

# Placing Orders with Amazon

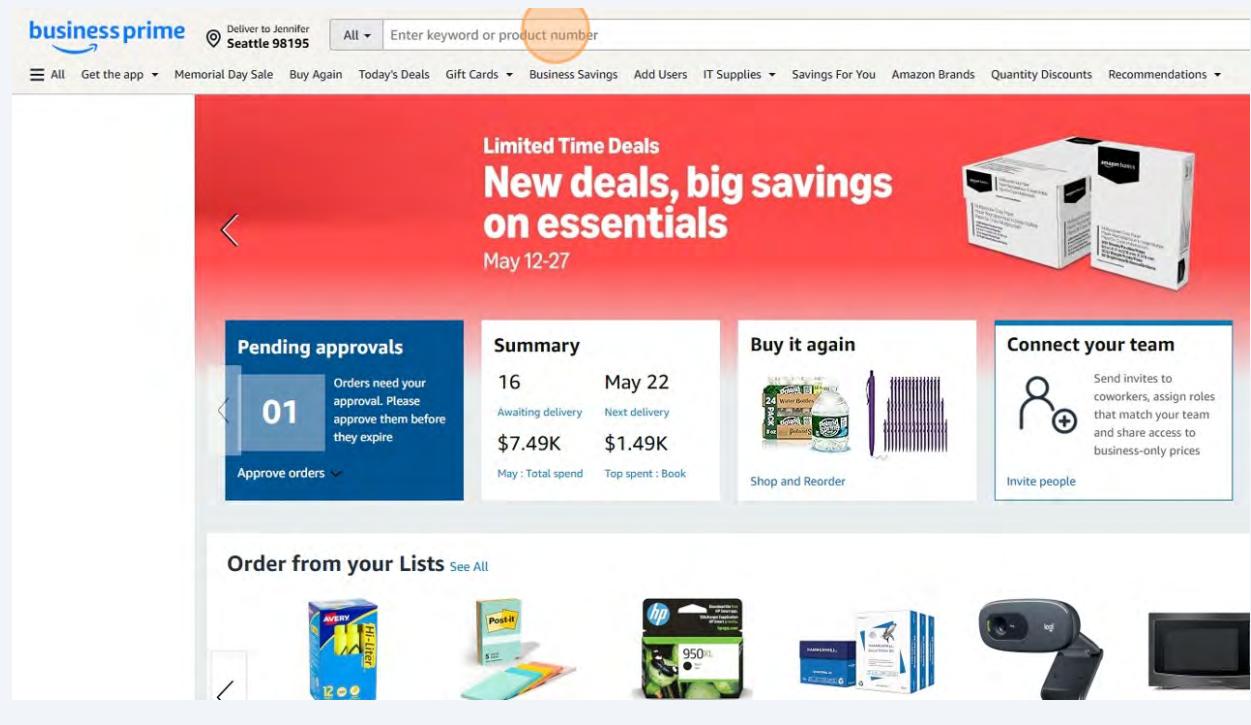
This guide shows how to place orders on Amazon and the steps required after the order is placed to ensure a smooth verification process for fiscal and non fiscal procard holders.

## Placing an Order in Amazon

- 1 Navigate to <https://www.amazon.com/>

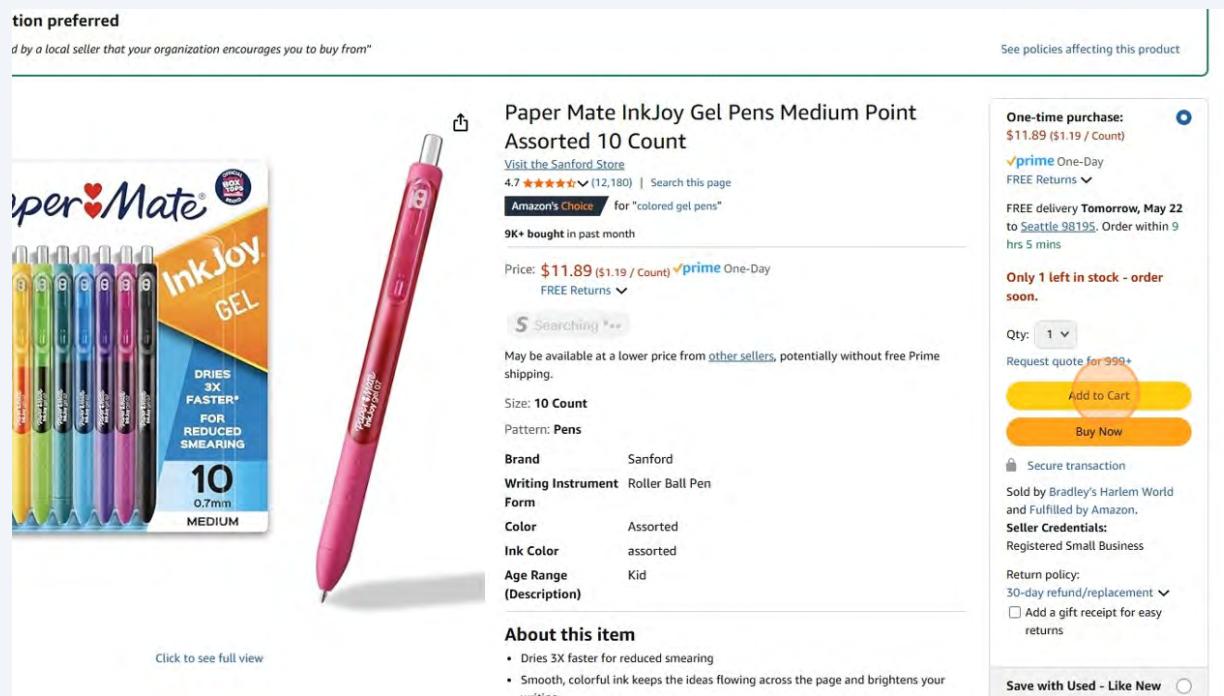
The screenshot shows the Amazon homepage with a red banner at the top featuring the text "Limited Time Deals" and "New deals, big savings on essentials" with a date range of "May 12-27". Below the banner, there are several sections: "Pending approvals" (1 item), "Summary" (16 items, May 22), "Buy it again" (Post-it Notes, HP ink cartridges, and Hammermill paper), "Connect your team" (link to invite people), and "IT supplies" (link to shop IT products). At the bottom, there is a section titled "Order from your Lists" with a "See All" link, showing items like Avery highlighters, Post-it notes, HP ink cartridges, Hammermill paper, Logitech webcam, and a Toshiba microwave.

## 2 Search for the item you wish to buy



The screenshot shows the Amazon Business Prime homepage. At the top, there is a search bar with the placeholder "Enter keyword or product number". Below the search bar, a navigation bar includes links for "All", "Get the app", "Memorial Day Sale", "Buy Again", "Today's Deals", "Gift Cards", "Business Savings", "Add Users", "IT Supplies", "Savings For You", "Amazon Brands", "Quantity Discounts", and "Recommendations". A "Deliver to Jennifer Seattle 98195" button is also present. The main content area features a "Limited Time Deals" banner with the text "New deals, big savings on essentials" and a date range "May 12-27". Below the banner, there are four sections: "Pending approvals" (01 pending approvals), "Summary" (16 items, May 22), "Buy it again" (Shop and Reorder), and "Connect your team" (Invite people). At the bottom, there is a section titled "Order from your Lists" with a "See All" link, showing various product thumbnails.

## 3 Add the items to your cart.



The screenshot shows a product detail page for "Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count". The page includes a product image of a box containing 10 pens in various colors, a large image of a single pink pen, and a detailed product description. The description includes information such as "DRIES 3X FASTER\* FOR REDUCED SMEARING", "10 0.7mm MEDIUM", "Brand: Sanford", "Writing Instrument: Roller Ball Pen", "Form: Assorted", "Color: Assorted", "Ink Color: assorted", and "Age Range (Description): Kid". The page also features a "About this item" section with bullet points: "Dries 3X faster for reduced smearing" and "Smooth, colorful ink keeps the ideas flowing across the page and brightens your writing". On the right side of the page, there is a sidebar with purchase options: "One-time purchase: \$11.89 (\$1.19 / Count)", "prime One-Day FREE Returns", "FREE delivery Tomorrow, May 22 to Seattle 98195. Order within 9 hrs 5 mins", "Only 1 left in stock - order soon.", "Qty: 1", "Request quote for 999+", "Add to Cart" (button highlighted with a red circle), "Buy Now", "Secure transaction", "Sold by Bradley's Harlem World and Fulfilled by Amazon", "Seller Credentials: Registered Small Business", "Return policy: 30-day refund/replacement", "Add a gift receipt for easy returns", and "Save with Used - Like New".

