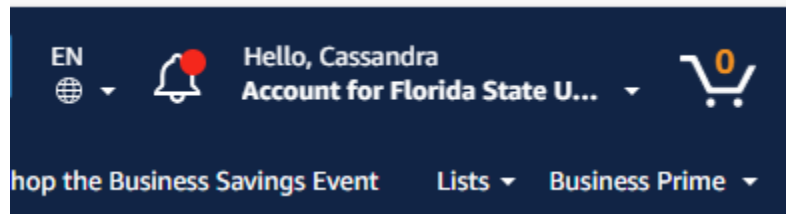


FSU Amazon Student Group Users Instructions

Steps for Ordering Items

1. Reach out to SGA Accounting for an invitation to Amazon Business.
2. Go to Amazon.com and sign on to FSU's Amazon Business Prime utilizing your FSU student ID and password.

Make sure you are logged into the FSU Business account. You can switch between FSU and personal account by hovering over "Hello, Your Name" and click on Switch Accounts. This will enable you to switch between regular Amazon and Business Amazon.



3. Search for the item(s) that you want to order.

FSU is not able to order from any foreign countries of concern. **Foreign Countries of Concern (FCOC) include:**

- The People's Republic of China (Hong Kong, Macau)
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People's Republic of Korea (North Korea)
- The Republic of Cuba
- The Venezuelan regime of Nicholas Maduro
- The Syrian Arab Republic

Scan the Sold by and Fulfilled by information on the right-hand side of the screen under the Add to Cart button. **If Sold by and Fulfilled by vendor from a FCOC, an item cannot be ordered.**

In the below example, the item is Sold by Jiangang Yang in China and Fulfilled by Amazon. The item is available via Prime and ships in less than 3 days, therefore it is allowable.

\$7⁹⁹ (\$0.01 / Foot)
 ✓prime One-Day
 FREE Returns
 FREE delivery **Tomorrow, January 30**. Order within **7 hrs 1 min**
 Shorter shipping distance
 Deliver to - Tallahassee, 32304
In Stock
 Quantity: 1
 Add to cart
 Secure transaction
 Sold by Jiangang Yang and Fulfilled by Amazon.
 Return policy: 30-day refund/replacement
☐ Add a gift receipt for easy returns

Detailed Seller Information

Business Name:Jiangang Yang

Business Address:

石亭子镇治塘村12组

湖南省

祁东县

421600

CN

4. Add desired items to your Amazon cart. Once you have completed your cart, save it as a Word or pdf. This will be your quote for the purchase request.

Shopping Cart

	Price
 100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower B... In Stock Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Qty: 1 Buying in bulk? Delete Save for later Share	\$23.99 No better price found
 Gieginx 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for Gift Wrapping Wedding Bouquet Easter Bab... Only 20 left in stock - order soon. Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Color: White Pink Red Rose Red Size: 3/8 Inch Qty: 1 Request quote for 999+ Delete Save for later Share	\$8.99 No better price found
Subtotal (2 items): \$32.98	

Subtotal (2 items): **\$32.98**

☐ This order contains a gift

Proceed to checkout

Pair with your cart



Fiezoo 25 Yards Red Satin Ribbon 1 1/2inc...

★★★★★ 400
\$5.59
✓prime
Add to cart



Baocuan 1-1/2 inch Wine red Satin Ribbo...

★★★★★ 822
\$8.99
✓prime
Add to cart



Baocuan 1-1/2 inch Royal Blue Satin Ribb...

★★★★★ 822
\$9.99
✓prime
Add to cart

5. Log into FSUHQ. Create a purchase request under your RSO Group and attach your Amazon cart quote, then submit to obtain FSUHQ Purchasing Request (PR number).

Budget & Payment Request Details

Transaction ID 7301

6. Return to Amazon website. Enter your RSO Name & PR Number to check out your cart. **You must submit the cart, or SGA Accounting cannot approve your order.**

Steps for Cancellation of Ordered Item (prior to delivery)

- [Orders](#)
[Buy Again](#)
[Not Yet Shipped](#)
[Digital Orders](#)
[Local Store Orders](#)
[Amazon Pay](#)
[Cancelled Orders](#)

Viewing 4 orders placed in

All orders

Last 30 days

Order placed

February 13, 2025

Total

\$39

Ship to

FSU SGA (Laurel/Danielle/Rosalind)

Placed by

Ashvi Luthra
Student Groups

Order # 113-2546099-5000213

[View order details](#)
[Printable Order Summary](#)

This order was approved. [View details](#)

Arriving Tuesday



Sailor Fountain Pen (Fine) Lecoule Power Stone Color with converter & W zipper case(Japan Import) (Garnet)

\$39

Buy it again

Track package

Cancel items

Change Payment Method

View or edit order

Ask Product Question

Order placed

February 5, 2025

Total

\$354.59

Ship to

FSU SGA (Laurel/Danielle/Rosalind)

Placed by

Ashvi Luthra
Student Groups

Order # 113-5668208-0393001

[View order details](#)
[Printable Order Summary](#)

This order was approved. [View details](#)

Delivered February 7

2) Click 'Cancel selected items in this order.'

