



AMAZON PURCHASES

1. Go to Employee Self Service
2. Sign into your account
3. Under the home tab - Click Shop next to "American Express" under the Online Shopping Category
4. Shop like normal - add things to your cart
5. When done - Proceed to checkout
6. Make sure your shipping address is correct and if you can pick free shipping please do so. Make sure you click it for all items.
7. Submit your order for approval
8. You will be directed to the ESS Requisition Page where you will
9. Add your account code
10. Pick (L1-Wabasha-Kellogg Business Office-District Office) or (L2-Wabasha-Kellogg ISD #811 - Falcon View Online)
11. Buyer: DW- District. Ext. 261
12. Then click the Transfer Button
13. Look everything over (Make sure all codes are correct)
14. Hit Save
15. Hit Route

Once routed it will be directed to me in the District Office. Once it goes through all the admin for approval I will then place the Amazon Order for you.