

Amazon Order

If you have not placed an order with Amazon through Edison previously, you will need to contact Kim Grady kgrady@edisonchargers.org to receive an **Edison Local School District Amazon account**. The process below is only for Amazon accounts through the school. Log into Amazon with your Edison user information and **place** your items in your cart.

- **You must do the online requisition portion BEFORE you can place your order.**
- To create your requisition, use the link below which can be found on the district's staff webpage:

<https://www.myscview.com/requisitions/requisition.aspx?d=EDISON>

If you need assistance with your Amazon order, please contact your building Administrative Assistant or the AP Coordinator.

1. Edison Local School District website - <https://www.edisonchargers.org/>
2. Click on Staff Tab
3. Under Staff Links: Online Requisitions



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Amazon Order

Step 1: Add Vendor

1. Click on “Binocular” symbol to search the Vendor
2. Add Vendor Name: Amazon
3. Click Find
4. Double click on Vendor to add to Requisition

The screenshot shows a procurement system interface. In the foreground, a 'Select Vendor' dialog box is open. The dialog box contains a search field with 'amazon' entered, a 'Find' button circled in red, and a 'Close' button. Below the search field, there are fields for 'Starting Vendor No' and 'Ending Vendor No'. A table displays the search results:








No	Name	Name 2	Phone	Address
4746	AMAZON			PO BOX 530958

The background form is dimmed and shows fields for 'Requester Email' (kgrady@edisonchargers.org), 'Attention To' (kgrady), 'Requested PO Date' (5/23/2025), 'Deliver By Date', 'Approval Path' (EDISON MIDDLE SCHOOL (236)), and 'Deliver To' (EDISON MIDDLE SCHOOL (236)). A binocular icon is highlighted with a red box in the 'Vendor' dropdown menu.

Amazon Order

Step 2: Approval Path - Internal Notes - Order Description

1. Verify the vendor is correct
2. Select Approval Path: Admin Assist of your building
3. Internal Notes/ Order Description: The purpose of the Purchase Order
4. You can add documents by clicking the green Attach button, once document is attached, click Send with PO.

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/23/2025  <input type="checkbox"/> Next Fiscal Year	Req. Number (Auto)
CC Email <input type="text"/>		Deliver By Date <input type="text"/> 	
Vendor AMAZON (4746)   Marketplace		Approval Path EDISON ELEMENTARY SCHOOL (1531) 	
Email Vendor <input type="checkbox"/>		Deliver To EDISON ELEMENTARY SCHOOL (1531) 	
Fax Vendor <input type="checkbox"/>		EDISON ELEMENTARY SCHOOL	
Vendor Address AMAZON		Name 2 (Attention To)	
Name 2		140 S. MAIN ST.	
PO BOX 530958		<input type="text"/>	
Line 2		MILAN OH 44846	
ATLANTA GA 30353-0958			
Internal Notes K. Grady - Classroom Supplies		Order Description K. Grady - Classroom Supplies	
NO ATTACHMENTS			
			<input type="checkbox"/> Send With PO

Amazon Order

Step 3: Submit

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/23/2025 <input type="checkbox"/> Next Fiscal Year	Req. Number (Auto)			
CC Email		Deliver By Date				
Vendor AMAZON (4746) <input type="checkbox"/> Marketplace		Approval Path EDISON ELEMENTARY SCHOOL (1531)				
Email Vendor <input type="checkbox"/>		Deliver To EDISON ELEMENTARY SCHOOL (1531)				
Fax Vendor <input type="checkbox"/>		EDISON ELEMENTARY SCHOOL				
Vendor Address AMAZON		Name 2 (Attention To)				
Name 2		140 S. MAIN ST.				
PO BOX 530958						
Line 2		MILAN OH 44846				
ATLANTA GA 30353-0958						
Internal Notes K. Grady - Classroom Supplies		Order Description K. Grady - Classroom Supplies				
NO ATTACHMENTS			<input type="checkbox"/> Send With PO			
<input type="button" value="Add Line"/>	<input type="button" value="Copy Line"/>	<input type="button" value="Edit Line"/>	<input type="button" value="Delete Line"/>			
<input type="button" value="Upload"/>	Add a <u>line</u> for shipping charges if needed					
#	Quantity	Unit	Unit Price	Description	Account Code	Total
No data						
<input type="button" value="Submit"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Cancel"/>				
						\$ 0.00

When the requisition is processed, you will receive an email with the PO number from SCView. Once you receive the email you will log into your **Edison** Amazon account, go to checkout, enter the PO number. **It is very important that after you enter your PO number, to CLICK CHANGE and add your name to DELIVER TO:**

Business Order Information	Change
PO number: 260128	
Delivering to Edison Elementary School	<input type="button" value="Change"/>
140 S MAIN ST, MILAN, OH, 44846-9735, United States	
Deliver to multiple addresses	

Amazon Order

Business Order Information

PO number: 260128

Select a delivery address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:

Kim Grady

This will be applied to only this order.

Adding your name ensures that your packages will be delivered to the correct recipient.

After you submit your cart, Amazon will notify the Treasurer's Office your cart is available to be approved. Once approved, you will receive an email confirmation that the order has been processed.

Once you receive your items, please approve your order via SCView or send an email to accountspayables@edisonchargers.org with the PO # and "Okay to pay".