

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 displays the Amazon Business homepage. At the top, a red banner advertises 'Limited Time Deals' with the text 'New deals, big savings on essentials' for the period of May 12-27, accompanied by an image of Amazon Business boxes. Below this, a navigation bar includes sections for 'Pending approvals' (showing 01 approval), 'Summary' (displaying 16 items, May 22 delivery, \$7.49K total spend, and \$1.49K top spend), 'Buy it again' (with a 'Shop and Reorder' button), 'Connect your team' (with an 'Invite people' button), and 'IT supplies' (with a 'Shop IT products' button). The main content area, titled 'Order from your Lists', features a grid of product recommendations. Each product card includes an image, name, a checkmark indicating it is an 'Organization preferred' item, a star rating, and the price. The products shown are: Avery Hi-Liter Desk-Style Highlighters (\$485), Post-it Notes (\$10,168), HP 950XL Black High-yield Ink Cartridge (\$148.99), Hammermill Printer Paper (\$148.99), Logitech C270 HD Webcam (\$148.99), and Toshiba EM131A5C-B5 Countertop Microwave (\$148.99). A 'See All' link is present next to the 'Order from your Lists' title, and a 'Page 1 of 1' indicator is in the top right corner.

Limited Time Deals
New deals, big savings on essentials
May 12-27

Pending approvals
01 Orders need your approval. Please approve them before they expire.
Approve orders

Summary
16 May 22
Awaiting delivery Next delivery
\$7.49K \$1.49K
May : Total spend Top spent : Book
Shop and Reorder

Buy it again
Shop and Reorder

Connect your team
Send invites to coworkers, assign roles that match your team and share access to business-only prices
Invite people

IT supplies
Explore our IT store, a one-stop shop for your business needs.
Shop IT products

Order from your Lists See All Page 1 of 1

- AVERY Hi-Liter Desk-Style Highlighters, Smear Safe Ink, Chisel Tip, 12...**
★★★★★ 485
- Post-it Notes, 4x6 in, 5 Pads, America's #1 Favorite Sticky Notes, Beachside...**
★★★★★ 10,168
- Organization preferred HP 950XL Black High-yield Ink Cartridge | Works with HP OfficeJet Pro 251dw,...**
\$148.99
- Organization preferred Hammermill Printer Paper, Great White 30% Recycled Paper, 8.5 x 11 - 92...**
\$148.99
- Organization preferred Logitech C270 HD Webcam, 720p, Widescreen HD Video...**
\$148.99
- TOSHIBA EM131A5C-B5 Countertop Microwave...**
★★★★★ 53,890
\$148.99

2 Search for the item you wish to buy


business prime Deliver to Jennifer Seattle 98195

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 Recommendations

Limited Time Deals

New deals, big savings on essentials

May 12-27



Pending approvals


01 Orders need your approval. Please approve them before they expire

Approve orders

Summary

16	May 22
Awaiting delivery	Next delivery
\$7.49K	\$1.49K
May : Total spend	Top spent : Book

Buy it again




Shop and Reorder

Connect your team

Send invites to coworkers, assign roles that match your team and share access to business-only prices

Invite people



Order from your Lists [See All](#)



3 Add the items to your cart.

tion preferred
d by a local seller that your organization encourages you to buy from"

See policies affecting this product



Click to see full view

Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count

[Visit the Sanford Store](#)
4.7 ★★★★★ (12,180) | Search this page
Amazon's Choice for "colored gel pens"

9K+ bought in past month

Price: **\$11.89** (\$1.19 / Count) **prime** One-Day FREE Returns

Searching **

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

Size: **10 Count**
Pattern: **Pens**

Brand	Sanford
Writing Instrument Form	Roller Ball Pen
Color	Assorted
Ink Color	assorted
Age Range (Description)	Kid

About this item

- Dries 3X faster for reduced smearing
- Smooth, colorful ink keeps the ideas flowing across the page and brightens your writing

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 \$99+

Add to Cart
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

Save with Used - Like New

tion preferred

d 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 (\$1.09 / 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 Q EN Hello, Darshini Account for University of W... 2

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

Added to cart
Size: 11.9" x 9.8"

