

# HOW TO ORDER FROM AMAZON

You can order directly from amazon using your funds on account by logging in using the Ed Fund portal. To gain access to this portal, please email Vivian at [vivian@oaklandedfund.org](mailto:vivian@oaklandedfund.org).

## STEP 1

You will receive an email titled “Welcome to Amazon Business” which invites you to sign up through the Oakland Public Education portal. Click the gold “Accept the invitation” button to get started. On the next page, you will be asked to confirm your email address then create a password for your account.

## STEP 2

Once your account has been created, you can click the gold “Start shopping” button to start building your cart. When you are finished and ready to place your order, click “Proceed to checkout”.

## STEP 3

Select your shipping address. Please note: you will not be able to enter a custom shipping address. If you would like to ship to a different address, please contact [vivian@oaklandedfund.org](mailto:vivian@oaklandedfund.org).

In the next page, there is space for a PO number should you need it, as well as a comment section if you would like to include pertinent information for approvers at the Ed Fund. The next page asks you to select your shipping options.

## STEP 4

You will then be asked to select a payment method. There will only be one option, which is a Visa ending in \*5679. Please select this card and click continue. Please note: you will not be able to enter a custom payment card.

## STEP 5

Next, you will be asked to review your order. If everything is correct, click “Submit order for approval”. On your confirmation page, you can review the details of your order again. The final step is to save the order as a PDF from the print menu of your browser. You will need this PDF to attach to the Requisition form.

<p><b>Payer</b> OPEF (Oakland Public Education Fund) <a href="#">Change</a></p> <p><b>Shipping address</b> <a href="#">Change</a> Mickey Hall 520 3rd St. Suite 109 Oakland, CA 94607 United States Phone: 5102216968</p>	<p><b>Payment method</b> <a href="#">Change</a> VISA ending in 5679</p> <p><b>Billing address</b> <a href="#">Change</a> David Korsak PO BOX 71005 Oakland, California 94612 United States</p>	<p><b>Promotional Codes:</b></p> <p><input type="text" value="Enter Code"/> <input type="button" value="Apply"/></p>	<p><input type="button" value="Submit order for approval"/></p> <p>By placing your order, you agree to the <a href="#">Amazon Business Accounts Terms &amp; Conditions</a>.</p> <p><b>Order Summary</b></p> <table border="0"> <tr> <td>Items:</td> <td>\$19.97</td> </tr> <tr> <td>Shipping &amp; handling:</td> <td>\$5.99</td> </tr> <tr> <td><b>Total before tax:</b></td> <td><b>\$25.96</b></td> </tr> <tr> <td>Estimated tax to be collected:</td> <td>\$2.40</td> </tr> <tr> <td><b>Order total:</b></td> <td><b>\$28.36</b></td> </tr> </table> <p><a href="#">How are shipping costs calculated?</a> <a href="#">Why didn't I qualify for free shipping?</a></p>	Items:	\$19.97	Shipping & handling:	\$5.99	<b>Total before tax:</b>	<b>\$25.96</b>	Estimated tax to be collected:	\$2.40	<b>Order total:</b>	<b>\$28.36</b>
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