Amazon.com "Wish List" Order Instructions

for Foundation for Clovis Schools Classroom Grant Requests

If your grant request includes any items to be purchased through Amazon.com, you must utilize the Wish List feature to help streamline the ordering process. The Wish List will be very useful once you become familiar with the process. Please follow the below steps to create your Wish List. These instructions are updated annually.

Important notes:

- ✓ Please follow the below steps to create your Wish List and stop at step #13. Then, include a PDF or screenshot of the Wish List as part of your grant application. If your grant becomes approved, you will be notified and asked to complete the Wish List process by **sharing** your Wish List.

- ✓ **Organize your list into similar categories. For example:**
  - Textbooks, Library Books, CD's, DVD's (To locate ISBN #'s scroll to bottom of Amazon's page.)
  - Electronics
  - Furniture
  - Office Equipment
  - Athletics (Helmets and shoulder pads may not be purchased from Amazon.com)
  - Toys

- ✓ After your grant is approved, follow steps #14 through #24 to complete the process by sharing the Wish List.

- ✓ Your Wish List is used by the Foundation and Purchasing teams to gather pricing and product information as part of the grant approval and ordering process. **DO NOT** place your own order with Amazon.com**.**

Creating Amazon.com account:

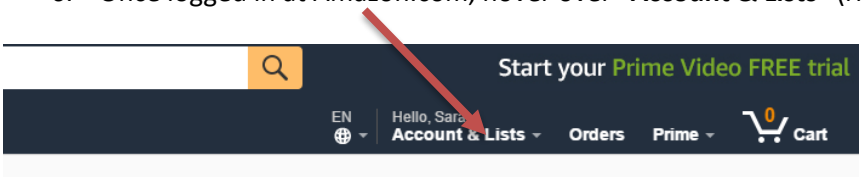
If you already have an Amazon.com account with your **Clovis Unified email address**, skip to step 6.

If you don't have a current **Clovis Unified account with Amazon.com, follow steps 1 through 5 below to create one**:

1. Navigate to amazon.com and hover over "Account & Lists"
2. Click on "New Customer?" (Under the yellow Sign-In Button)
3. Click on "Start Here"
4. Complete Registration Information using **Clovis Unified email address**
5. Select "Create Your Amazon Account"

Creating a Wish List:

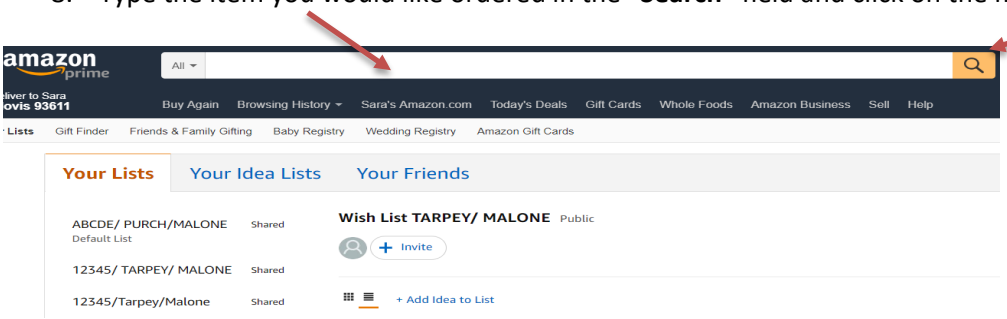
6. Once logged in at Amazon.com, hover over "**Account & Lists**" (right side of screen)



7. Under the column **"Your Lists"** click on "**Create a List"**
   Select Wish List
   List Name: IMPORTANT! Name your Wish List as follows: Wish List GRANT/Site/Name (e.g., Wish List GRANT/Tarpey/Malone)
   Privacy: Public
   Select "Create List"

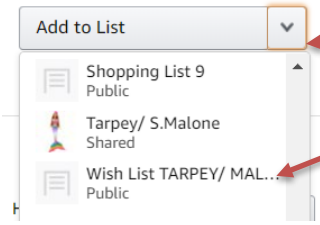
Locating items from Amazon.com:

8. Type the item you would like ordered in the **"Search"** field and click on the magnifying glass.



9. Choose the item you want to purchase and select the quantity.

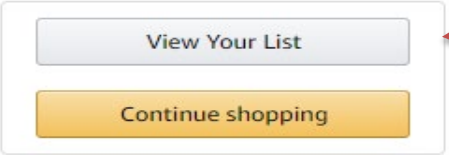
10. **BE CAREFUL!** DO NOT ADD TO CART. Click the down arrow next to **"Add to List"**.