**tion preferred***“by small and diverse sellers that your organization encourages you to buy from”*

See policies affecting this product

**Post-it Super Sticky Lined Notes, 15 Sticky Note Pads, Multi-Size., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Supernova Neons Collection**

[Visit the Post-it Store](#)

4.8 ★★★★★ (8,300) | Search this page

**Amazon's Choice** for "post it notes variety size pack"

4K+ bought in past month

Price: \$16.69  
Business Price: \$16.33 (\$1.09 / Count)  
FREE Returns  
You Save: \$0.36 (2%)

**Save \$0.94**

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Size: 11.9" x 9.8"  
Color: Supernova Neons  
Size: 11.9" x 9.8"  
Brand: Post-it  
Unit Count: 15.0 Count  
Shape: Square

**Buy new:** \$16.33 (1)  
\$1.09 / Count  
FREE Returns  
FREE delivery May 27 - 29 to Seattle 98195 for Prime members

Qty: 1  
Request quote for 701+  
**Add to Cart**  
**Buy Now**  
Secure transaction  
Sold by Product Movement and Fulfilled by Amazon.  
**Seller Credentials:**  
889 certification: Registered Small Business, Veteran-Owned Small Business  
Return policy: 30-day refund/replacement  
 Add a gift receipt for easy returns  
**Save with Used - Like New**

4 Click on your chart at the top right when you are ready to check out. Or click the "Proceed to checkout" button.

ne  Deliver to Jennifer Seattle 98195 All Enter keyword or product number  EN  Hello, Darshini Account for University of W... 

Memorial Day Sale Buy Again Today's Deals Gift Cards Business Savings Add Users IT Supplies Savings For You Amazon Brands Request for Quote Lists Business Prime

**Cart Subtotal: \$28.22**

**Added to cart**  
Size: 11.9" x 9.8"

**Proceed to checkout (2 items)** **Go to Cart**

for you based on Post-it Super Sticky Lined Notes, 15 Sticky...

Page 1 of 4

 • Sticky Notes 1,360 (Count)	 350 Pack Paper Clips and Binder Clips Set by Luxureco... 517 \$13.99	 Post-it Flags Combo Pack, 4 On-The-Go Dispensers/Pack... 13,172 \$15.02 (\$3.76/Count)	 Only 13 left in stock - order soon. Post-it Super Sticky Notes, Limited Edition Color Collection 9,357 \$15.86 (\$1.06/Count)	 (8 Pads) Lined Sticky Notes 4x6 in Post, 8 Colors Self Stick... 9,324 38% off Limited time deal \$7.99 (\$0.02/Count) List: \$12.99	 SUPEASY Mesh Desk Organizer, Desk Organizers... 96 \$11.99	 Only 7 left in stock - order soon. Paper Mate® InkJoy™ Retractable Gel Pens, M 3,489 \$7.95 List: \$12.99
---	--	--	---	--	---	--

**Add to cart** **Add to cart**

o Life: Robust Vocabulary Instruction has decreased from \$16.34 to \$16.22  
 ed items have changed price.  
 ing Cart will always reflect the most recent price displayed on their product detail pages.  
 roblem Behavior in Schools: The Check-In, Check-Out Intervention (The Guilford Practical Intervention in the Schools Series) has increased from \$23.95 to \$25.51  
 has increased from \$35.71 to \$35.76

## Cart



Post-it Super Sticky Lined Notes, 15 Sticky Note Pads, Multi-Size., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows. [View details](#)

Preferred by your organization

FREE delivery May 27 - 29 for Prime members

FREE Returns

Size: 11.9" x 9.8"

Qty: 1

[Request quote for 701+](#)

[Delete](#) [Save for later](#) [Share](#)

Price

[Business Price](#)

[Checking Prices...](#)

No better price found

Subtotal (2 items): \$28.22

This order contains a gift

[Proceed to checkout](#)

[Download cart to PDF](#)

[Download](#)  
Download your cart's contents to a printable PDF.

### Recently bought together

[Mate Flair Felt Tip Pens | Medium Point 0.7 Millimeter Marker Pens | School Supplies for Teachers &...](#)

\$9.00

[Add to Cart](#)

X

### Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count

Only 1 left in stock - order soon.

Preferred by your organization

One-Day

FREE delivery Tomorrow, May 22

FREE Returns

Size: 10 Count

Pattern: Pens

\$11.89

No better price found

Scotch Thermal...  
 ★★★★★ 28,075  
 -25% \$32.31  
 List: \$43.29  
 FREE One-Day Get it Tomorrow, May 22  
[Add to cart](#)

5

Copy the TREQ number

**TREQ** [Search](#)

**TREQ018161**  
Office supplies to QR staff member

Project Owner: Elane Jones [Change Project](#)

Business Purpose: QR Team office supplies for our daily work related to DCYF contracted work.

Attachments: Create folder in OneDrive named TREQ018161 [Copy](#) [Open OneDrive Folder](#) [OneDrive Folder](#)

Attachments Help [Change OneDrive Folder](#)

**Purchase** [Place Order](#)

Contact: Kim Knudtson [Not On Call](#)

ITEM	AMOUNT
Gel Pens	\$9.99
Stick notes variety pack	\$13.70
Total	\$23.69

Department Approval

Fiscal Approval GR047695

**Place Order**

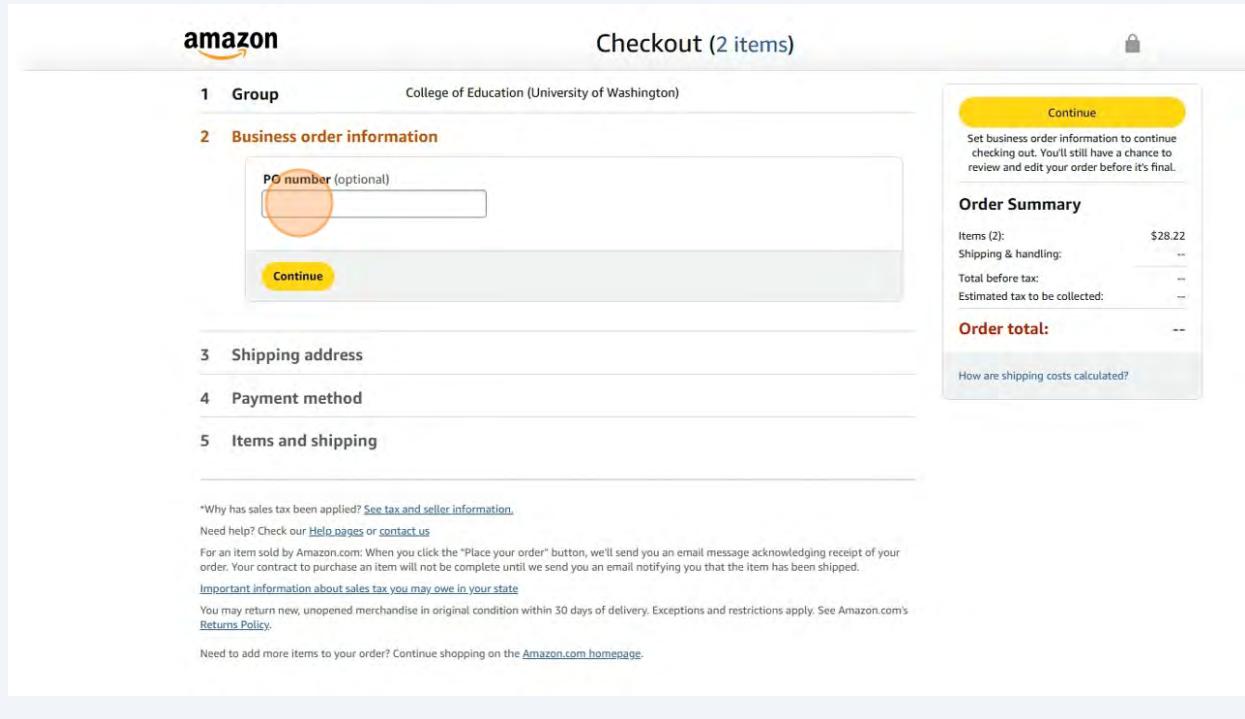
Wed, 5/14/2025, 4:22 PM  
 Vijayalakshmi Gopinathan assigned task to Darshini Stark  
 Needs response from Darshini Stark

[Complete](#) [Reassign](#) [Delete...](#)

