

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.myscvview.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

The screenshot shows the Edison Local Schools website. The top navigation bar includes links for HOME, SCHOOLS, INFORMATION, ADMINISTRATION, ATHLETICS, PARENTS & STUDENTS, and STAFF. The STAFF link is circled in orange. Below the navigation bar, the STAFF portal is displayed. On the left, under 'STAFF LINKS', the 'Online Requisitions' link is highlighted with an orange box. On the right, under 'LIST OF STATE POSTINGS', there is a list of links including 'State of Ohio Minimum Wage', 'Notice to Employees / HESE Insurance', 'Equal Employment Opportunity is the Law / Ohio Civil Rights', 'Ohio Minor Labor Laws', 'Ohio BWC Certificate', 'Ohio BWC Notice of Rebuttable Presumption', and 'Ohio No Smoking No Vaping'. At the bottom right, under 'PROCEDURES', the 'Amazon' link is highlighted with an orange box.

EDISON
LOCAL SCHOOLS

HOME SCHOOLS INFORMATION ADMINISTRATION ATHLETICS PARENTS & STUDENTS **STAFF**

STAFF

X CLOSE | Home / Edison Local School District / Staff

STAFF PORTAL

STAFF LINKS

- CLEVER Portal
- DASL
- Employee Kiosk
- IEP Anywhere
- I-Ready
- Job Descriptions
- Literacy Page
- LPDC Manual
- NOECA
- Online Requisitions**
- ProgressBook
- Public School Works
- RED ROVER
- Trip Tracker
- WebMail

LIST OF STATE POSTINGS

- State of Ohio Minimum Wage
- Notice to Employees / HESE Insurance
- Equal Employment Opportunity is the Law / Ohio Civil Rights
- Ohio Minor Labor Laws
- Ohio BWC Certificate
- Ohio BWC Notice of Rebuttable Presumption
- Ohio No Smoking No Vaping

PROCEDURES

- Amazon**
- Expense Reimbursement per Board Policy
- Purchase Order / Requisitions
- Treasurer Office - Staff Responsibility
- Tuition Reimbursement

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

Requester Email: kgrady@edisonchargers.org
Attention To: kgrady
Requested PO Date: 5/23/2025 ☐ Next Fiscal Year
Req. Number: (Auto)
Deliver By Date:
Vendor: 
Email Vendor:
Fax Vendor:
Vendor Address:
Name 1:
Name 2:
Line 1:
Line 2:
City:
Internal Note: (DOES NOT)
NO ATTACHMENTS
Add Line Item
Quant

Approval Path: EDISON MIDDLE SCHOOL (236)
Deliver To: EDISON MIDDLE SCHOOL (236)
EDISON MIDDLE SCHOOL

Select Vendor

Vendor Name: amazon

Status: Active

Starting Vendor No:

Ending Vendor No:

Find

Close

No	Name	Name 2	Phone	Address
4746	AMAZON			PO BOX 530958

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  ☐ Next Fiscal Year	Req. Number (Auto)
CC Email 		Deliver By Date 	
Vendor AMAZON (4746)   Marketplace		Approval Path EDISON ELEMENTARY SCHOOL (1531) 	
Email Vendor ☐		Deliver To EDISON ELEMENTARY SCHOOL (1531) 	
Fax Vendor ☐		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			Attach
			☐ Send With PO

Amazon Order

Step 3: Submit

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/23/2025 ☐ Next Fiscal Year	Req. Number (Auto)			
CC Email 		Deliver By Date 				
Vendor AMAZON (4746) Marketplace		Approval Path EDISON ELEMENTARY SCHOOL (1531)				
Email Vendor 		Deliver To EDISON ELEMENTARY SCHOOL (1531)				
Fax Vendor 		EDISON ELEMENTARY SCHOOL				
Vendor Address AMAZON		Name 2 (Attention To)				
Name 2		140 S. MAIN ST.				
PO BOX 530958		MILAN OH 44846				
Line 2						
ATLANTA GA 30353-0958						
Internal Notes K. Grady - Classroom Supplies		Order Description K. Grady - Classroom Supplies				
NO ATTACHMENTS			Attach			
			☐ Send With PO			
Add Line Copy Line Edit Line Delete Line Upload Add a line for shipping charges if needed						
#	Quantity	Unit	Unit Price	Description	Account Code	Total
No data						
Submit Save Draft 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	
140 S MAIN ST, MILAN, OH, 44846-9735, United States	
Deliver to multiple addresses	Change

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".