Cart Subtotal: \$28²²
Proceed to checkout (2 items)
Go to Cart

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

Page 1 of 4

Post-it Super Sticky Lined Notes, 15 Sticky Note Pads, Multi-Size. \$13.99

Add to cart

350 Pack Paper Clips and Binder Clips Set by Luxureco. \$17

Add to cart

Post-it Flags Combo Pack, 4 On-The-Go Dispensers/Pack. \$15.02 (\$3.76/Count)

Add to cart

Post-it Super Sticky Notes, Limited Edition Color Collec... \$15.86 (\$1.06/Count)

Add to cart

(8 Pads) Lined Sticky Notes 4x6 in Post, 8 Colors Self Sti... \$7.99 (\$0.02/Count) **38% off Limited time deal** List: \$12.99

Add to cart

SUPEASY Mesh Desk Organizer, Desk Organizers... \$11.99

Add to cart

Paper Mate InkJoy Retractable Gel Pens, M \$7.95 **Only 7 left in stock - order soon** List: \$12.99

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

✓ 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

\$16.33

No better price found

Checking Prices...

Business Price

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.

Bulk savings to consider



Scotch Thermal...

★★★★★ 28,075

~25% \$32³¹

List: \$43-29

✓prime FREE One-Day Get it Tomorrow, May 22

Add to cart

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

✓prime One-Day

FREE delivery **Tomorrow, May 22**

FREE Returns

Size: 10 Count

Pattern: Pens

\$11.89

No better price found

5

Copy the TREQ number

TREQ

Search

TREQ018161

Office supplies to QR staff member

Project Owner

Elane Jones

elanej@uw.edu

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

Contact: Kim Knudtson

Not On Call

Place Order

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...

Add Ref#

Change Fiscal Tags

GR047695

DCYF FY25 - Ratings

Elane Jones 1 week ago

edit

Mailing Address

Molly McNeal

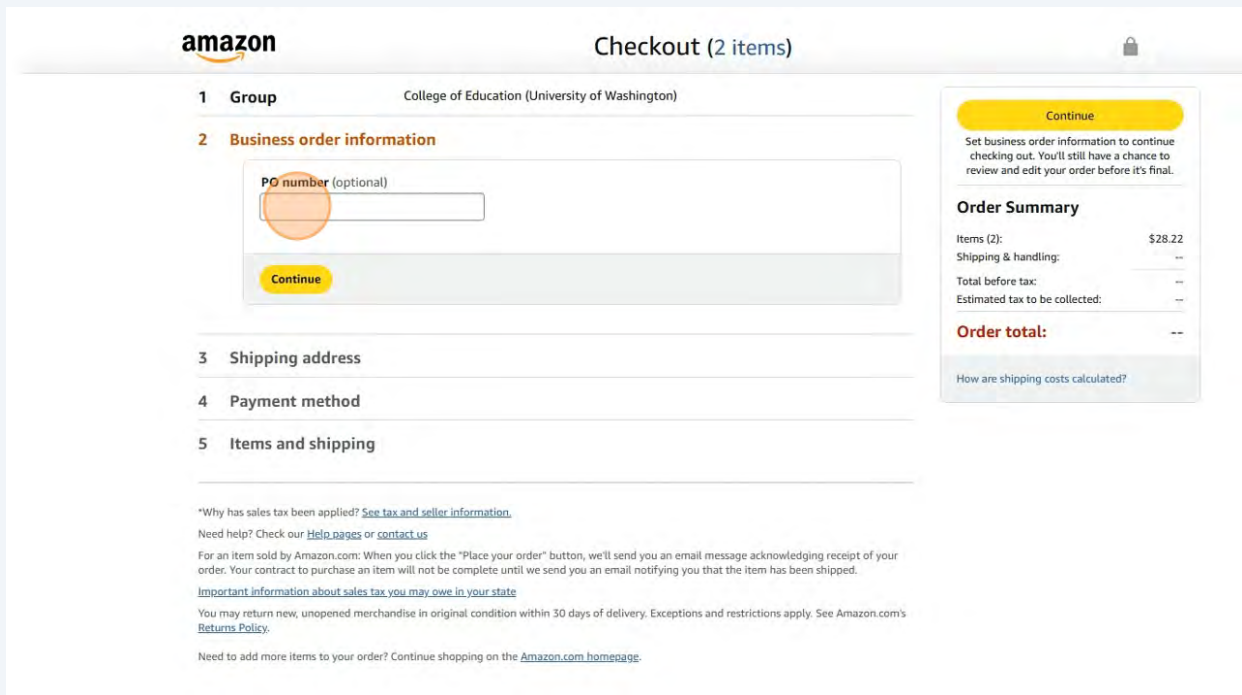
5 Chinook Court

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

*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](#).