Elane Jones 1 week ago [edit](#)  
 Mailing Address  
 Molly McNeal  
 5 Chinook Court  
 Longview, WA 98632

[Add a Note](#)

6 In the PO number field, paste the TREQ number. This field says "optional" but ALL Amazon orders are required to have a TREQ associated with them.



amazon

Checkout (2 items)

1 Group College of Education (University of Washington)

2 Business order information

PO number (optional)

Continue

3 Shipping address

4 Payment method

5 Items and shipping

Order Summary

Items (2): \$28.22

Shipping & handling: --

Total before tax: --

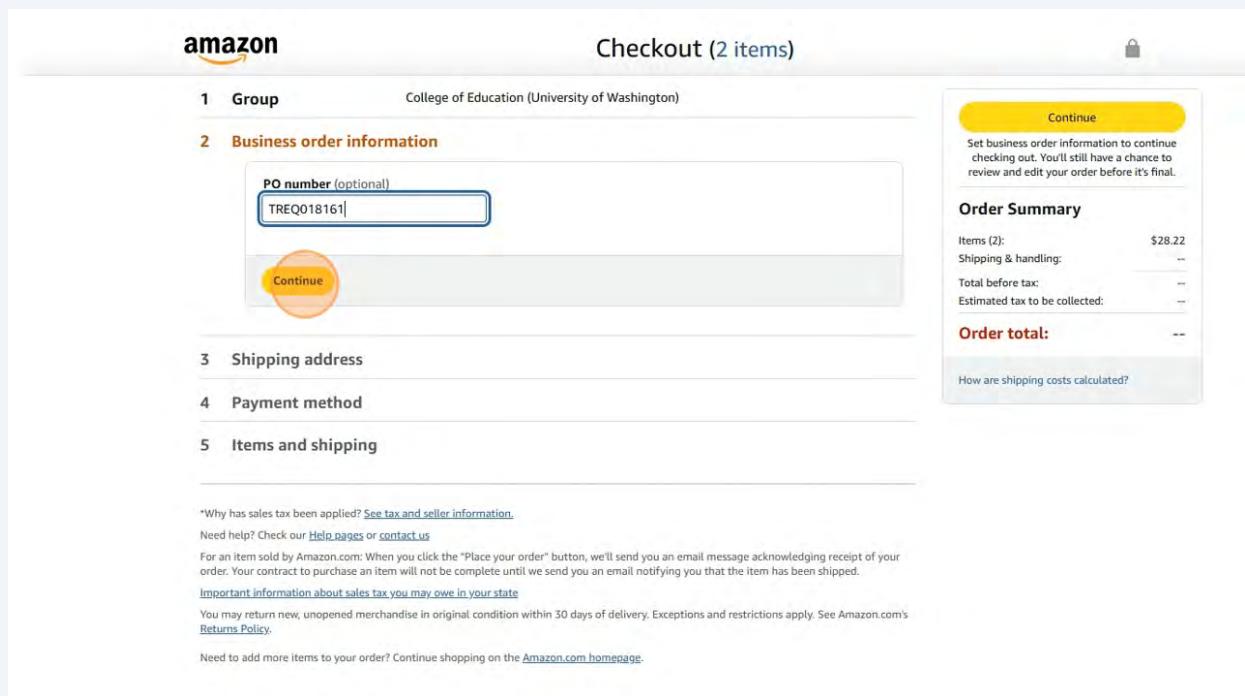
Estimated tax to be collected: --

Order total: --

How are shipping costs calculated?

\*Why has sales tax been applied? [See tax and seller information](#).  
Need help? Check our [Help pages](#) or [contact us](#).  
For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.  
[Important information about sales tax you may owe in your state](#)  
You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).  
Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

7 Click continue



amazon

Checkout (2 items)

1 Group College of Education (University of Washington)

2 Business order information

PO number (optional)

TREQ018161

Continue

3 Shipping address

4 Payment method

5 Items and shipping

Order Summary

Items (2): \$28.22

Shipping & handling: --

Total before tax: --

Estimated tax to be collected: --

Order total: --

How are shipping costs calculated?

\*Why has sales tax been applied? [See tax and seller information](#).  
Need help? Check our [Help pages](#) or [contact us](#).  
For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.  
[Important information about sales tax you may owe in your state](#)  
You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).  
Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

8 Make sure the TREQ number is in the PO number field.

Amazon Checkout (2 items)

1 Group College of Education (University of Washington)

2 Business order information

**⚠ Your order requires approval**  
You can place the order but please note that it may not comply with your organization buying policies.  
View admin notes (1)

PO number (optional)  
TREQ018161

Comments for approver (optional)  
100 characters left

Add an additional approver?

Continue

3 Shipping address

4 Payment method

5 Items and shipping

**Order Summary**

Items (2):	\$28.22
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
<b>Order total:</b>	--

How are shipping costs calculated?

9 Then click continue.

⚠ Your order requires approval  
You can place the order but please note that it may not comply with your organization buying policies.  
View admin notes (1)

PO number (optional)  
TREQ018161

Comments for approver (optional)  
100 characters left

Add an additional approver?

Continue

3 Shipping address

4 Payment method

5 Items and shipping

**Order Summary**

Items (2):	\$28.22
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
<b>Order total:</b>	--

How are shipping costs calculated?

10

Paste the TREQ number in the reference number box under credit card being used. This will help with identifying charges that post in Workday.

information

3 Shipping address Jennifer Indo  
2012 SKAGIT LANE, MILLER HALL #315A  
SEATTLE, WA 98195  
Edit delivery preferences  
**FREE pickup available nearby**  
Rhett • 0.8 mi (See details)  
Change to pickup

4 Choose a payment method

Your credit and debit cards

	Name on card	Expires on
<input checked="" type="radio"/> Visa ending in 0182 Provided by your organization	Yolonda Watson	07/2026
Reference number (optional):	<input type="text"/>	

+ Add a credit or debit card > Amazon accepts all major credit cards.

Your available balance

Available gift card and points balances can only be used with your individual payment methods. Learn more

Enter a gift card, voucher or promotional code

+ Enter Code

Other payment methods

+ Add a business checking account  
Use your US based business checking account.  
Learn more

+ Add a personal checking account

Order Summary

Items (2): \$28.22  
Shipping & handling: --  
Total before tax: --  
Estimated tax to be collected: --

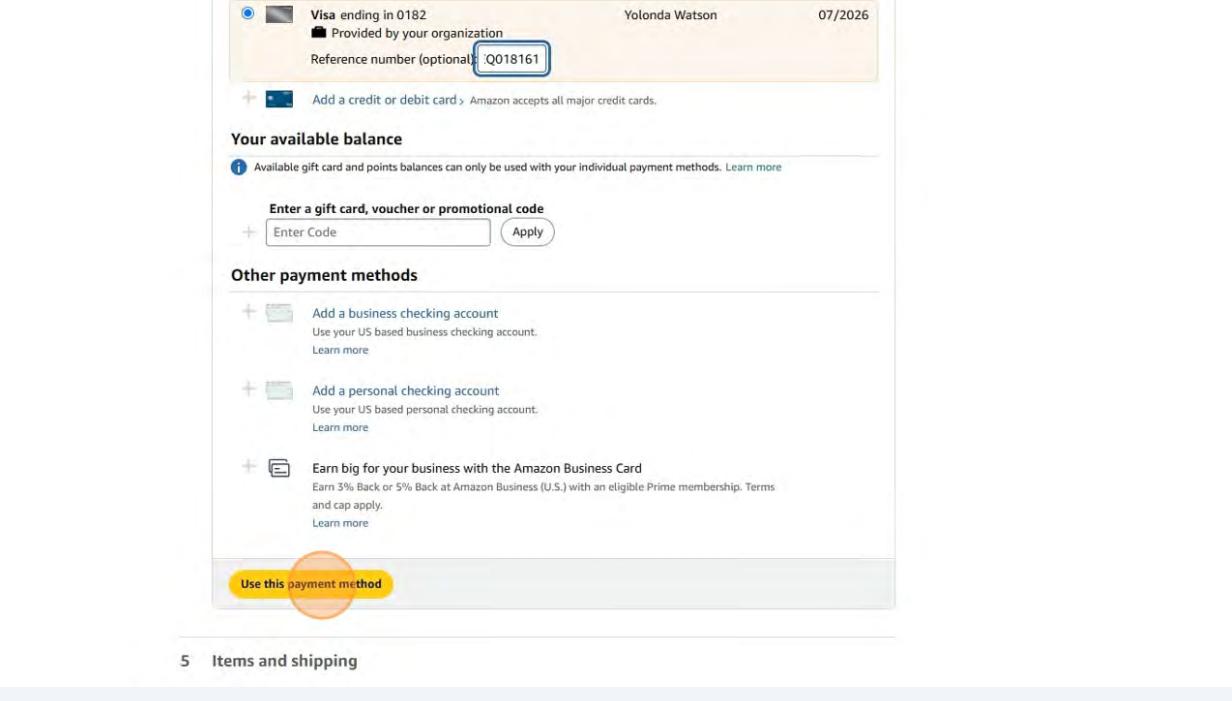
Order total: --

How are shipping costs calculated?