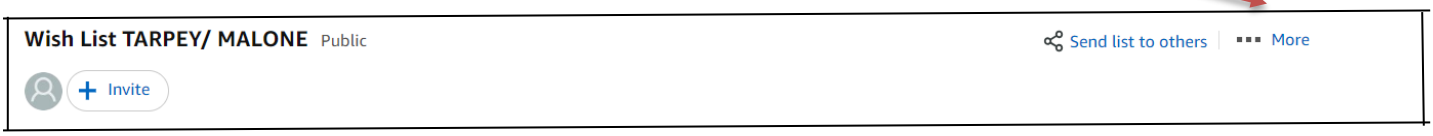
If you have more than one List, select the appropriate list.

If more items need to be added, select "**Continue Shopping**" and repeat steps 8 through 10.

11. When all of your items have been added to your list, select "**View Your List.**"



12. A list of items will generate. To **print as a PDF** click on the 3 dots. Include your Wish List as an attachment to your grant application. It will display quantities and pricing for us to refer to when creating the requisition for ordering.



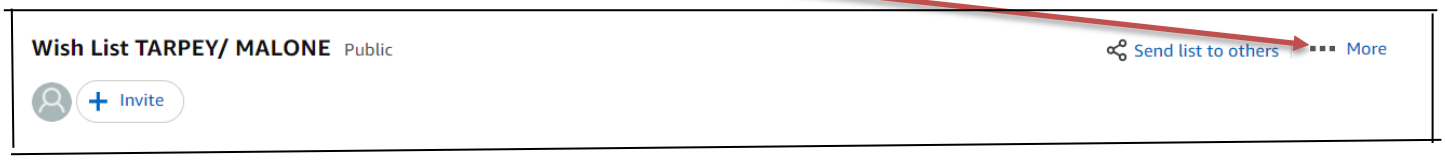
13. Close window.

Once you have received notification that your grant has been approved, you must share your Wish List:

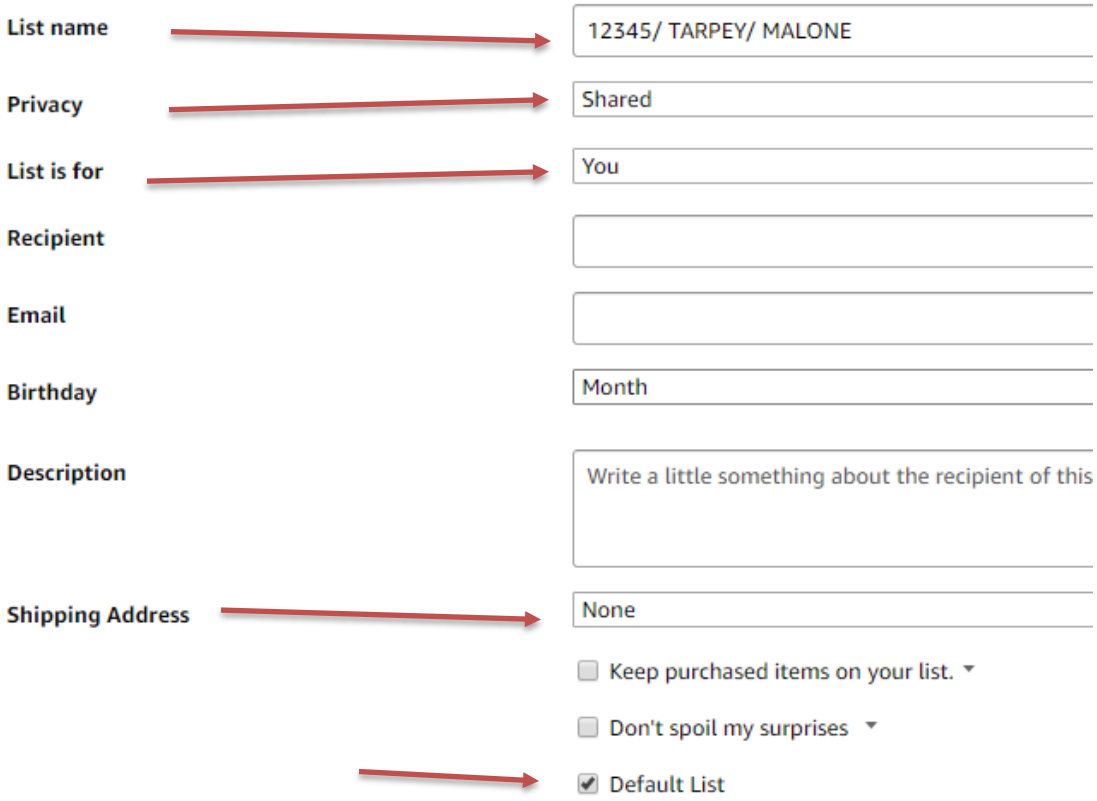
14. Log in to Amazon.com and hover over **Account & Lists**