Continue

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

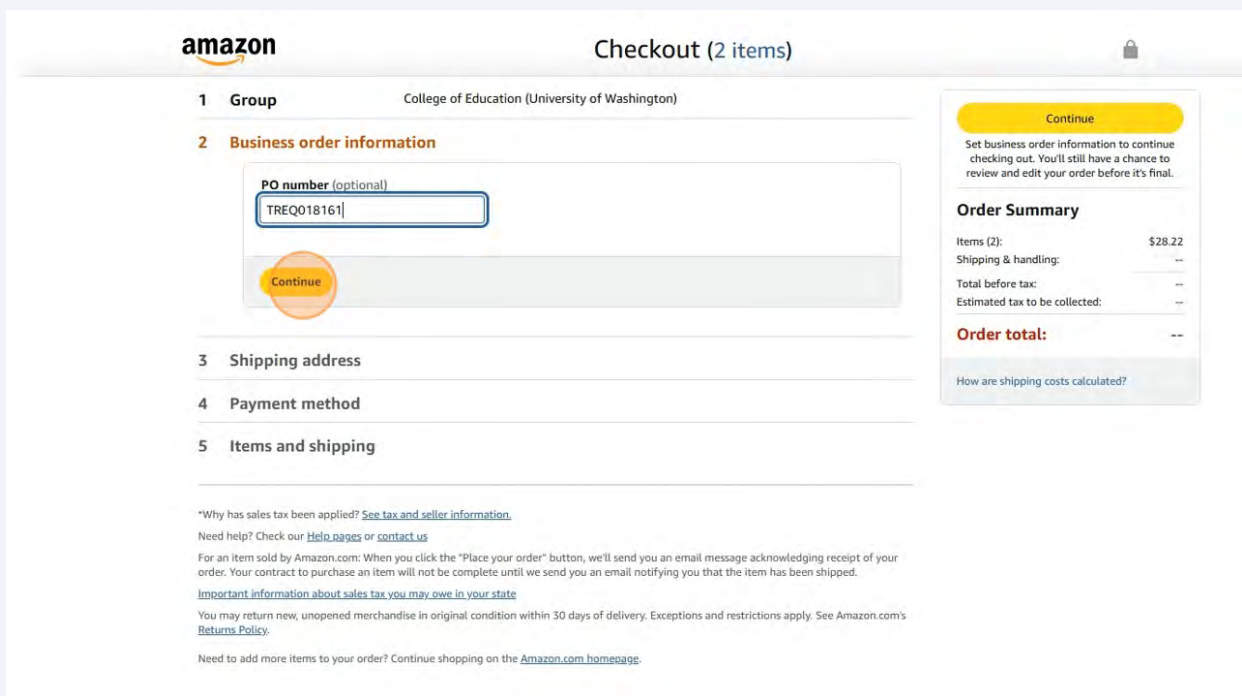
Order Summary

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

[How are shipping costs calculated?](#)

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

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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.

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Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

Continue

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

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

[How are shipping costs calculated?](#)

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

Continue

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

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

[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

review and edit your order before it's final.

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

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 [Change](#)


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 Reference number (optional): <input type="text"/>	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

+

Other payment methods

+  Add a business checking account
Use your US based business checking account.
[Learn more](#)

+  Add a personal checking account

Order Summary

Checking out, you still have a chance to review and edit your order before it's final.

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".

The screenshot shows the Amazon Business checkout page. At the top, a Visa card ending in 0182 is selected as the payment method. The card is provided by the organization and has a reference number Q018161. Below this, there is a section for "Your available balance" and a section for "Other payment methods" including business and personal checking accounts, and the Amazon Business Card. A yellow button labeled "Use this payment method" is highlighted with an orange circle. At the bottom, a progress bar shows "5 Items and shipping" as the current step.

