



You are setup with Amazon Business Purchasing.
Here's what you need to know:

- Our Amazon business account includes Business Prime.
- Shipping addresses for your main branch and YMCA owned/leased locations, such as Peanut Shell & Civic House have been set up. We have not added schools as shipping addresses.
- We have set up Amazon invoicing. You will no longer need to use your branch's BOA Visa and pay for Amazon purchases when you place the order.
- You will be required to enter the GL number for the expense at the end of each order.
- You can only assign one GL number per order. If you are ordering for multiple departments you will need to create individual orders for each GL.
- You will no longer be required to create an SGA PO for your Amazon purchases that are less than \$1,000 and recognized as an operational expense.
- In place of an SGA PO for purchases under \$1,000, an Amazon purchase approval system has been set up behind the scenes.
- You are required to create an SGA PO for all your Amazon purchases that are a capital expense. Please follow the requirements for a capital PO, which include the capital project number.
- Your branch has a designated branch staff member that will review and approve all Amazon Business orders greater than \$250 placed for your branch.
- Your designated approver is XXXX.
- XXX will receive emails from Amazon to approve the Amazon purchase.
- Orders can be approved directly from the Amazon email.
- On a monthly basis, Amazon will send AS all your invoices. You will NOT pay with your branch BOA Visa for each order.
- Trish will upload the invoices and pay Amazon.

If you have a staff member that has not received an Amazon Business invite, but you would like them to be on the account, please send me the staff member's name.

This addition should be a big time saver and benefit for the branch!

Please let me know if you have any questions.

Thank you,
Sharon Malone