15. Under the column "**Your Lists**" select **the appropriate list**

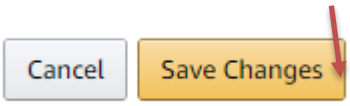
16. Click on the 3 dots and select **Manage List**



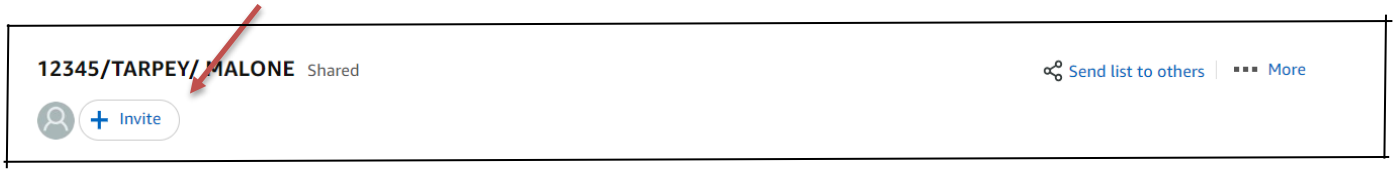
17. Place the cursor in the field that has your Wish List Name. Ensure that your list is titled as follows: GRANT/Site/Name (e.g., GRANT/Tarpey/Malone). Complete the fields shown below.



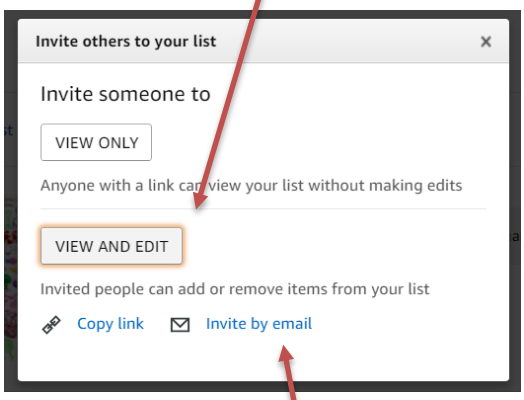
18. Select **"Save Changes"**



19. Select "**Invite**"

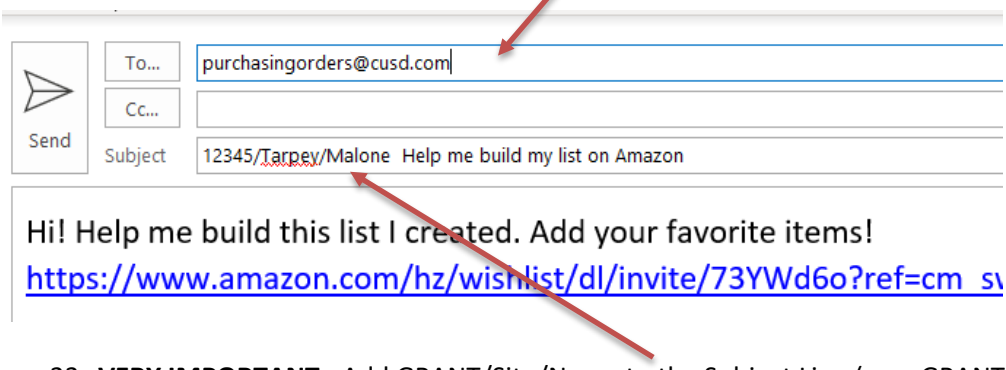


20. Select **"View and Edit"**



21. Select **"Invite by Email"**

22. Enter email address: purchasingorders@cusd.com



23. **VERY IMPORTANT** - Add GRANT/Site/Name to the Subject Line (e.g., GRANT/Tarpey/Malone)

24. Press "Send"

You have now Shared your Amazon Wish List. It will be emailed directly to Purchasing.

Purchasing will only order the items and quantities that are entered on the requisition in Munis, and those items will be input from your grant application. If the quantity is different on your Wish List than what is entered on your grant request, we will honor the grant request quantities because that is where funds are encumbered for payment.

Placing items in the Amazon Wish List does not guarantee that Purchasing will order from Amazon or that the quantities requested are available once the order is processed. Prices increase and decrease daily. The Purchasing department strives to locate the best pricing available.

Please review your Wish List periodically. The Purchasing department may acquire items elsewhere and you will want to remove old lists from your account. Please contact Purchasing with questions. Thank you.