5 Items and shipping

12 To update the Shipping Address, press "Change"

The screenshot shows the Amazon Business checkout page. The "Shipping address" section is highlighted with an orange circle and a "Change" button. The address is for Jennifer Indo at 2012 SKAGIT LANE, MILLER HALL #315A, SEATTLE, WA 98195. The "Payment method" section shows a Visa 0182 card. The "Order Summary" on the right shows a total of \$31.14. At the bottom, there is a section for "Review items and shipping" with a "Save your checkout settings as the default for future orders" checkbox and a "Your order requires approval" message.

5 Review items and shipping

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** 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) 616-0666

Shannon Core (206) 543-2100

Stacey Alfonso (206) 543-2100

Tomas Rocha 7834 Edit address

Tyler Anderson 0569 Edit address

Wendy Jans 86 2100 Edit address

Your pickup locations

- ☐ Amazon Counter 98036, United States
- ☐ Amazon Fresh States

[Add a new delivery address](#)

[Find a pickup location near you](#)

[Use this 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** **ZIP Code**

Select

Delivery instructions (optional)

Add preferences, notes, access codes and more

[Add address](#)

Stacy Alfonso

(206) 543-2100

Stacy Alfonso

(206) 543-2100

Tomas Rocha

7834 Edit address

Tyler Anderson

0569 Edit address

Wendy Jans

2100 Edit address

Your pickup location

Amazon County

98036, United States

Amazon Fresh

States

Add a new delivery address

Find a pickup location

Use this address

Add a new address

Save time. Autofill your current location.

Autofill

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

Select

ZIP Code

Delivery instructions (optional)

Add preferences, notes, access codes and more

Add address

4 Payment method

VISA Visa ending in 0182

Change

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

Add a promotional code

Stacy Alfonso

(206) 543-2100

Stacy Alfonso

(206) 543-2100

Tomas Rocha

7834 Edit address

Tyler Anderson

0569 Edit address

Wendy Jans

2100 Edit address

Your pickup location

Amazon County

98036, United States

Amazon Fresh

States

Add a new delivery address

Find a pickup location

Use this address

Add a new address

Save time. Autofill your current location.

Autofill

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

Select

ZIP Code

Delivery instructions (optional)

Add preferences, notes, access codes and more

Add address

4 Payment method

VISA Visa ending in 0182

Change

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

Add a promotional code

Made with Scribe - <https://scribehow.com>

10

15 Review that your order looks correct

11



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

Order Summary

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.31

Order total: **\$30.53**

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 \(1\)](#)

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

Submit order for approval

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Order Summary

Items (2):	\$28.22
Shipping & handling:	\$0.00
Total before tax:	\$28.22
Estimated tax to be collected:	\$2.31

Order total: **\$30.53**

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 \(1\)](#)
- To add comments for your approver or to add an approver, go to the Business order information step

- 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

Show all admin messages (1)

\$16.33 & FREE Returns

Business Price

Qty: 1

Sold by: Product Movement

Add gift options

Choose your Prime delivery option:

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



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 prime & FREE Returns

Qty: 1

Sold by: Bradley's Harlem World

Add gift options

Choose your Prime delivery option:

☐ Tomorrow 7 AM - 11 AM
\$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](#).

16 Then click "Submit order for approval"

Uploading Order Summary to TREQ Folder

17 Click "Printable Order Summary"

Seattle 98195 All Enter keyword or product number

Memorial Day Sale Buy Again Today's Deals Gift Cards Business Savings Add Users IT Supplies Savings For You Amazon Brands Memorial Day Sale: May 12-27 Lists Business Prime

Your Account > Your Orders

Search Orders

Orders Buy Again Not Yet Shipped Digital Orders Local Store Orders Amazon Pay Cancelled Orders

Viewing 113 orders placed in All orders Last 30 days View order reports

Order placed May 21, 2025 Total \$30.53 Ship to Molly McNeal Placed by Darshini Stark College of Educa... PO# TREQ018161 Order # 112-3823767-9860255 View order details Printable Order Summary

