



Amazon Business Checkout Guide



Prepared April 2019

Sign into Campus Marketplace (ESM)

CSUSM // Procurement Operations & Accounts Payable

Enter your search term

[Home](#) // [Procurement & Contracts](#) // [Campus Marketplace](#)

- Department Directories
- Accounts Payable
- Distribution Services
- Procurement & Contracts
- Helpful Links
- How To's

Campus Marketplace

Menus

- Training Guide - ProCard Holder
- Training Guide - Non ProCard Holder
- Transfer Cart Authorization Form
- Amazon Business End User FAQ Guide
- Supplier Descriptions

Welcome to the new Campus Marketplace; a one stop shop to access preferred vendors and our CSU contract pricing!

This site is brought to you by multiple CSU Campuses acting as a partnership. The team has worked together to provide a shopping site, catalog suppliers, and great contract pricing. This is an exciting new venture and we hope it provides the catalogs and suppliers you need.

Access the [Campus Marketplace](#).

Please let us know your comments and suggestions for future catalog suppliers.

Login to ESM Solutions Purchase

Campus Username

Password

Login

[\[Forgot Your Password?\]](#) [\[Need help? Contact IITS\]](#)

Select the Amazon tile to Punchout

Cart 0Total: 0.00 USD

[Go to: All Transactions](#) | [Non-Catalog Items](#)

Recently Requested Products

No recently requested products found. Please create a transaction.

General

Free Freight Order +\$49

Free Std Frt. Order +\$15

Amazon

Information Technology

B&H Photo Video

IRG

CDW Free Shipping

Free Ground Shipping

Free Freight Std Orders

Facilities Management

Grainger Free Freight

SB/DVBE for GRAINGER

Supply Works

Free Shipping

Free Freight Std Orders

DVBE Supplier for Waxie

Laboratory & Scientific, Medical & Athletic

General Information

Important Message

StaplesAdvantage is excited to announce **Staples Branded Products!** Same Quality, Better Price! Search under your new shopping list, Staples Brand to view these products.

For more savings check out our **New Bulk Value Packs!** Just type in **OfficeEssentialValuePacks** online to view these products. Great way to save on everyday items and reduce the amount of orders placed online.

With fast, free shipping you can increase productivity and get exclusive savings on these items through your **StaplesAdvantage** program.

For questions on large projects or purchases, please contact your **Staples Advantage** account manager, Leigh Margolis, Leigh.Margolis@staples.com

Recent Transactions

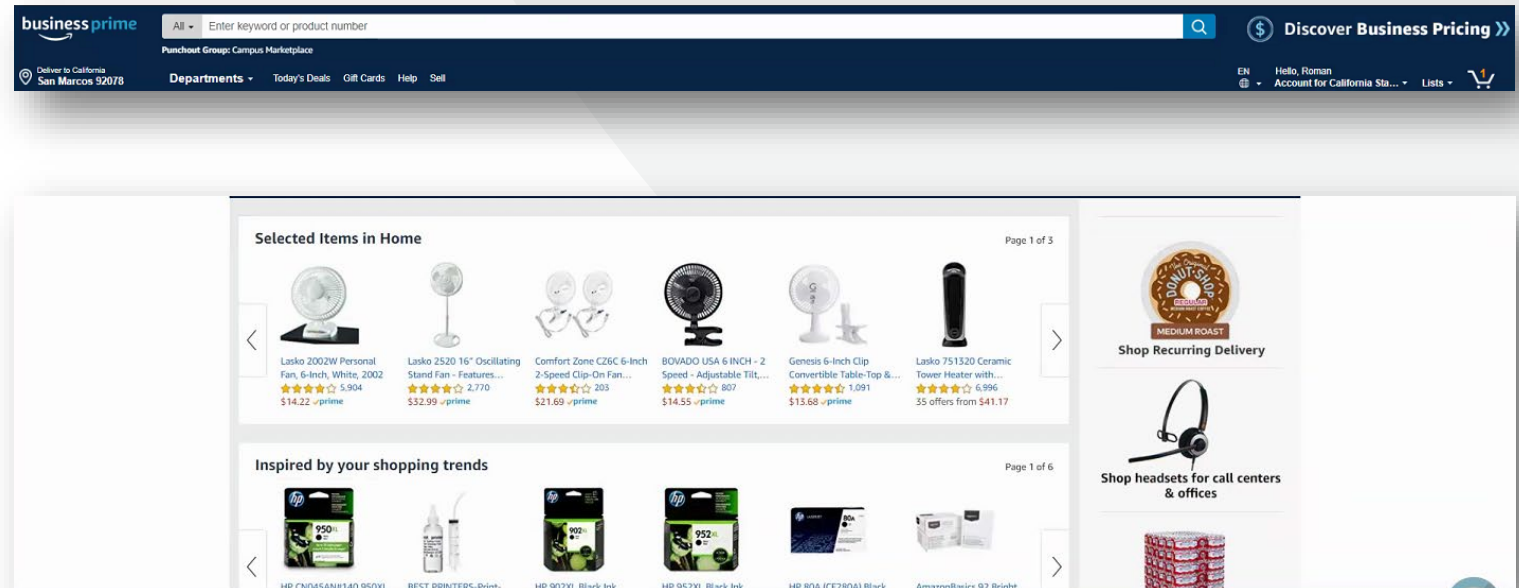
03/05/2019 14:24-Lazcano-Amazon
Amazon
Order Total (3 items): 60.08 USD [View](#)

