

How to Place an Amazon Order and Submit Through E-Procurement

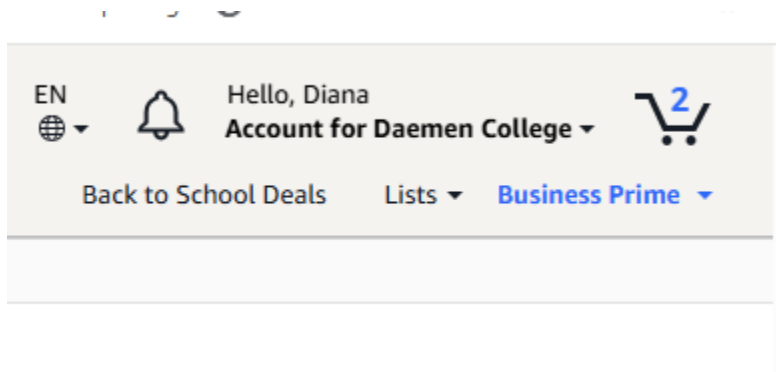
*Only place an Amazon order if you are a Daemen Amazon business user.

*Do not leave items in your shopping cart.

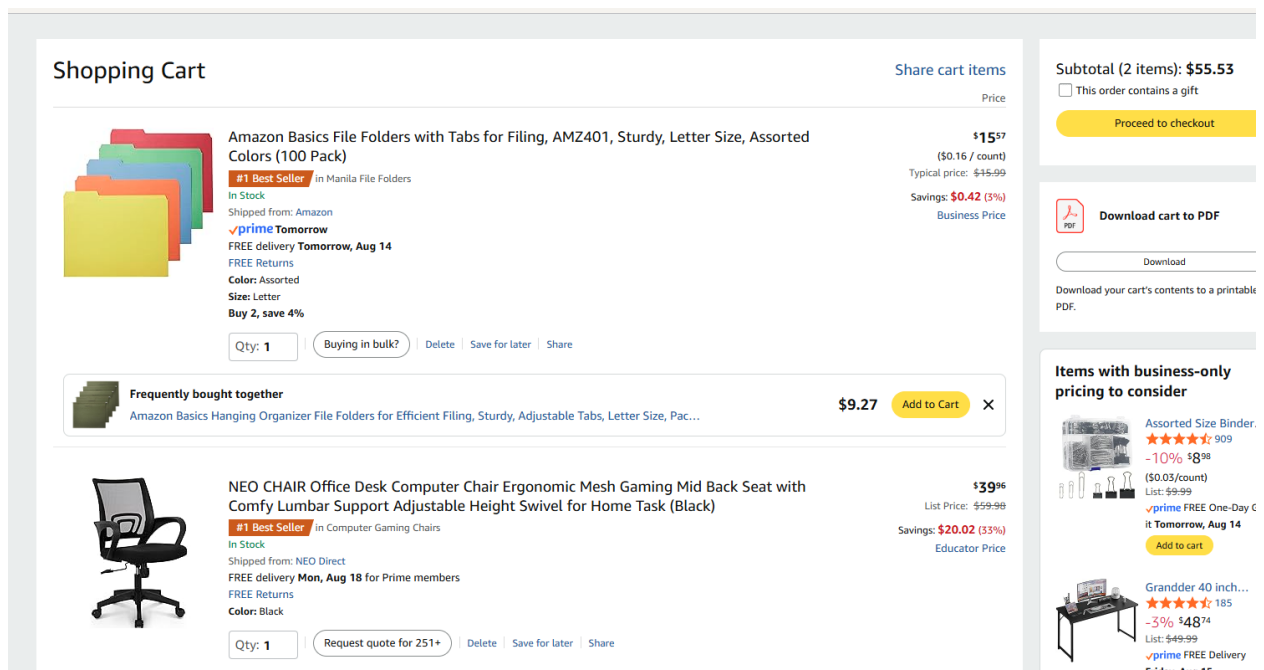
*You should process the order online. It will not be fully processed until all approvals have been received in E-procurement, after you create a requisition. The purchasing department will then approve your order on Amazon.

*Acceptable attachments for e-procurement are the printable order summaries.