Please note: If you have your own procard, please use your procard when purchasing Amazon orders. The fiscal card on file is for folks who do not have a procard but need to place orders in Amazon.

11 Click the " Use this payment method".



Visa ending in 0182  
Provided by your organization  
Reference number (optional): Q018161

Yolonda Watson 07/2026

Add a credit or debit card > Amazon accepts all major credit cards.

Your available balance

Available gift card and points balances can only be used with your individual payment methods. Learn more

Enter a gift card, voucher or promotional code

Enter Code Apply

Other payment methods

Add a business checking account  
Use your US based business checking account.  
Learn more

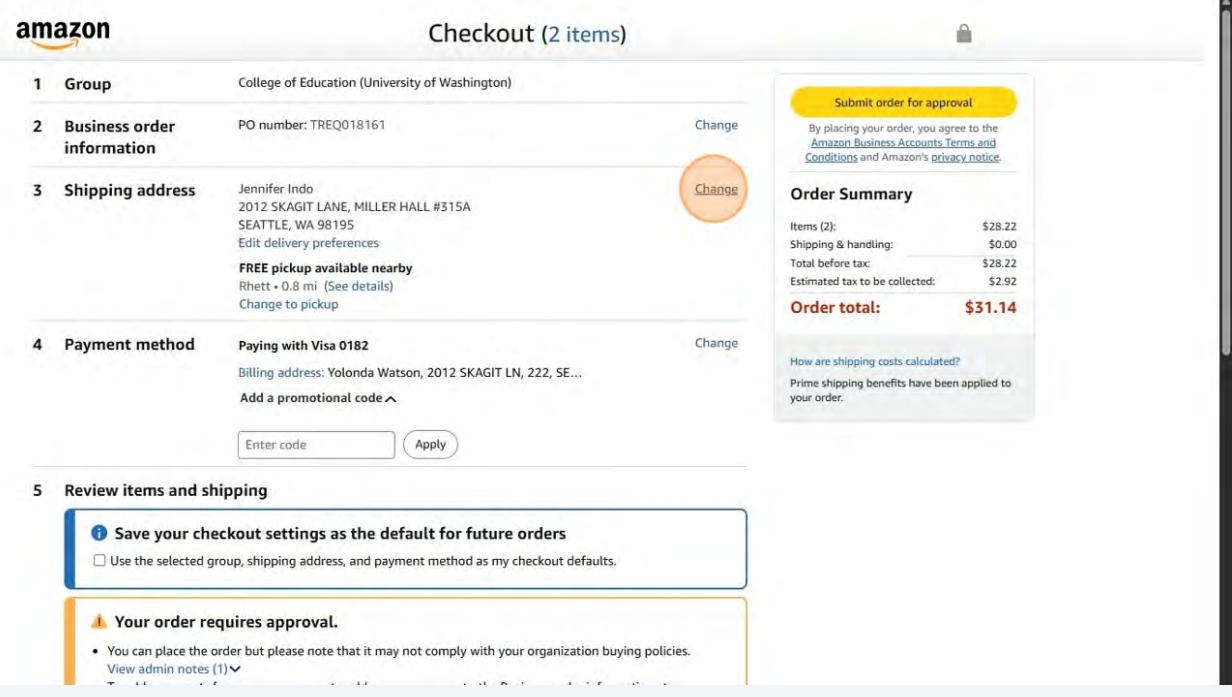
Add a personal checking account  
Use your US based personal checking account.  
Learn more

Earn big for your business with the Amazon Business Card  
Earn 3% Back or 5% Back at Amazon Business (U.S.) with an eligible Prime membership. Terms and cap apply.  
Learn more

Use this payment method

5 Items and shipping

12 To update the Shipping Address, press "Change"



Group: College of Education (University of Washington)

Business order information: PO number: TREQ018161

Shipping address: Jennifer Indo, 2012 SKAGIT LANE, MILLER HALL #315A, SEATTLE, WA 98195. Change button highlighted with a yellow circle.

Payment method: Paying with Visa 0182

Review items and shipping

Save your checkout settings as the default for future orders:  Use the selected group, shipping address, and payment method as my checkout defaults.

Your order requires approval:  You can place the order but please note that it may not comply with your organization buying policies. View admin notes (1) ▾

Submit order for approval

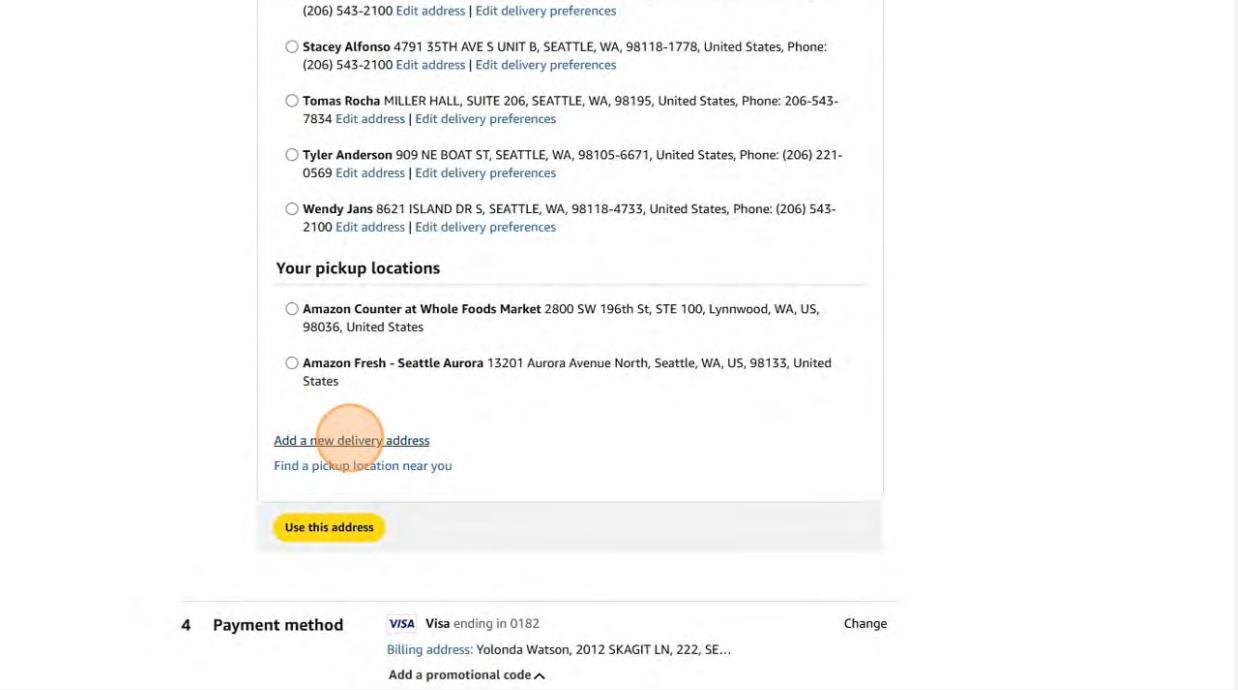
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

Order Summary

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.92
<b>Order total:</b>	<b>\$31.14</b>

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.