[Your Account](#) > [Your Orders](#) > [Order Summary #113-2546099-5000213](#) > [Cancel](#)

Are you sure you want to cancel this order?

Items Ordered	Price
1 of: Sailor Fountain Pen (Fine) Lecoule Power Stone Color with converter & W zipper case(Japan Import) (Garnet) [Office Product] Condition: New Sold by: Shimanoya Japan (seller profile) - 1 item(s) Gift options: None	\$39.00 ☒

Reason for cancellation (optional):

[Cancel selected items in this order](#)

[Return to order summary](#)

3) This is what you should do to confirm the cancellation of the order.

[Your Account](#) > [Your Orders](#) > [Order Details](#)

This order has been cancelled.

[Continue shopping](#)

Products related to your order

Powered by

Steps for Item Return and Refund

- 1) Keep original packing in which items are delivered.
- 2) Go to My order. Click Return or replace items.

Orders [Buy Again](#) [Not Yet Shipped](#) [Digital Orders](#) [Local Store Orders](#) [Amazon Pay](#) [Cancelled Orders](#)

Viewing 5 orders placed in All orders ▾ Last 30 days ▾

Order placed	Total	Ship to	Placed by	Order # 113-6654014-7873061
February 13, 2025	\$22.99	FSU SGA (Laurel/Danielle/Rosalind)	Ashvi Luthra Student Groups	View order details Printable Order Summary

 This order was approved. [View details](#)

Your package was handed to an agent for final delivery



Florida State Seminoles Arching Black Officially Licensed T-Shirt

Return or replace items: Eligible through March 20, 2025

\$22.99

Track package

Return or replace items

[Print packing slip](#)

Write a product review

Mark as received

[Share gift receipt](#)

Order placed	Total	Placed by	Order # 113-2546099-5000213
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- Get the app

Back to Campus

Black-Owned Businesses

Buy Again

Today's Deals

Subscribe & Save

Business Savings

Savings For You

Gift Cards

Support Black-owned

Lists

Business Prime

Choose items to return

Size: Small

Color: Black

\$22.99

Details

Item arrived too late

Inaccurate website description

Product and shipping box both damaged

Item defective or doesn't work

Missing or broken parts

Didn't approve purchase

Better price available

Wrong item was sent

Bought by mistake

No longer needed

Product damaged, but shipping box OK

Received extra item I didn't buy (no refund needed)

Continue

Return eligible through Mar 20, 2025

Items you're returning

- 7



Florida State Seminoles Arching Black...
Size: Small
Color: Black
\$22.99

Why are you returning this? (required)

Selecting the most accurate reason for your return helps us gather essential feedback, that enables us to continuously improve our services and product quality.

[Learn more](#)

No longer needed

Select a detailed reason

Too small/short

Tell us more about why are you returning.

Too small

491 characters remaining.

NOTE: We aren't able to offer policy exceptions in response to comments. Do not include personal information as these comments may be shared with external service providers to identify product defects.

Continue

Return eligible through Mar 20, 2025

Items you're returning



- Select The UPS Store Dropoff option and choose FSU campus location. Then click Confirm your return.

No box or label needed return options helps us reduce packaging and to fit more items into shipments, thus reducing trucks on the road!



Whole Foods Dropoff - Open 7 Days a Week **FREE**

Staples Dropoff - In-store promotions available **FREE**

☒ **The UPS Store Dropoff** **FREE**

The UPS Store will pack, label, and ship your return for free. Just bring the item in its original manufacturer's packaging and disassemble the item (if applicable). We'll email you a QR code to ship your return. Show it to a store associate at any The UPS Store. Printer not required.

Dropoff location:

THE UPS STORE
206 S WOODWARD AVE
TALLAHASSEE, FL, 32304

[Change Location](#)

Hours:

Mon - Fri: 08:00 - 18:30
Sat: 10:00 - 15:30

UPS Dropoff — box and label needed **FREE**

UPS Pickup — box needed **\$7.99**

Confirm your return

Return by Mar 21, 2025

Refund summary

Refund subtotal	\$22.99
Shipping (The UPS Store Dropoff)	\$0.00
Total estimated refund	\$22.99

\$22.99 will be sent to your original payment method

Items you're returning



- Select Refund to your original payment method. Then click Continue.

7) Click confirm return and note how long you have to print QR code and take items to the FSU Campus UPS Store.

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