1. Sign into your Amazon business user account



2. Place the items needed in your shopping cart and proceed to checkout.



3. Enter details

- enter budget #, click “continue”
- select delivery address, click “deliver to this address”
- keep payment method as “Visa ending in 1686,” click “use this payment method”

4. Submit order for approval

Secure checkout ▾

Group

Bus Aff
Group under Daemen College

Change

Business Order Information

PO number: No value entered
Budget#: 1-251015-51502

Change

Delivering to Brenda Twardowski

DAEMEN COLLEGE 4380 MAIN ST, AMHERST, NY, 14226-3592, United States

Change

Paying with Visa 1686

Use a gift card, voucher, or promo code

Change

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items (2): \$55.53

Shipping & handling: \$0.00

Estimated tax to be collected*: \$0.00

Order total: **\$55.53**

5. Your order was submitted for approval. It WILL NOT be officially processed until all approvals in E-procurement have been completed.

6. Click “review or edit your recent orders”

✔ Your order has been submitted for approval.


ⓘ Pending Bus Aff (Daemen College) approval.

Confirmation will be sent to your email.

Shipping to Brenda Twardowski, DAEMEN COLLEGE 4380 MAIN ST, AMHERST, NY, 14226-3592, United States


Depends on Approval

For example, if approved now:
Monday, Aug. 18



Depends on Approval

For example, if approved now:
Tomorrow, Aug. 14




You saved **\$9.99** in shipping fees on this order with Business Prime. [Learn more](#)

Business order information

- Budget# : 1-251015-51502

[Review or edit your recent orders >](#)



7. Click “printable order summary”

Your Orders

Item, order or PO number...

Search Orders

Orders

Buy Again

Not Yet Shipped

Digital Orders

Local Store Orders

Amazon Pay

Cancelled Orders

Viewing 6 orders placed in

All orders

Last 30 days

View order reports

Order placed
August 13, 2025

Total
\$15.57

Ship to
Brenda Twardowski
▼

Placed by
Diana Chambe...
▼
Bus Aff

Order # 111-9211873-4314653

[View order details](#)

[Printable Order Summary](#)

 This order is pending approval. [View details](#)



8. This will be the PDF attachment you will use in E-procurement

8/13/25, 4:44 PM


Order Details

Order Summary

Order placed August 13, 2025 Order # 111-6824599-5534602

Ship to Brenda Twardowski DAEMEN COLLEGE 4380 MAIN ST AMHERST, NY 14226-3592 United States	Payment method Visa ending in 1686 View related transactions	Order Summary Item(s) Subtotal: \$39.96 Shipping & Handling: \$0.00 Total before tax: \$39.96 Estimated tax to be collected: \$0.00 Grand Total: \$39.96
Placed by Budget#	Diana Chamberlain 1-251015-51502	


Arriving Monday



NEO CHAIR Office Desk Computer Chair Ergonomic Mesh Gaming Mid Back Seat with Comfy Lumbar Support Adjustable Height Swivel for Home Task (Black)
Sold by: NEO Direct
Supplied by: Other
\$39.96

Have an idea to help us improve? [Send feedback](#)

The order summaries sometimes look like this. We will accept either format.

	
Final Details for Order #111-0763684-6620260	
Paid By: Daemen College Placed By: Brenda Twardowski Order Placed: August 8, 2025 PO number : 35151 Amazon.com order number: 111-0763684-6620260 Order Total: \$7.99	
Business order information	
Department: Business Affairs Budget#: 1-251015-51502	
Shipped on August 10, 2025	
Items Ordered 1 of: TECKNET Gel Mouse Pad with Wrist Rest, Ergonomic Office Mousepad with Wrist Support - Non-Slip & Smooth Surface <i>Comf</i> <i>ortable Desk Accessories Mat for Office, Gaming and Study - Gradient</i> Sold by: SILICONES Direct (seller profile) Condition: New	Price \$7.99
Shipping Address: Brenda Twardowski DAEMEN COLLEGE 4380 MAIN ST AMHERST, NY 14226-3592 United States	Item(s) Subtotal: \$7.99 Shipping & Handling: \$0.00 ----- Total before tax: \$7.99 Sales Tax: \$0.00 ----- Total for This Shipment: \$7.99 -----
Shipping Speed: FREE Prime Delivery	
Payment information	
Payment Method: Visa Last digits: 1686	Item(s) Subtotal: \$7.99 Shipping & Handling: \$0.00 ----- Total before tax: \$7.99 Estimated Tax: \$0.00 ----- Grand Total: \$7.99
Credit Card transactions	Visa ending in 1686: August 10, 2025: \$7.99

9. Create a requisition in E-procurement and add your attachment.
Use vendor #142474.