03/05/2019 14:20-Lazcano-Amazon
Amazon
Order Total (1 items): 15.62 USD [View](#)

02/13/2019 15:54-Lazcano-Amazon
Amazon
Order Total (1 items): 18.46 USD [View](#)

Amazon Business Home Page

- There are some differences in appearances, but your shopping experience should feel the same as Amazon.com.
- Shop for items like you normally would to build your cart, then proceed to checkout.



Checkout Notes

- ✓ When you reach the shipping address screen, you will need to select/ input an address,
 - However, nothing will transfer back to the ESM (*including any special instructions*)
- ✓ Address information is either pulled from or stored in ESM

Always select Free Two-Day Shipping

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Choose your shipping options

Continue

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Roman Lazcano, 441 LA MOREE RD, SAN MARCOS, CA, 92078-5017
United States

- Pentel EnerGel Deluxe RTX Gel Ink Pens, 0.7 Millimeter Metal Tip, Assorted Colors, 6 Pack (BL77BP6M)
\$8.00 - Quantity: 1
In Stock
Sold by: Amazon.com Services, Inc

[Change quantities or delete](#)

Amazon Locker is available

20 pickup locations near you

Choose your Prime delivery option:

☐ Tomorrow
\$3.99 - One-Day Shipping

☒ Thursday, April 4
FREE Two-Day Shipping

Continue

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc.

Payment: You will need to have your P-card loaded into your Amazon Business account

amazon.com

SIGN IN

SHIPPING & PAYMENT

GIFT OPTIONS

PLACE ORDER


Select a payment method

Your credit and debit cards


Name on card

Expires on

☐

 Amazon Rewards Visa Signature Card ending in 1234 Jane Do 01/2021
Earns 3% Back

☒

 Visa ending in 1234 Jane Do 05/2020
Reference number (optional):

Rewards points

Points Available


Only one points system can be used per order.

☐ Amazon Rewards Visa Signature Card Points ending in 5352 \$12.04 (1,204 points) available ([What's this?](#))
Select your Amazon Visa Signature card to use points


☒ Do not apply points

More Payment Options


Credit or Debit Cards
Amazon accepts all major credit and debit cards:
[Add a Card](#)




Gift Cards & Promotional Codes
[Enter a gift card or promotional code.](#)



Amazon.com Store Card
Access to exclusive financing offers. No annual fee. Zero fraud liability.
[Learn more and apply now](#)



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



Continue

You can review this order before it's final.

Continue

You can review this order before it's final.

Select “Submit Order for Approval” which will take you back to Campus Marketplace (ESM)

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Review your order

This order requires approval.

Save your checkout settings as the default for future orders

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

Before you place your order:

Shop with Points allows customers to pay for Amazon.com purchases using credit card rewards. To see if you have rewards available or to change the rewards amount for this purchase, please go to the [payment selection page](#).

