



Purchasing on Rialto's Amazon Business Account

Use this guide to navigate through the customized purchasing process for Rialto's Amazon Business account

Start by adding items to the Cart and navigating to "Proceed to Checkout":

Proceed to checkout

Upon checking out, a notification will be displayed that the order will be reviewed by the designated Approver for your group.

⚠ Your order requires approval

You can place the order but please note that it may not comply with your organization buying policies. [View admin notes \(1\)](#)

Next, select a PO Number to make the purchase under. Please select the PO Number listing your group name for regular purchases while selecting the PO Number "Categorical Funds 22-23" for purchases intended for categorical funds:

PO number

Administrative Services 22-23

PO number

Categorical Funds 22-23

Next, select the GL Code that corresponds to the PO Number selected. For regular purchases, please select the group name PO Number and GL Code titled "Regular Purchase." For categorical funds purchases, please select the Categorical Funds PO Number and GL Code titled "Categorical Funds Purchase."

PO number

Administrative Services 22-23

GL code

Regular Purchase

PO number

Categorical Funds 22-23

GL code

Categorical Funds Purchase

The "Shipping Address" will be preselected based on your group. The "Payment Method" will also be preselected as Pay by Invoice.

3 Shipping address

4 Payment method

Finally, click "Submit order for approval." The Approver will receive a notification to review the order. If approved, you will receive an email notification that the order will now be fulfilled:

Submit order for approval

By placing your order, you agree to Amazon's [privacy notice and conditions of use](#).

*Please note that single items should not exceed \$500 in value.

Contact Amazon Business Customer Support at www.amazon.com/gp/help/contact-us or 888.281.3847