GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Amazon Business

Application for Amazon Business On-Line Ordering Account

Name:_____

      First   Last

Site: (circle one) **Grossmont College**   **Cuyamaca College**   **District**

Department:_____

Phone number: (619)_____

Email Address:_____

Supply Account Keycode:_____/4310 ,_____/4310,_____/4310

                                   Smartkey   Smartkey   Smartkey

DIRECT BILLING ONLY for orders under $500. Items $500 or more require a requisition in Workday.

Ship to: 8800 Grossmont College Drive   or   900 Rancho San Diego Pkwy

_____
Applicant's Signature   Date

_____
Supervisor's Signature   Date

_____
Site Business Officer's Signature   Date

Manager approval is required per order

Assigned Manager Name: _____for Amazon approver process flow. Approver will have 7 days to approve orders before they are canceled.

Prohibited items: Inventory items, capital assets, furniture, technology, Clorox wipes, pest bait traps, software, single items $500 or more, food, water, coffee products, services, office equipment, and any contracted GCCCD Bookstore items (ISBN, Clothing with Institution emblem, graduation caps/ gowns/ commencement invitations, student study aids and tools).
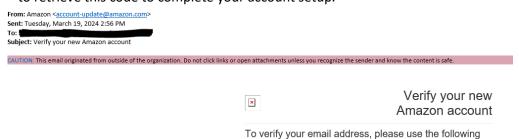
Return completed form to Purchasing and Contracts at district.purchasing@gcccd.edu

Amazon Business

To Create an Account:

1. Send Purchasing your approved Application for Amazon Business On-Line Ordering Account Form.
2. Amazon Business account creation will be sent to your **@GCCCD.EDU work email**.
   - **Important Note:** If you use your work email for a personal Amazon account, you will need to call Amazon and switch to a personal email. Amazon will not let you have two accounts under one email.
   - Barracuda is marking the **Verify your new Amazon account** code as spam. You will need to retrieve this code to complete your account setup.

   From: Amazon <account-update@amazon.com>
   Sent: Tuesday, March 19, 2024 2:56 PM
   To:
   Subject: Verify your new Amazon account

   CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

   Verify your new Amazon account

   To verify your email address, please use the following One Time Password (OTP):
   590938

   Do not share this OTP with anyone. Amazon takes your account security very seriously. Amazon Customer Service will never ask you to disclose or verify your Amazon password, OTP, credit card, or banking account number. If you receive a suspicious email with a link to update your account information, do not click on the link—instead, report the email to Amazon for investigation.
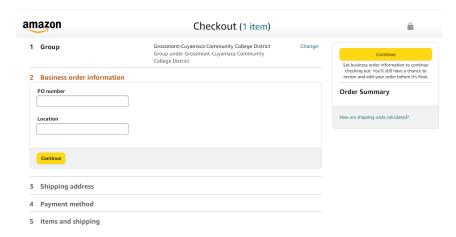
   Thank you!

To Place an Order:

1. Add Items to your Cart and then Proceed to Checkout
2. Due to inventory threshold limits, each item must be **under $500**.
   - Individual items **$500 or more require a requisition** and Purchasing will place the order.
   - When requested by the College Business department, an approver account may be created to approve requestor's orders. Grossmont College requires Manager approval.
   - Requestors **cannot** order **prohibited items.**
3. At checkout use your **Blanket PO Number** or **Smartkey/4310**
   - This account code can be added to your account
   - When **PO Number** does not auto populate, enter your **PO** or **Smartkey/4310**
   - In **Location**, enter your **Bldg. Number and Department**

Amazon Business

4. **Shipping Address** will default to the Warehouse
5. Payment method must always be **Pay by Invoice**
   o **DO NOT USE YOUR PCARD**