This order was approved. View details

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... \$25.81 (\$0.13/Fl Oz) Prime FREE Delivery Friday, May 23 Purchased Apr 2025 Add to cart

deegtran... \$19.99 (\$0.40/Count) Prime FREE One-Day Get it Tomorrow, May 22 Purchased Apr 2025 Add to cart

Van Heusen Men'... -36% \$19.97 List: \$30.43 Prime FREE One-Day Get it Tomorrow, May 22

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
ced: May 21, 2025
er: TREQ018161
om order number: 112-3823767-9860255
tal: \$30.53

Not Yet Shipped

Ordered	Price
Paper Mate InkJoy Gel Pens Medium Point Assorted 10 Count idley's Harlem World (seller profile) Other	\$11.89
Levi's 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 duct Movement (seller profile) Other	\$16.33

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

Speed:

19 Click "Copy" next to the TREQ number box

The screenshot shows the TREQ system interface. On the left, under 'Attachments', there is a text input field containing 'TREQ018161'. To the right of this field is a 'Copy' button, which is highlighted with an orange circle. Below the input field is a blue button labeled 'Open OneDrive Folder'. The main content area is titled 'Purchase' and includes a table of items, a list of tasks, and a contact information section. The 'Copy' button is the primary focus of this step.

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
Attachments Help
Change OneDrive Folder

Purchase
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
Wed, 5/21/2025, 2:28 PM
Completed by Darshini Stark
All Items Recieved

Order # 112-3823767-9860255
Darshini Stark | 5/21/2025 | pens & sticky notes
Add Ref#
Change Fiscal Tags
GR047695
DCYF FY25 - Ratings
Elane Jones 1 week ago edit
Mailing Address
Molly McNeal
5 Chinook Court
Longview, WA 98632
Add a Note

20 Click "OneDrive Folder" to open the folder

This screenshot is identical to the one for step 19, but the 'Open OneDrive Folder' button is now highlighted with an orange circle, indicating it is the next step in the process. The 'Copy' button remains highlighted as well.

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Attachments Help
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Purchase
Contact: Kim Knudtson Not On Call

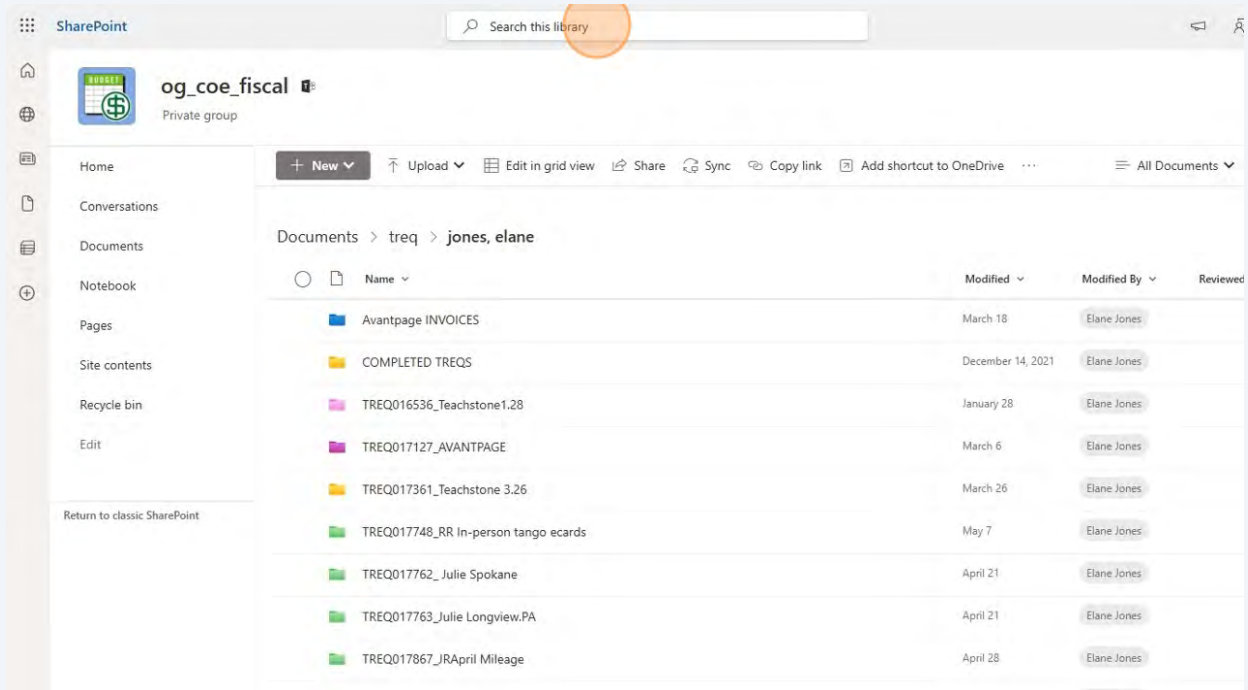
ITEM	AMOUNT
Gel Pens	\$9.99
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Department Approval
Fiscal Approval GR047695
Place Order
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Mailing Address
Molly McNeal
5 Chinook Court
Longview, WA 98632
Add a Note