Payer
You for California State University, San Marcos (California State University)
[Change](#)

Payment method [Change](#)
VISA ending in 1234

Gift cards & promotional codes
 Enter Code

Billing address [Change](#)
Same as shipping address

Shipping address [Change](#)

Or try Amazon Locker
20 locations near this address



Order Summary

Items:	\$8.00
Shipping & handling:	\$0.00
Total before tax:	\$8.00
Estimated tax to be collected:	\$0.62
Order total:	\$8.62

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Estimated Delivery: Depends on Approval
(For example, if approved now, Thursday, April 4, 2019)

 Pentel EnerGel Deluxe RTX Gel Ink Pens, 0.7 Millimeter Metal Tip, Assorted Colors, 6 Pack (BL77BP6M)
\$8.00 
In Stock.
Quantity: 1 [Change](#)
Sold by: Amazon.com Services, Inc.
 and see other gift options

Choose your Prime delivery option:

☐ Tomorrow
\$3.99 - One-Day Shipping

☒ Thursday, April 4
FREE Two-Day Shipping

Your Amazon Day - New!
FREE Delivery as soon as **Thursday, April 4**
Free delivery of your weekly orders on a day of your choice.

No approval will be required by procurement, but you will need to finalize your order in Campus Marketplace (ESM)

Click the Cart icon

Menu

Hi Roman

Shop

Pending Transaction(s)

Search Keyword(s), Item Numbers, etc.

Cart 1 Total: 8.00 USD

Go to: All Transactions | Non-Catalog Items

Recently Requested Products

No recently requested products found. Please create a transaction.

General

Punchout

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Punchout

Free Std Frt. Order +\$15

Punchout

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B&H Photo Video

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DVBE Supplier for Waxie

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Recent Transactions

03/05/2019 14:24-Lazcano-Amazon
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Order Total (3 items): 60.08 USD [View](#)

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Amazon
Order Total (1 items): 15.62 USD [View](#)

02/13/2019 15:54-Lazcano-Amazon
Amazon
Order Total (1 items): 18.46 USD [View](#)

Click Checkout

Menu

Hi Roman

esm

Shop

Pending Transaction(s)

Search Keyword(s), Item Numbers, etc.

Q

Cart

1

Total: 8.00 USD

Go to: All Transactions | Non-Catalog Items

Item Summary (1 Items)

Item Details	Quantity	Price (USD)	Subtotal (USD)
<div><div></div><div><div>Pentel EnerGel Deluxe RTX Gel Ink Pens, 0.7 Millimeter Metal Tip, Assorted Colors, 6 Pack (BL77BP6M)</div><div>By: Amazon</div><div>Catalog Item #: B0012G9VNS</div><div>Mfg/Provider: Pentel</div></div></div>	<div>1</div>	8.00 / EA	8.00

Cart Summary

Total Items in Cart:

1

Number of Suppliers:

1

Cart Total (USD):

8.00

Checkout

Follow the Checkout Workflow

Shop

Search Keyphrase(s), Item Numbers, etc.

Cart 0

Total: 0.00 USD

Checkout

General Details

Payment Form: Credit Card

Order Type: General

CC Order Number: 105475

Fiscal Date: 03/05/2019

GL Acct. Code:

Aux Field 1:

Aux Field 2:

Transaction Summary

Transaction #: 1455912

Create Date: 03/05/2019

Supplier: Amazon

Requester: Roman Lazzaro

Status: Pending Validation

System Note: None

Total Line Items: 1

Subtotal: 8.00

Tax: 0.62

S & H: 0.00

Total Value (USD): 8.62

Transaction Name

03/05/2019 1424 Lazzaro-Arizon

Update

Notes and Attachments

Internal Note

External Note

Delivery Details

Ship To: Roman Lazzaro

Location: CSU San Marcos Distribution

Change

Billing Details

Attn: Accounts Payable

Location: CSU San Marcos

Change

Line Item Details (Total: 1)

View Workflow Details

Submit

3

Shop

Search Keyphrase(s), Item Numbers, etc.

Cart 0

Total: 0.00 USD

Checkout

General Details

Delivery Details

Billing Details

Line Item Details (Total: 1)

View Workflow Details

Change

Change

Change

Transaction Summary

Transaction #: 1455912

Create Date: 03/05/2019

Supplier: Amazon

Requester: Roman Lazzaro

Status: Pending Validation

System Note: None

Total Line Items: 1

Subtotal: 8.00

Tax: 0.62

S & H: 0.00

Total Value (USD): 8.62

Transaction Name

03/05/2019 1424 Lazzaro-Arizon

Update

Notes and Attachments

Internal Note

External Note

2

Shop

Search Keyphrase(s), Item Numbers, etc.