### 13 Click "Add a new delivery address"



(206) 543-2100 Edit address | Edit delivery preferences

**Stacey Alfonso** 4791 35TH AVE S UNIT B, SEATTLE, WA, 98118-1778, United States, Phone: (206) 543-2100 Edit address | Edit delivery preferences

**Tomas Rocha** MILLER HALL, SUITE 206, SEATTLE, WA, 98195, United States, Phone: 206-543-7834 Edit address | Edit delivery preferences

**Tyler Anderson** 909 NE BOAT ST, SEATTLE, WA, 98105-6671, United States, Phone: (206) 221-0569 Edit address | Edit delivery preferences

**Wendy Jans** 8621 ISLAND DR S, SEATTLE, WA, 98118-4733, United States, Phone: (206) 543-2100 Edit address | Edit delivery preferences

**Your pickup locations**

**Amazon Counter at Whole Foods Market** 2800 SW 196th St, STE 100, Lynnwood, WA, US, 98036, United States

**Amazon Fresh - Seattle Aurora** 13201 Aurora Avenue North, Seattle, WA, US, 98133, United States

**Add a new delivery address**

Find a pickup location near you

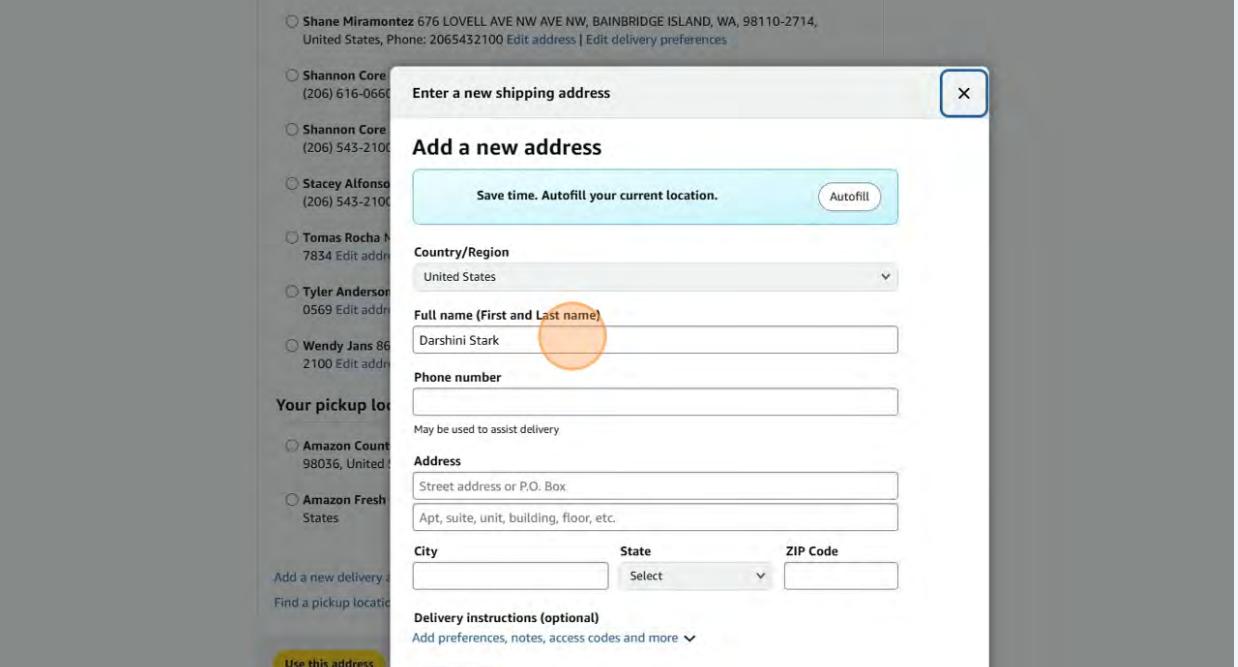
**Use this address**

4 Payment method  Visa ending in 0182 Change

Billing address: Yolonda Watson, 2012 SKAGIT LN, 222, SE...

Add a promotional code ▾

### 14 Update the address information. Please include a phone number



**Shane Miramontez** 676 LOVELL AVE NW AVE NW, BAINBRIDGE ISLAND, WA, 98110-2714, United States, Phone: 2065432100 Edit address | Edit delivery preferences

**Shannon Core** (206) 616-0660

**Shannon Core** (206) 543-2100

**Stacey Alfonso** (206) 543-2100

**Tomas Rocha** (206) 543-7834 Edit address

**Tyler Anderson** (206) 221-0569 Edit address

**Wendy Jans** 8621 ISLAND DR S, SEATTLE, WA, 98118-4733, United States, Phone: (206) 543-2100 Edit address

**Your pickup locations**

**Amazon Counter at Whole Foods Market** 2800 SW 196th St, STE 100, Lynnwood, WA, US, 98036, United States

**Amazon Fresh - Seattle Aurora** 13201 Aurora Avenue North, Seattle, WA, US, 98133, United States

**Add a new delivery address**

Enter a new shipping address X

**Add a new address**

Save time. Autofill your current location. Autofill

Country/Region ▼  
United States

Full name (First and Last name)  
Darshini Stark

Phone number

May be used to assist delivery

Address

Street address or P.O. Box

Apt, suite, unit, building, floor, etc.

City State Select ZIP Code

Delivery instructions (optional)  
Add preferences, notes, access codes and more ▾

**Add address**

Shannon Cole  
(206) 543-2100

Stacey Alfonso  
(206) 543-2100

Tomas Rocha N  
7834 Edit address

Tyler Anderson  
0569 Edit address

Wendy Jans 86  
2100 Edit address

**Your pickup location**

Amazon Count  
98036, United States

Amazon Fresh  
States

Add a new delivery location

Find a pickup location

**Add a new address**

Save time. Autofill your current location.

**Country/Region**  
United States

**Full name (First and Last name)**  
Molly McNeal

**Phone number**

May be used to assist delivery

**Address**  
Street address or P.O. Box   
Apt, suite, unit, building, floor, etc.

**City**  **State**  **ZIP Code**

**Delivery instructions (optional)**  
Add preferences, notes, access codes and more

**4 Payment method**

(206) 543-2100

Stacey Alfonso  
(206) 543-2100

Tomas Rocha N  
7834 Edit address

Tyler Anderson  
0569 Edit address

Wendy Jans 86  
2100 Edit address

**Your pickup location**

Amazon Count  
98036, United States

Amazon Fresh  
States

Add a new delivery location

Find a pickup location

**Add a new address**

Save time. Autofill your current location.

**Country/Region**  
United States

**Full name (First and Last name)**  
Molly McNeal

**Phone number**

May be used to assist delivery

**Address**  
5 Chinook Court   
Apt, suite, unit, building, floor, etc.

**City**  **State**  **ZIP Code**

**Delivery instructions (optional)**  
Add preferences, notes, access codes and more

**4 Payment method**

**Add a new address**

Save time. Autofill your current location.

**Country/Region**  
United States

**Full name (First and Last name)**  
Molly McNeal

**Phone number**

May be used to assist delivery

**Address**  
5 Chinook Court  
5 Chinook Ct, Longview, WA 98632  
5 Chinook Ct, Palm Coast, FL 32137

**City**  **State**  **ZIP Code**

**Delivery instructions (optional)**  
Add preferences, notes, access codes and more

**4 Payment method**

Billing address: Yolonda Watson, 2012 SKAGIT LN, 222, SE...

Add a promotional code

## 15 Review that your order looks correct

**Checkout (2 items)**

**1 Group** College of Education (University of Washington)

**2 Business order information** PO number: TREQ018161

**3 Shipping address** Molly McNeal  
5 CHINOOK CT  
LONGVIEW, WA 98632-5436   
  
Arrv + 3.2 mi (See details)  
Change to pickup

**4 Payment method** Paying with Visa 0182   
Billing address: Yolonda Watson, 2012 SKAGIT LN, 222, SE...   
Add a promotional code

**5 Review items and shipping**

**Save your checkout settings as the default for future orders**  
 Use the selected group, shipping address, and payment method as my checkout defaults.

**⚠ Your order requires approval.**  
• You can place the order but please note that it may not comply with your organization buying policies.

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

**Order Summary**

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.31
<b>Order total:</b>	<b>\$30.53</b>

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.

**amazon**

**Checkout (2 items)**

<b>1</b>	<b>Group</b>	College of Education (University of Washington)	<a href="#">Change</a>
<b>2</b>	<b>Business order information</b>	PO number: TREQ018161	<a href="#">Change</a>
<b>3</b>	<b>Shipping address</b>	Molly McNeal 5 CHINOOK CT LONGVIEW, WA 98632-5436 <a href="#">Edit delivery preferences</a> <b>FREE pickup available nearby</b> Arvi • 3.2 mi (See details) <a href="#">Change to pickup</a>	<a href="#">Change</a>
<b>4</b>	<b>Payment method</b>	Paying with Visa 0182 Billing address: Yolonda Watson, 2012 SKAGIT LN, 222, SE... <a href="#">Add a promotional code</a>	<a href="#">Change</a>

[Apply](#)

[Submit order for approval](#)

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

**Order Summary**

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.31
<b>Order total:</b>	<b>\$30.53</b>

How are shipping costs calculated?  
 Prime shipping benefits have been applied to your order.

**5** **Review items and shipping**

**ⓘ Save your checkout settings as the default for future orders**

Use the selected group, shipping address, and payment method as my checkout defaults.