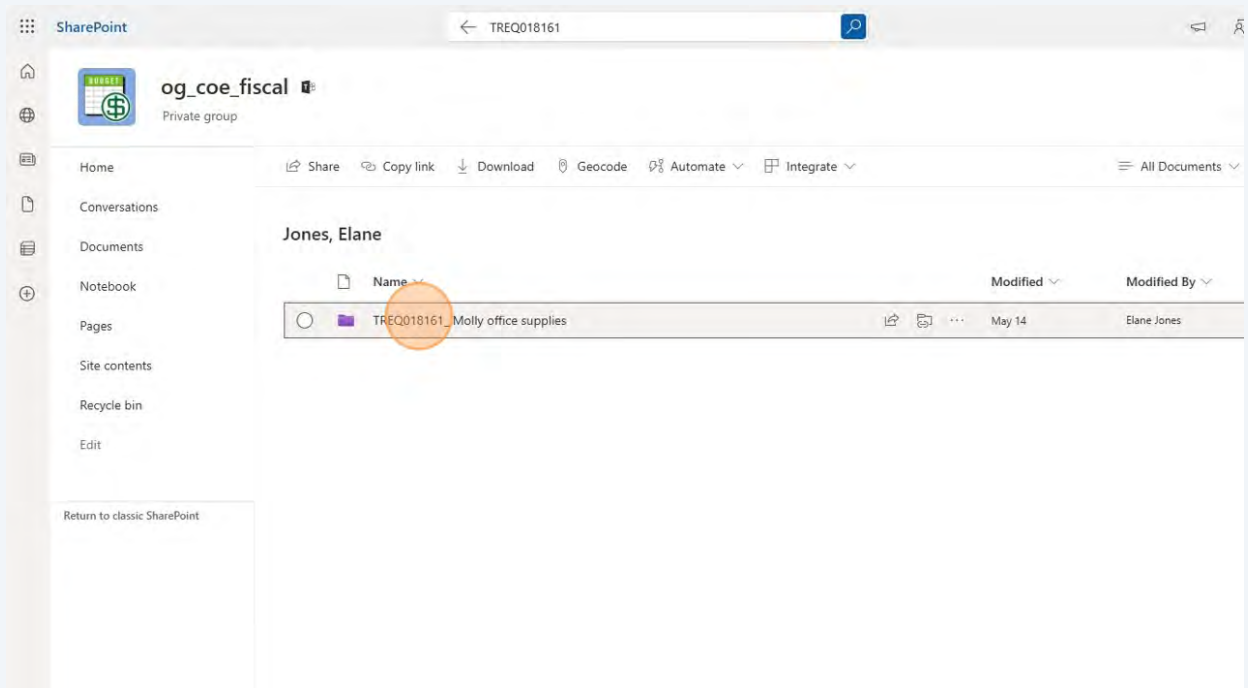
21

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