Cart 0

Total: 0.00 USD

Checkout

General Details

Delivery Details

Billing Details

Line Item Details (Total: 1)

View Workflow Details

Change

Change

Change

Transaction Summary

Transaction #: 1455912

Create Date: 03/05/2019

Supplier: Amazon

Requester: Roman Lazzaro

Status: Pending Validation

System Note: None

Total Line Items: 1

Subtotal: 8.00

Tax: 0.62

S & H: 0.00

Total Value (USD): 8.62

Transaction Name

03/05/2019 1424 Lazzaro-Arizon

Update

Notes and Attachments

Internal Note

External Note

4

Shop

Search Keyphrase(s), Item Numbers, etc.

Cart 0

Total: 0.00 USD

Checkout

General Details

Delivery Details

Billing Details

Line Item Details (Total: 1)

View Workflow Details

Change

Change

Change

Transaction Summary

Transaction #: 1455912

Create Date: 03/05/2019

Supplier: Amazon

Requester: Roman Lazzaro

Status: Pending Validation

System Note: None

Total Line Items: 1

Subtotal: 8.00

Tax: 0.62

S & H: 0.00

Total Value (USD): 8.62

Transaction Name

03/05/2019 1424 Lazzaro-Arizon

Update

Notes and Attachments

Internal Note

External Note

Click “Prepare CC Order”

Menu

Hi Roman

esm

Shop

Pending Transaction(s)

Search Keyword(s), Item Numbers, etc.

Cart 0

Total: 0.00 USD

Go to: All Transactions | Non-Catalog Items

Checkout

General Details

Delivery Details

Billing Details

Line Item Details (Total: 1)

View Workflow Details

This transaction does not require approval

Ad Hoc Review

Prepare CC Order

Transaction Summary

Transaction #:

Create Date: 03/05/2019

Supplier: Amazon

Requester:

Selection: Active

Status: Unsubmitted Transaction

System Note: None

Total Line Items: 1

Subtotal: 8.00

Tax: 0.62

S & H: 0.00

Total Value (USD): 8.62

Transaction Name

03/05/2019 14:24

Update

Notes and Attachments

Internal Note

External Note

Click “Place Your Order”

Search Keyword(s), Item Numbers, etc.

Q

Cart

0

Total: 0.00 USD

Go to: All Transactions | Non-Catalog Items

Review Credit Card

Print

Purchase Order #:

Amazon

Date: 04/02/2019

Transaction #:

Authorized By:

Supplier Address:

410 Terry Avenue North

Seattle, WA 98109

United States

Attn: Customer Service

Phone: (206) 622-2335

Requested By:

Requester Email

Phone:

Ship To:

Campus Marketplace

CSU San Marcos Distribution

CSU, San Marcos

441 LaMoree Rd

San Marcos, CA 92078

United States

Attn

Phone:

Bill To:

Campus Marketplace

CSU San Marcos

CSU San Marcos

441 LaMoree Rd

San Marcos, CA 92078

United States

Attn: Accounts Payable

Phone: 760-750-4554

Order Comments:

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1	B0012G9VNS	Pentel EnerGel Deluxe RTX Gel Ink Pens, 0.7 Millimeter Metal Tip, Assorted Colors, 6 Pack (BL77BP6M) Ship To Attn: Roman Lazcano MFG/Provider: Pentel MFG/Provider Part #: BL77BP6M	EA	1	8.00	8.00

Subtotal:

8.00 USD

Tax:

0.62 USD

S & H:

0.00 USD

Order Total:

8.62 USD

Place Your Order

Cancel

General Terms

Input your ProCard Information

Credit Card Details

Subtotal:	8.00 USD
S & H:	0.00 USD
Tax:	0.62 USD
Order Total:	8.62 USD

* Name on Card:

* Card #:

Card Number

Card Type:

VISA

MasterCard

DISCOVER

Interac

* Expiration Date:

01

2021

* Contact Phone #:

Place Your Order

Cancel

Select Place Your Order

Credit Card Details

Subtotal:

S & H:

Tax:

Order Total:

Place Your Order

This action will send the order to the supplier.
Are you sure you wish to continue?

Place Order

Cancel

Expiration Date:

05

2020

Contact Phone #:

Place Your Order

Cancel