**⚠ Your order requires approval.**

- You can place the order but please note that it may not comply with your organization buying policies.  
[View admin notes \(1\) ▾](#)

<b>1</b>	<b>Group</b>	College of Education (University of Washington)	<a href="#">Change</a>
<b>2</b>	<b>Business order information</b>	PO number: TREQ018161	<a href="#">Change</a>
<b>3</b>	<b>Shipping address</b>	Molly McNeal 5 CHINOOK CT LONGVIEW, WA 98632-5436 <a href="#">Edit delivery preferences</a> <b>FREE pickup available nearby</b> Arvi • 3.2 mi (See details) <a href="#">Change to pickup</a>	<a href="#">Change</a>
<b>4</b>	<b>Payment method</b>	Paying with Visa 0182 Billing address: Yolonda Watson, 2012 SKAGIT LN, 222, SE... <a href="#">Add a promotional code</a>	<a href="#">Change</a>

[Apply](#)

[Submit order for approval](#)

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

**Order Summary**

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.31
<b>Order total:</b>	<b>\$30.53</b>

How are shipping costs calculated?  
 Prime shipping benefits have been applied to your order.

- To add comments for your approver or to add an approver, go to the Business order information step

**Keep operating hours up to date**

If your hours ever change at an address, click "Edit delivery preferences" to update them.

**Estimated Delivery: Depends on Approval** For example, if approved now: Monday, May 26  
Items shipped from Amazon.com

 **Post-it Super Sticky Lined Notes, 15 Sticky Note Pads, Multi-Size, School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Supernova Neons Collection**

**Monday, May 26 - Thursday, May 29** FREE Prime Delivery

Show all admin messages (1)

**\$16.33 & FREE Returns**



**Business Prime Exclusive**

**Save when using Amazon Day!** Get up to 1% back on eligible items shipped with Amazon Day when it's set as your default delivery option, up to the yearly cost of your organization's Business Prime membership fee. Need an item faster? You can still choose fast, FREE shipping at any time. [Terms and Conditions apply](#).

**Estimated Delivery: Depends on Approval** For example, if approved now: Tomorrow, May 22  
Items shipped from Amazon.com

 **Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count**

**Choose your Prime delivery option:**

**16** Then click "Submit order for approval"

**Business Prime Exclusive**

**Save when using Amazon Day!** Get up to 1% back on eligible items shipped with Amazon Day when it's set as your default delivery option, up to the yearly cost of your organization's Business Prime membership fee. Need an item faster? You can still choose fast, FREE shipping at any time. [Terms and Conditions apply](#).

**Estimated Delivery: Depends on Approval** For example, if approved now: Tomorrow, May 22  
Items shipped from Amazon.com

 **Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count**

Show all admin messages (1)

**\$11.89**  & FREE Returns

**Choose your Prime delivery option:**

**Tomorrow 7AM - 11AM** \$2.99 - Fastest Delivery

**Tomorrow, May 22** FREE One-Day Delivery

**Monday, May 26** FREE Amazon Day Delivery  
Set Amazon Day as your default delivery option and get money back  
[Edit options](#)

**Submit order for approval**

**Order total: \$30.53**

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

\*Why has sales tax been applied? [See tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#).

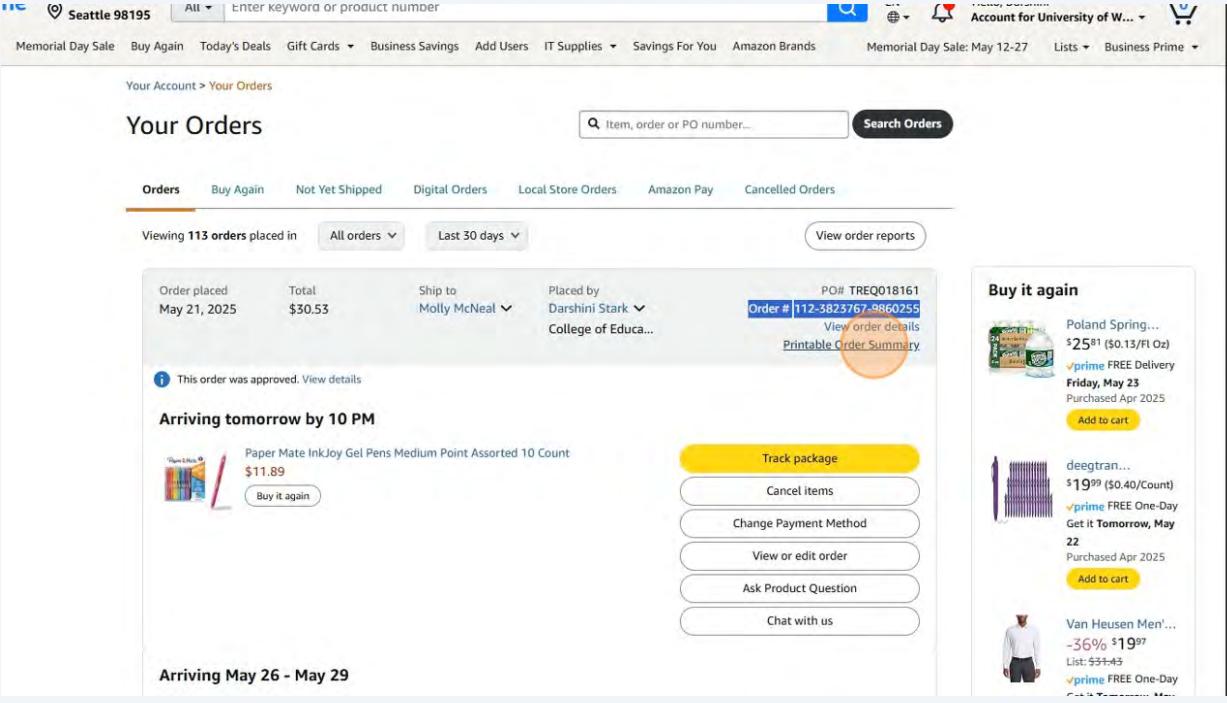
For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

## Uploading Order Summary to TREQ Folder

## 17 Click "Printable Order Summary"



Order placed: May 21, 2025 Total: \$30.53 Ship to: Molly McNeal Placed by: Darshini Stark, College of Education

PO# TREQ018161 Order # 112-3823767-9860255

[View order details](#) [Printable Order Summary](#)

Arriving tomorrow by 10 PM

Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count \$11.89

[Buy it again](#)

Track package Cancel items Change Payment Method View or edit order Ask Product Question Chat with us

Arriving May 26 - May 29

Buy it again

Poland Spring... \$25<sup>81</sup> (\$0.13/Fl Oz) [prime](#) FREE Delivery Friday, May 23 Purchased Apr 2025 [Add to cart](#)

deegtran... \$19<sup>99</sup> (\$0.40/Count) [prime](#) FREE One-Day Get it Tomorrow, May 22 Purchased Apr 2025 [Add to cart](#)

Van Heusen Men... -36% \$19<sup>97</sup> List: \$31.43 [prime](#) FREE One-Day [Add to cart](#)

## 18 Click "Print this page for your records." A box will pop up. Make sure to save it as a PDF :)



Details for Order #112-3823767-9860255

[Print this page for your records](#)

University of Washington  
y: Darshini Stark  
sced: May 21, 2025  
er: TREQ018161  
com order number: 112-3823767-9860255  
tal: \$30.53

**Not Yet Shipped**

**Ordered**

Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count \$11.89

idley's Harlem World [\(seller profile\)](#)

Other

ew  
-it Super Sticky Lined Notes, 15 Sticky Note Pads, Multi-Size., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Supernova Neons Collection \$16.33

duct Movement [\(seller profile\)](#)

Other

rice

ew

**Address:**  
leal  
JK CT  
N, WA 98632-5436  
ates

**Speed:**

19 Click "Copy" next to the TREQ number box

Project Owner  
Elane Jones  
elanej@uw.edu

Business Purpose  
QR Team office supplies for our daily work related to DCYF contracted work.

Attachments

Create folder in OneDrive named  
TREQ018161 **Copy**

**Open OneDrive Folder**  
OneDrive Folder

Change Project

Purchase

Contact: Kim Knudtson Not On Call

Change Items

ITEM	AMOUNT
Gel Pens	\$9.99
Stick notes variety pack	\$13.70
Total	\$23.69

Change Fiscal Tags

GR047695 \*  
DCYF FY25 - Ratings

Order # 112-3823767-9860255  
Darshini Stark | 5/21/2025 | pens & sticky notes

Add Ref#

Elane Jones 1 week ago edit  
✉ Mailing Address  
Molly McNeal  
5 Chinook Court  
Longview, WA 98632

Department Approval

Fiscal Approval GR047695

Place Order  
Wed, 5/14/2025, 4:22 PM  
Vijayalakshmi Gopinathan assigned task to Darshini Stark

Wed, 5/21/2025, 2:28 PM  
Completed by Darshini Stark

All Items Received

20 Click "OneDrive Folder" to open the folder

Project Owner  
Elane Jones  
elanej@uw.edu

Business Purpose  
QR Team office supplies for our daily work related to DCYF contracted work.

