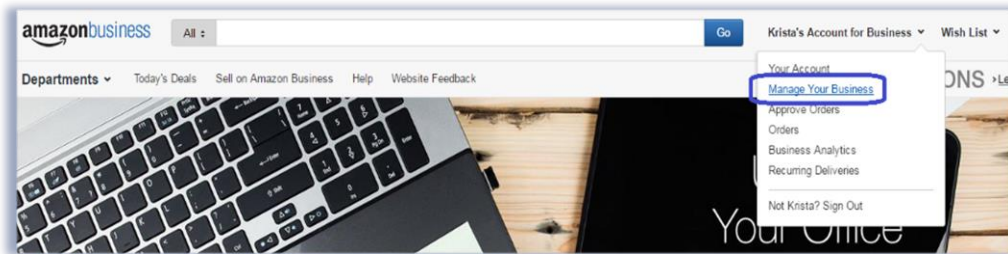
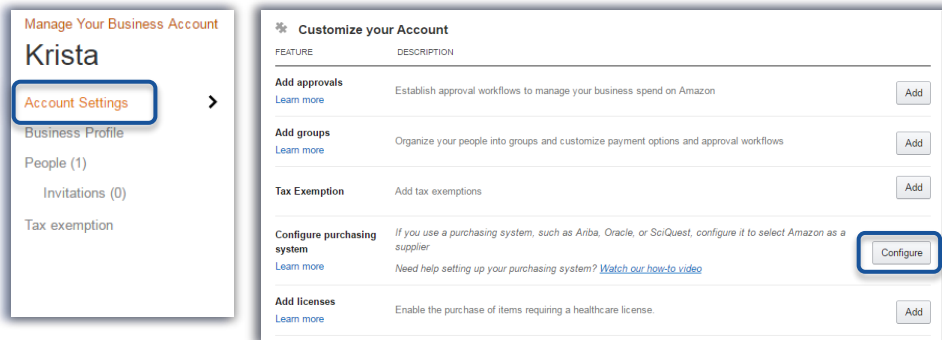


Steps in Amazon Business

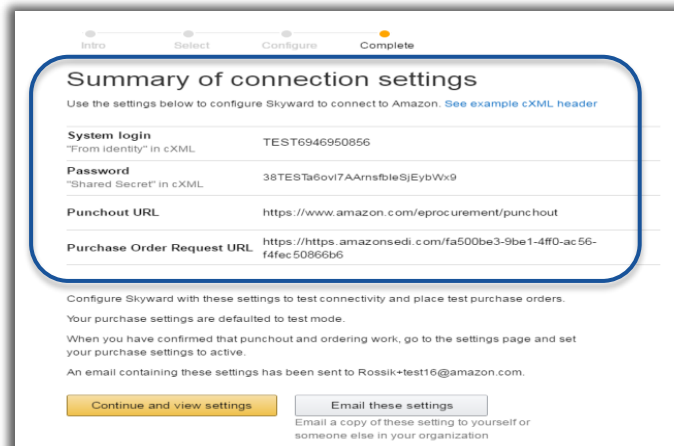
1. If you don't already have an Amazon Business account, please register for one here - www.Amazon.com/Business
2. In Amazon Business, generate your credentials
 - Open the 'Your Account' dropdown menu
 - Select 'Manage your business'



3. Under 'Account Setting', choose 'Configure' your purchasing system under the 'Customize your Account' section. The wizard will walk you through the steps to generate your credentials by choosing Skyward as your purchasing system.

