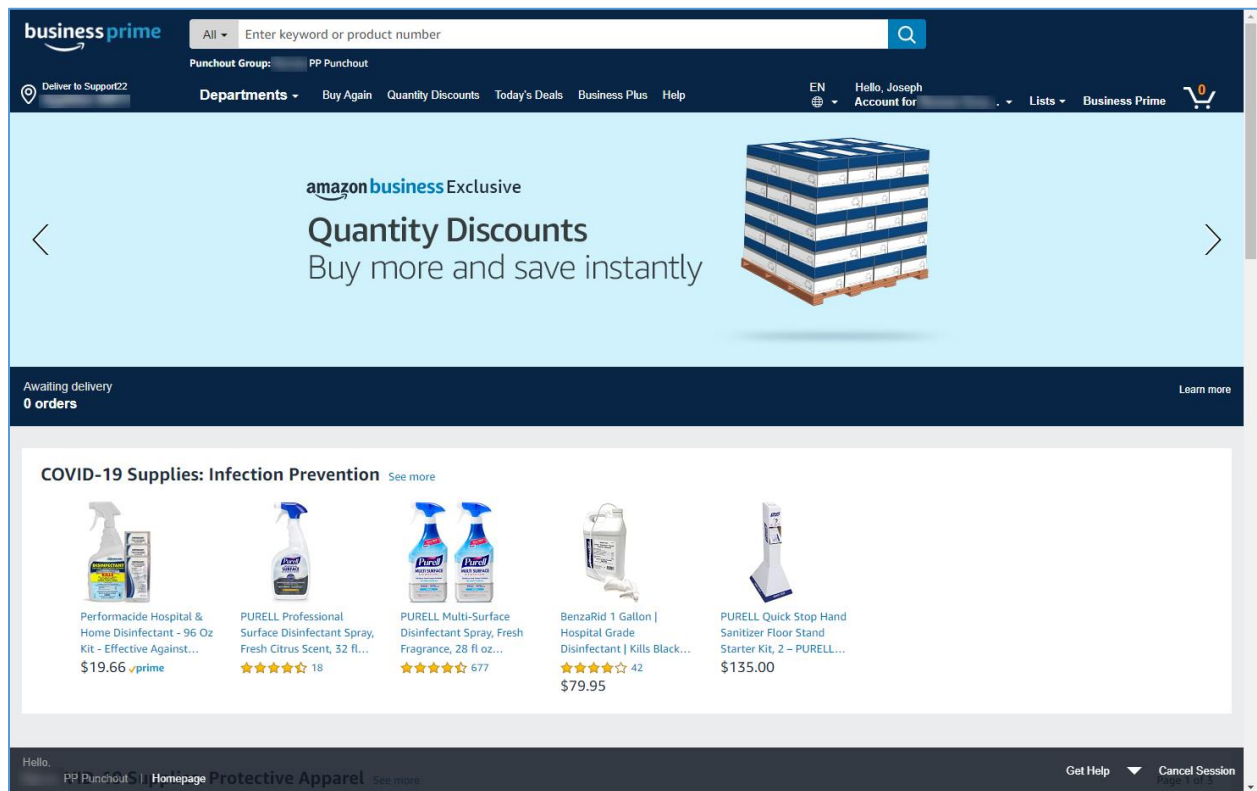
1. Log into Procurement Partners
2. Select **Order -> Vendor Direct**
3. Select location (if applicable)
4. Click the **Amazon** logo



IMPORTANT NOTE: Some web browsers may block your Vendor Direct window from opening with its built in pop-up blocker. You will generally receive a message stating that a pop-up was blocked. To bypass this pop-up blocker, click the prompt and select the option "Always allow pop-ups from procurementpartners.com" or "Trust procurementpartners.com". This method will vary by browser. If you need assistance, contact your local IT department, or check out the video titled **How to Allow Pop-Ups for Vendor Direct** located on the **Training and Documentation Hub**.