Attachments

Create folder in OneDrive named  
TREQ018161 **Copy**

**Open OneDrive Folder**  
OneDrive Folder

Change Project

Purchase

Contact: Kim Knudtson Not On Call

Change Items

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Add Ref#

Elane Jones 1 week ago edit  
✉ Mailing Address  
Molly McNeal  
5 Chinook Court  
Longview, WA 98632

Department Approval

Fiscal Approval GR047695

Place Order  
Wed, 5/14/2025, 4:22 PM  
Vijayalakshmi Gopinathan assigned task to Darshini Stark

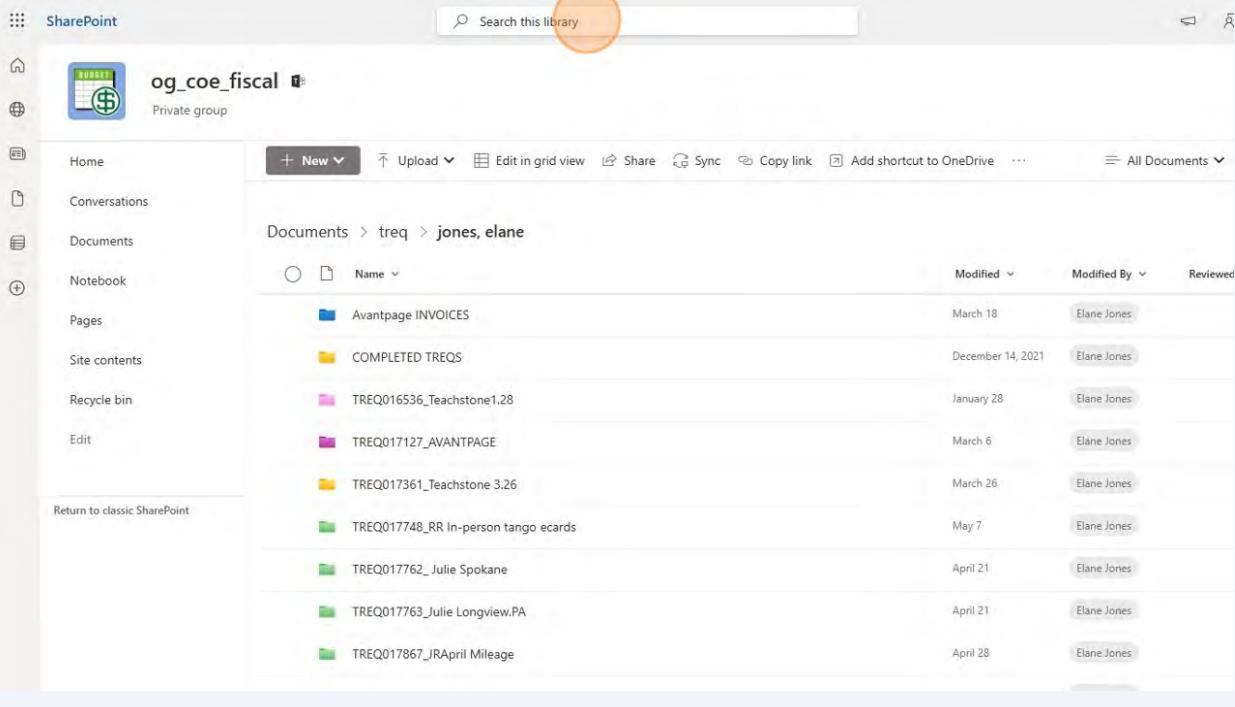
Wed, 5/21/2025, 2:28 PM  
Completed by Darshini Stark

All Items Received

Wed, 5/21/2025, 2:28 PM  
Darshini Stark assigned task to Molly McNeal

Needs response from Molly McNeal

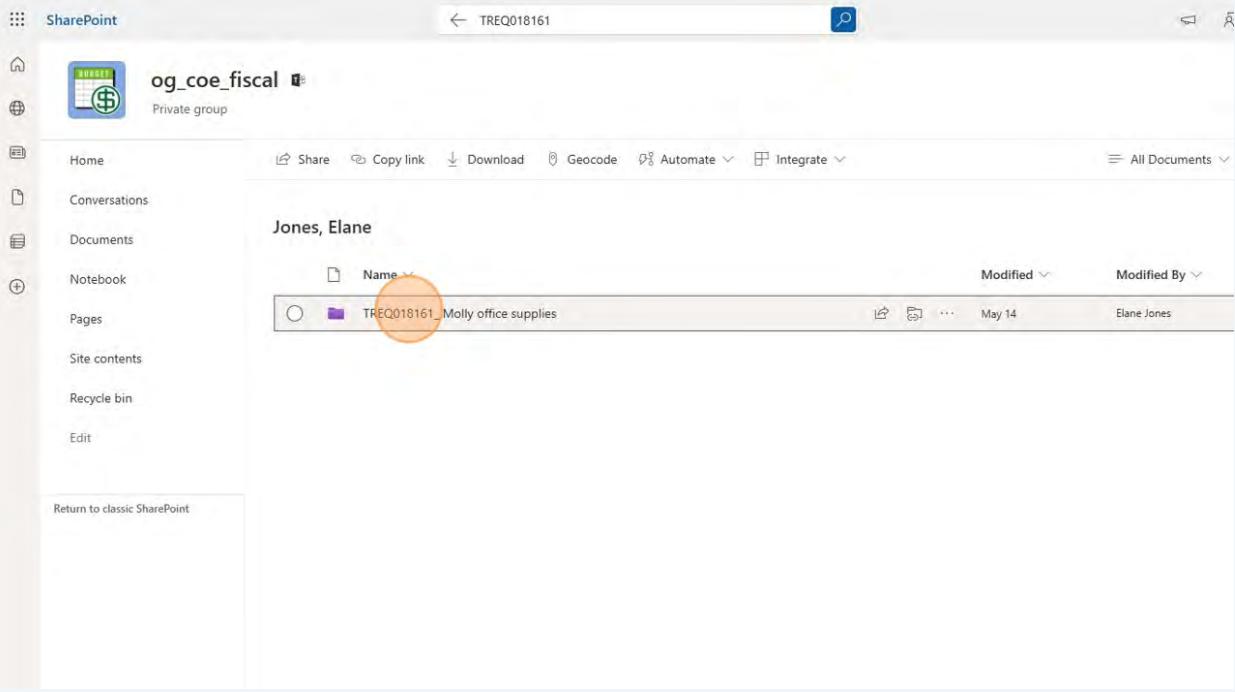
21 use the search bar to find the folder faster by pasting the TREQ number and pressing "Enter" on your keyboard.



The screenshot shows a SharePoint library interface. The search bar at the top contains the text "treq". Below the search bar, the library navigation shows "Documents > treq > jones, elane". The main content area displays a list of items, including several folders. One folder, "TREQ018161\_Molly office supplies", is highlighted with an orange circle. The list includes the following items:

Modified	Modified By	Reviewed
March 18	Elane Jones	
December 14, 2021	Elane Jones	
January 28	Elane Jones	
March 6	Elane Jones	
March 26	Elane Jones	
May 7	Elane Jones	
April 21	Elane Jones	
April 21	Elane Jones	
April 28	Elane Jones	

