

Amazon Business User Instructions

We are excited to announce that Charlotte Public Schools has created an Amazon Business account that will

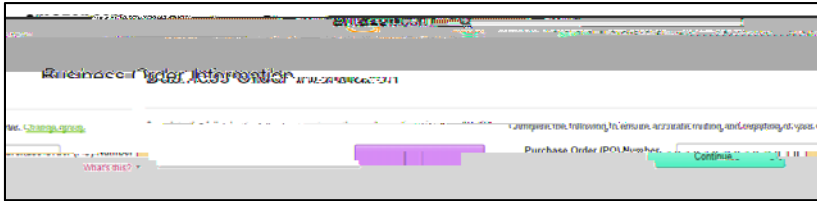
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For the 3 & DUG \$FFRXQ The Tax Exempt Certificate will have to be uploaded into Amazon one time only.

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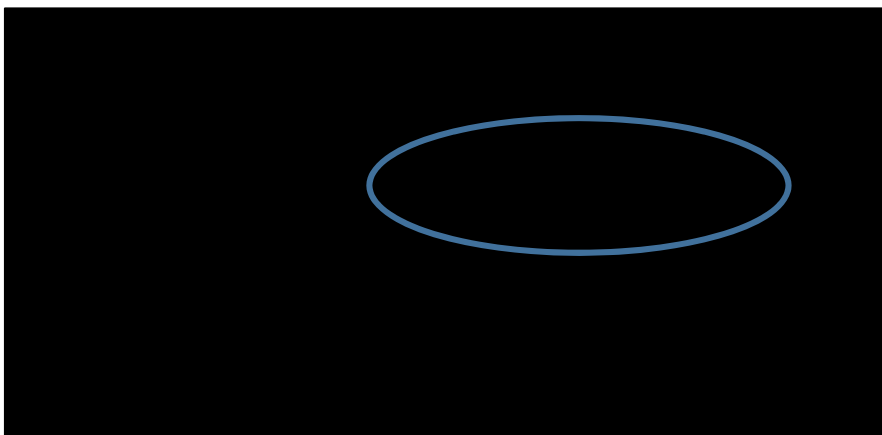
No matter which account you choose, you will get this:



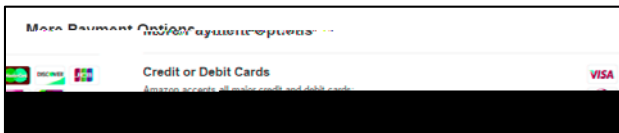
This can't be left blank. If you are using the CCPS PO account, enter the PO number here. If you are using the CCPS PCard account, enter something that will help you reconcile your account when you receive your statement.

Choose your site's address from the Address Book for the ship to address. ALL Kindles must be tagged and shipped to the Warehouse for processing.

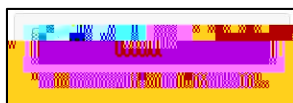
It will default to the FREE Two-Day Shipping.



Add your PCard info if you haven't already.



“Continue”



Verify all information is correct. If correct, "Place your order".