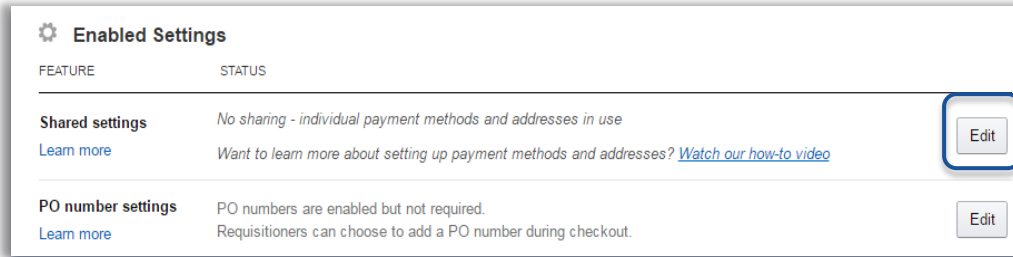


- During this step you will receive your System Login (from identity), Password (punchout password), PunchOut URL (punchout link) and Purchase Order URL (order link). Please note, these settings will also be emailed to you at time of generation.

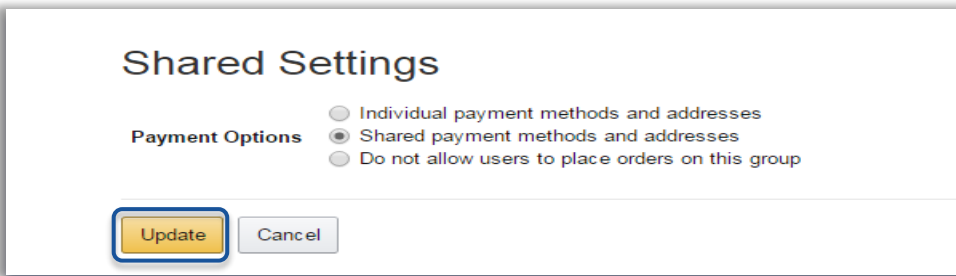


Before Getting Started

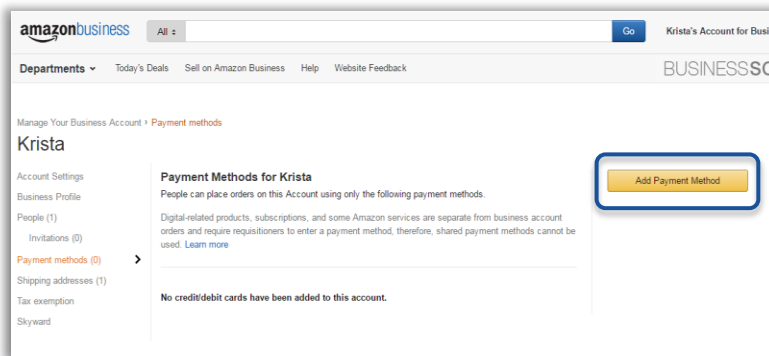
1. Add Payment Method
 - Account Settings
 - Enabled Settings
 - Edit



- Choose ‘Shared’ or ‘Individual Payment’



- Add a Payment Method



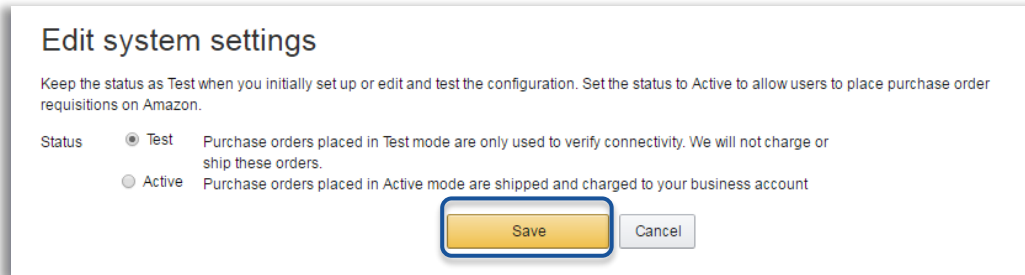
2. Submit test order -You are now ready to test the PunchOut and submit some test orders. While in test mode, place several different orders (suggestions below) and make sure you receive an order confirmation for each.

Here are some suggested test scenarios using Product & Quantity variations:

- 1 type of product, quantity 1
- 1 type of product, quantity 3
- 2 Different Products, Quantity 1
- 2 Different Products, Quantities 3 & 5

7. Move to Production / Active Mode

- Once you have tested your system, you are now ready to move to Active.