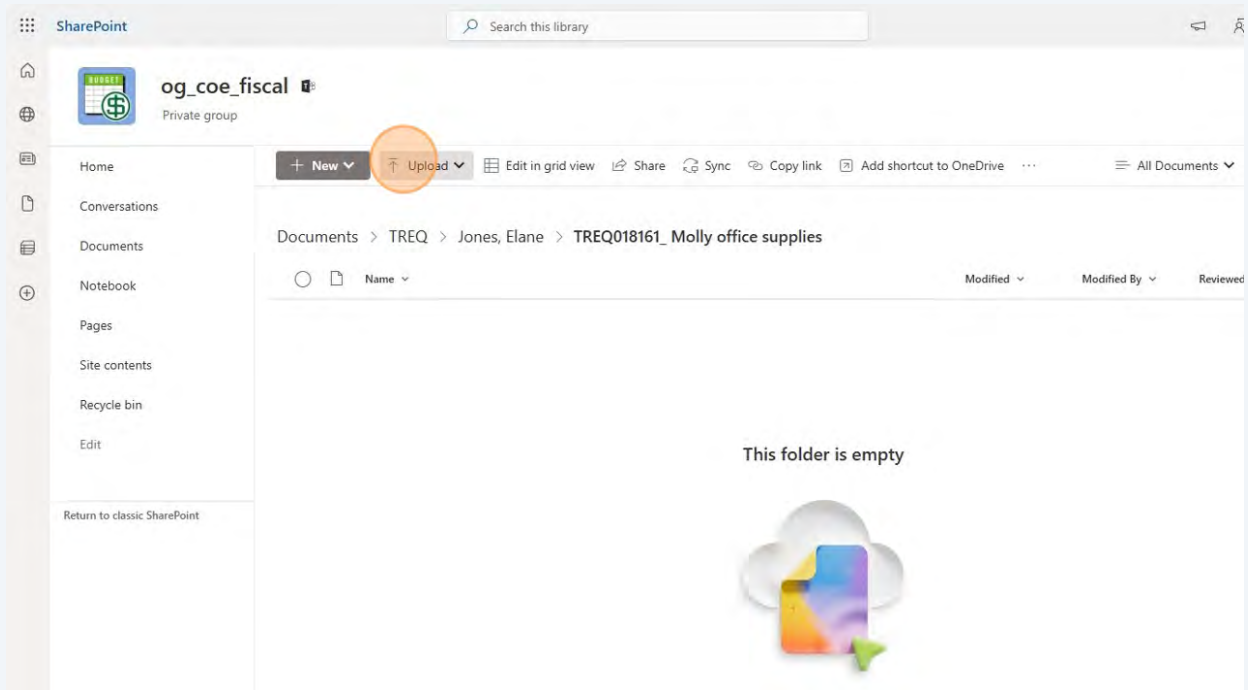


22

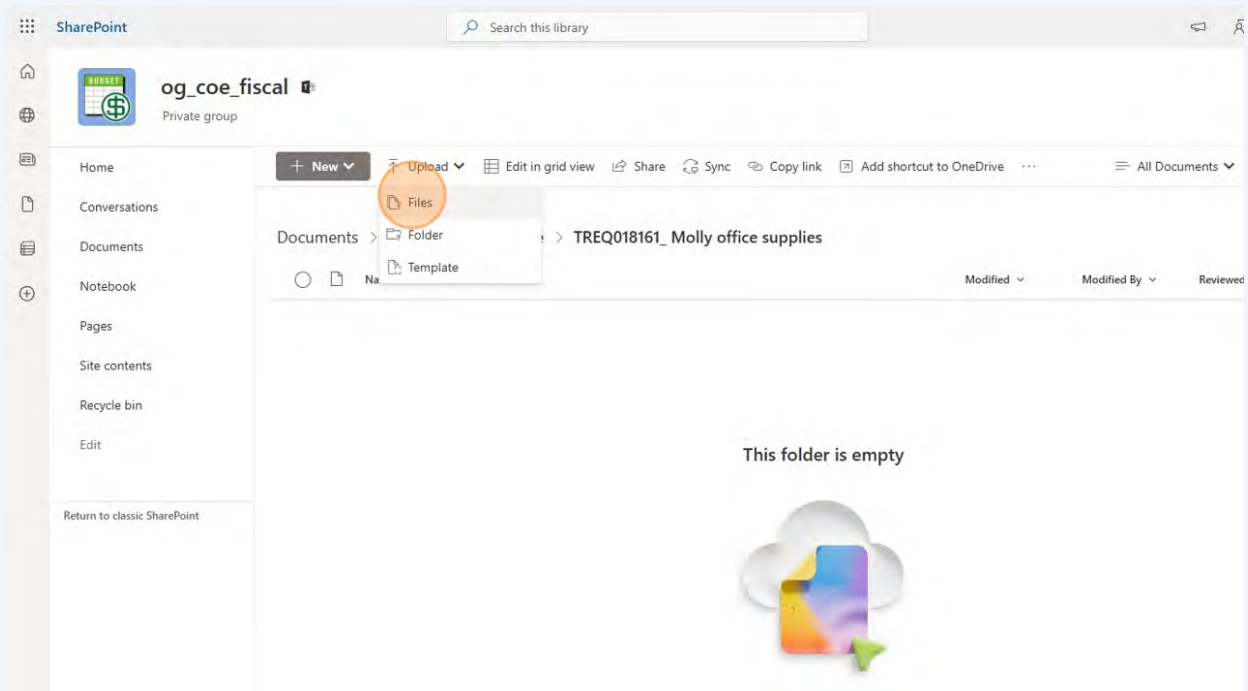
Open the folder