If this is your first time shopping with Amazon through Procurement Partners, complete steps 5-7; otherwise, proceed directly to step 8

5. Click the **Get Started** button on the Amazon Business page
6. Enter your name, work email and a password for your Amazon Business account
7. After your new account is verified, click **Start Shopping**



8. Shop for products using the search function or by browsing through various categories and add them to your cart
9. When you are ready to proceed, click **Proceed to Checkout** and review your order
10. Click **Continue**, then **Continue**, then **Submit order for approval**

Review your order

i This order requires approval.

i **Keep your operating hours updated:**
 Confirm your operating hours: If your business' operating hours have changed, you can click [Edit delivery preferences](#) below the shipping address and update them. Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

Group [Payment method](#) [Change](#) **Promotional Codes:**
 [Redacted] [Pay by Invoice](#)
[Change](#)

Shipping address [Change](#)
 Support22
 [Redacted]
 United States
 Phone:

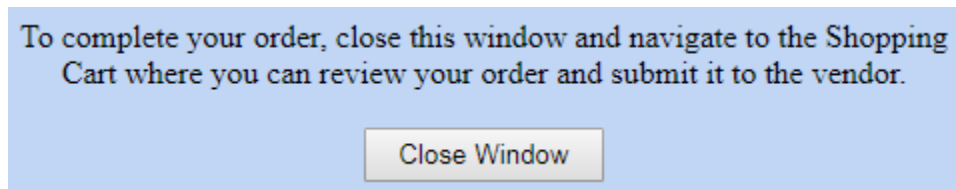
Order Summary
 Items: \$7.42
 Shipping & handling: \$0.00
 Total before tax: \$7.42
 Estimated tax to be collected: \$0.41
Order total: \$7.83

Submit order for approval
 By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Estimated Delivery: Depends on Approval
(For example, if approved now, Monday, May 18, 2020)

[How are shipping costs calculated?](#)
 Prime shipping benefits have been applied to your order.

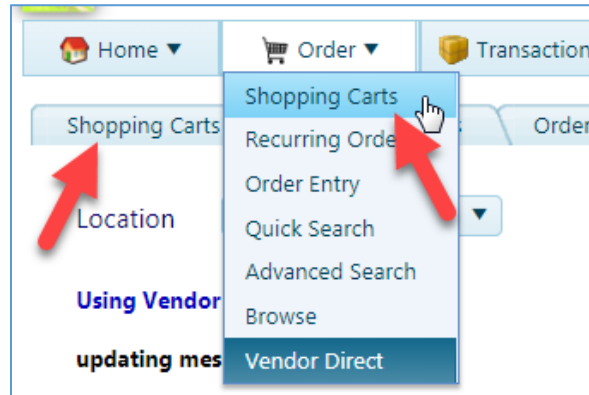
11. You will receive a blue-colored screen with the message:



Your order has now been transferred to the Procurement Partners system and is ready to be finalized; click **Close Window** and navigate back to the Procurement Partners webpage

NOTE: If you do not complete the following steps, your shopping cart **WILL NOT** be received by the vendor. Please ensure you complete ALL steps listed here.

12. Select **Order** -> **Shopping Carts**, then select your shopping cart in the list of available carts
13. If necessary, adjust the GL code or quantity for any items in the GL Code and Qty columns; click the **Update** button to save any changes
14. Click the **Checkout** button to proceed with your order



Reference No.1: Reference No.2:

Location: Atlanta Nursing & Rehab Center Vendor: Maintenance S... Total Cost \$14.00

| Actions | Notes | Attr. | Item Num | Item | MFG/Brand | Category | GL Code | Price/Unit | Qty | Total | Budget |
|---------|-------|-------|----------|--|----------------------|---|--|-------------|-----|--------|--------|
| | | | 098002 | 15 OZ SAFETY BLUE SPRAY PAINT | | Paint & Sundries - Spray Paint | 400-400-0000 - Maintenance Supplies | \$1.00 / EA | 4 | \$4.00 | |
| | | | 126505 | BATTERY IONIZ. SMOKE ALARM *PKG OF 6" | | Electrical - Smoke Alarms & Fire Safety | 007-000-0000 - Marketing | \$1.00 / PK | 2 | \$2.00 | |
| | | | 302959 | 15' ASH FLAT TELEPHONE BASE CORD | BLACK POINT PRODUCTS | Electrical - Telephone & Video Repair | 400-300-0000 - Maintenance Minor Equipment | \$1.00 / EA | 3 | \$3.00 | |
| | | | 676220 | X-LONG NITRILE EXAM GLOVES *BX OF 50" MD | | Healthcare - Patient Care | 400-200-0000 - Supplies Billable | \$1.00 / EA | 5 | \$5.00 | |

Buttons: Update, **Checkout**, Delete, Save As, GL Sum

Adjust GL Codes here (pointing to GL Code column)
Adjust Qty here (pointing to Qty column)

15. The Order Finalization screen will inform you of any order verifications or order approvals necessary; if any **red** messages display under the Order Verification section, take the corrective action necessary or check the box to the left of the message; until these items are corrected, the **Place Order** button will be greyed out
16. Click the **Place Order** button to finalize and submit your order; you will receive a PO number and confirmation email – your order is now complete

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com