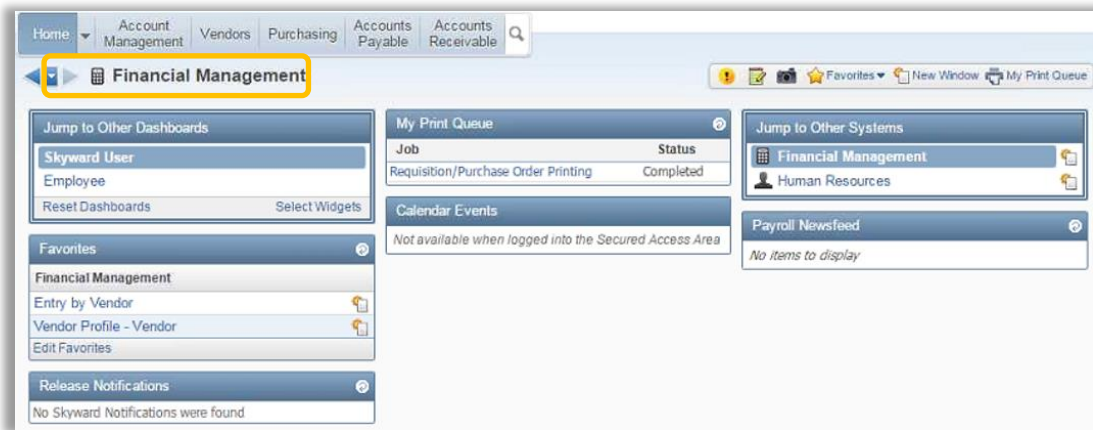
8. Review Tolerances - Please see Amazon Business PunchOut Tolerance FAQ for more information.

Purchase Order	
Unit price changes	Items are ordered if the unit price does not increase more than 20% from the time of request
Quantity	If the entire quantity requested cannot be ordered, the order will be placed with the available quantity
Amazon-only fulfillment	Only items fulfilled by Amazon will be approved when searching for a substitution
Maximum shipping price	None. Order is placed regardless of shipping price
Maximum delivery time	None. Order is placed regardless of delivery time

Steps in Skyward®

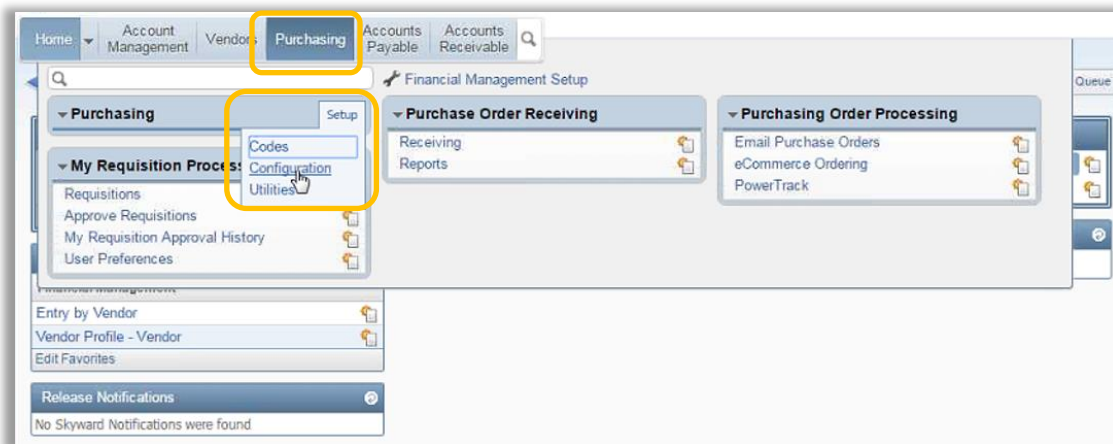
1. In your Skyward® school district procurement system, go to:
 - Financial Management
 - Purchasing System
 - Configuration
 - Ecommerce
 - Select Amazon Business button
 - Add Amazon Business PunchOut Credentials in the Amazon Business set-up screen