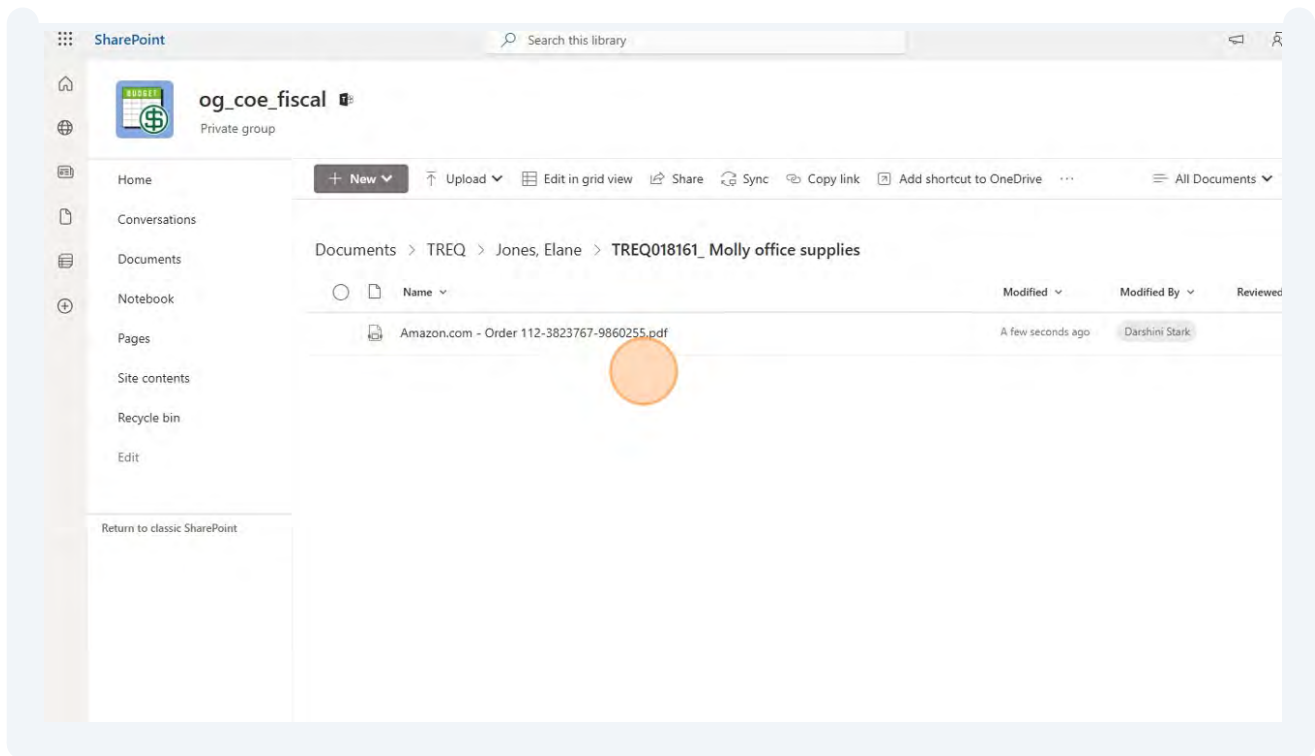


23 Click "Upload"



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 :)