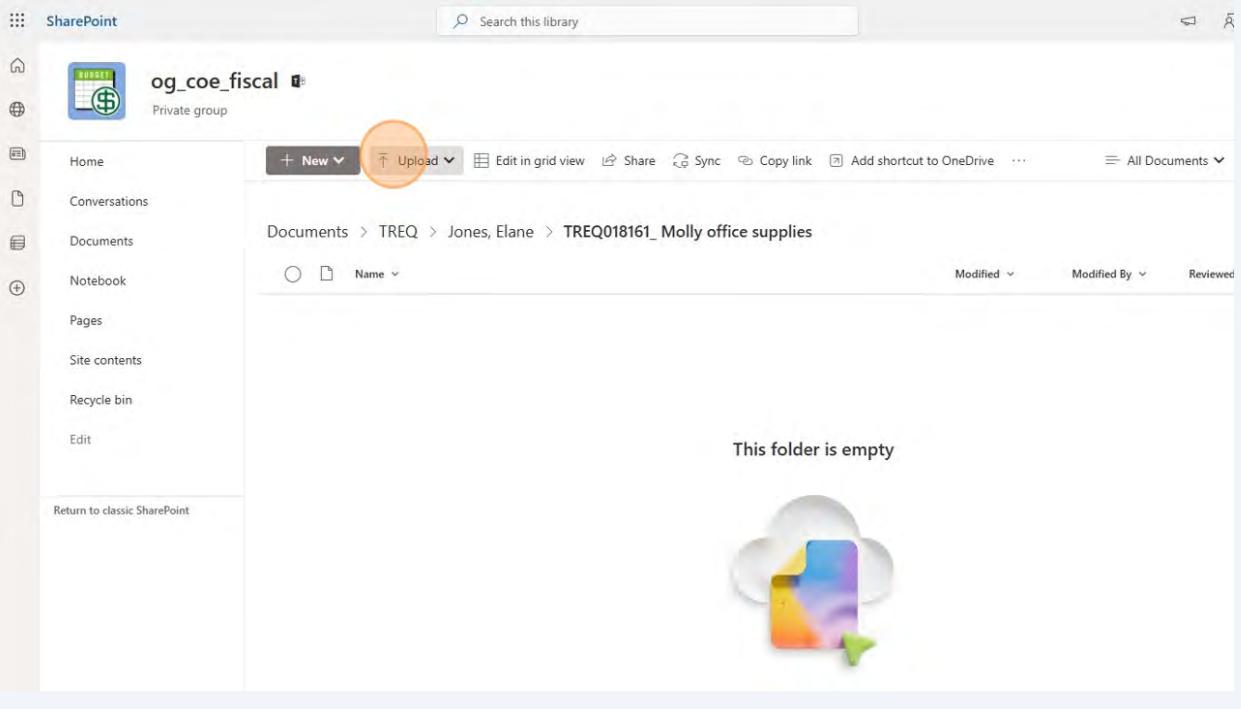
22 Open the folder



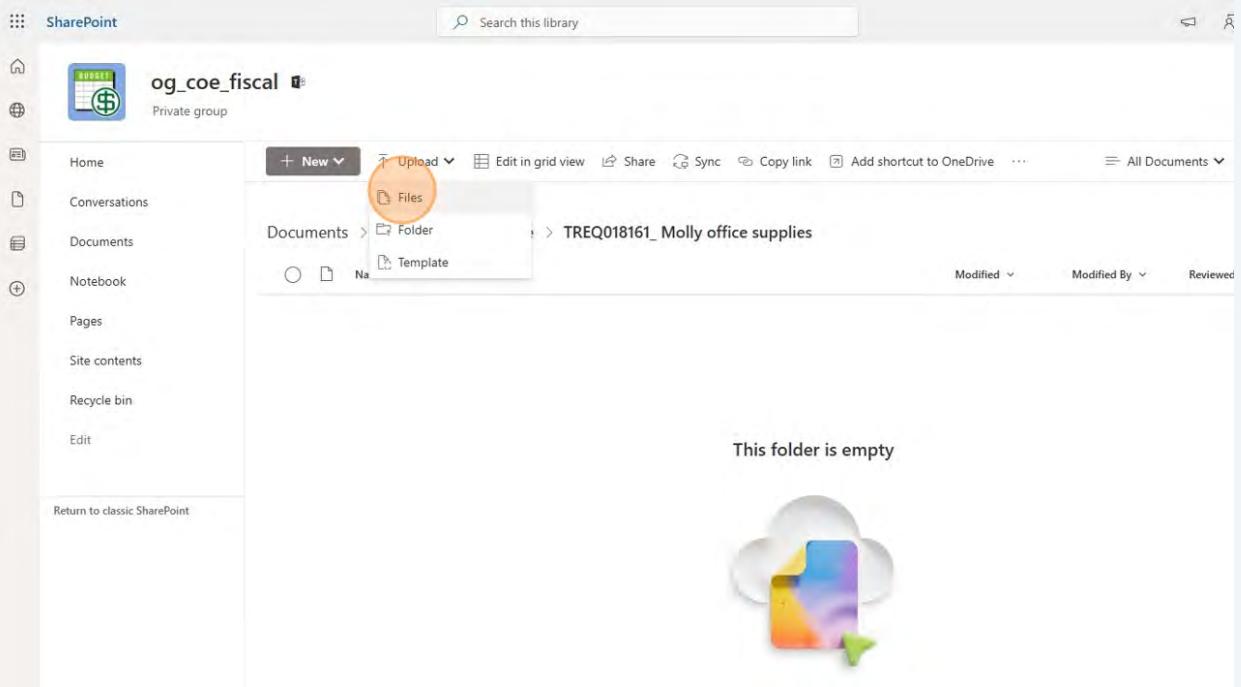
The screenshot shows a SharePoint library interface. The search bar at the top contains the text "TREQ018161". Below the search bar, the library navigation shows "Documents > Jones, Elane". The main content area displays a list of items, including a folder named "TREQ018161\_Molly office supplies". This folder is highlighted with an orange circle. The list includes the following items:

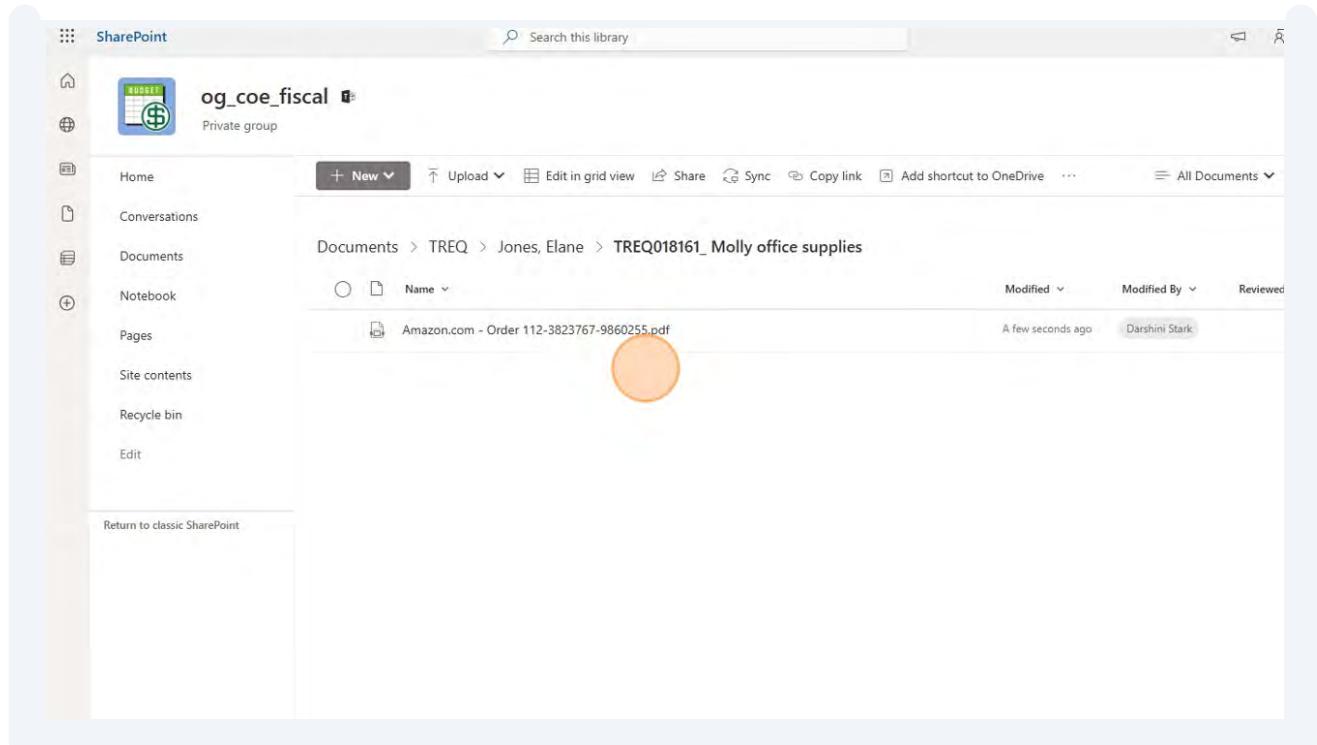
Modified	Modified By
May 14	Elane Jones

## 23 Click "Upload"



## 24 Click "Files" and upload the file you just saved from Amazon.





25

Your order is complete! Don't forget to complete the delivery task once your items are received! Happy shopping :)