Financial Management



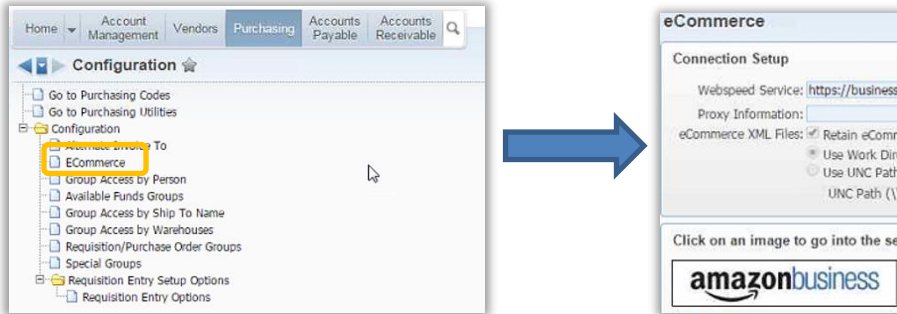
Purchasing

- Setup
- Configuration

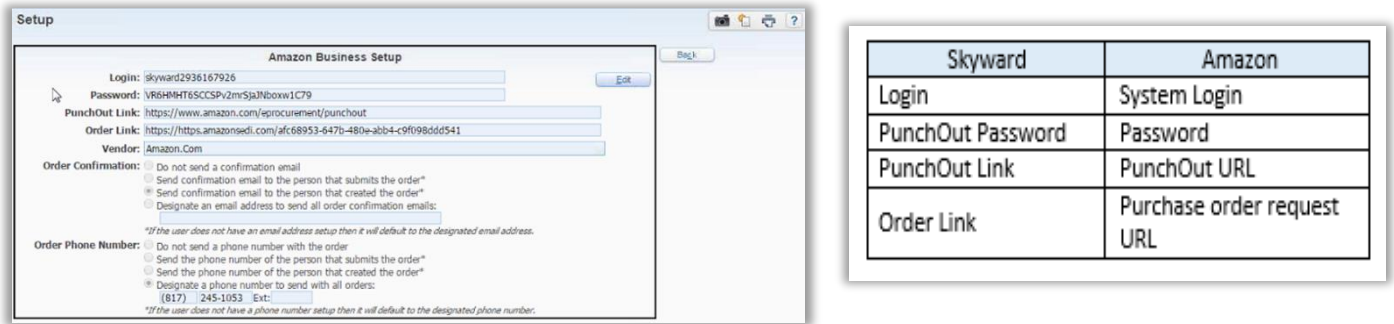


Ecommerce

- Select Amazon Business
- Enter your PunchOut credentials



Amazon Business Setup Screen



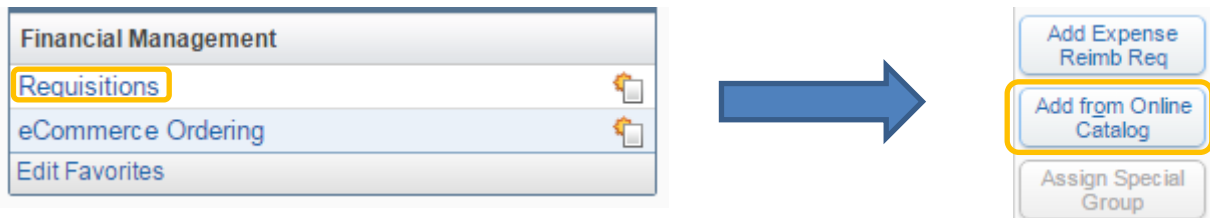
Enter your Amazon Business PunchOut Credentials - **See below for instructions on generating punchout credentials in Amazon Business.*

* Please have your PunchOut credentials ready to complete the setup. If you have not set up your PunchOut credentials, please [watch this video](#)

Testing E-Commerce connection in Skyward®

Skyward landing page

- Requisitions
- Add from Online Catalog



- Select Amazon Business and follow the prompts and shop the catalog

