

Amazon Store

To make the procurement of supplies and materials easy for IDB staff, the Iowa Department for the Blind has negotiated a corporate Amazon Government Store Account. The account was authorized as a policy approved by the Director of IDB. The Chief Financial Officer or the Accounting Technician III will approve all purchases made through the account.

We have given to access all managers and staff who need to purchase items for clients or IDB. If you need access, please ask your manager to send an email to either Jeremiah Shar (jeremiah.shar@blind.state.ia.us) or Cheri Myers (cheri.myers@blind.state.ia.us) authorizing you to have an approved purchasing account with IDB on Amazon.

Before you place your order for supplies on Amazon, please read the following tips to make your purchase smooth and avoid delays.

Step 1. Log on to Amazon using your IDB account or idbaccountpayable@blind.state.ia.us

Step 2. Find the desired item on Amazon

Step 3. If this is for a client, please create an authorization in eForce and use the authorization number from eForce as your PO Number in Amazon.

Step 4. If this is not for a client, use your first and last initials combined with the date requested as your PO Number.

Step 5. When creating an authorization in eForce, make sure it says Internal Memo.

Step 6. Do not use clients' names in Amazon. This information is already available in eForce for tracking purposes. If the item is being mailed to the client's home address, you may choose to use that address or send it to our central office.

Step 7. Always try to avoid shipping charges. Usually, orders costing more than \$25 will get free shipping.

Step 8. If there are options for free delivery but on a later date, if possible, choose the later date to avoid shipping charges.

Step 9. When checking out, choose the payment method: **Pay By Invoice.**

The default delivery address of the agency account is 524 4th Street in Des Moines.

Delivery Times & Address

Delivery times to 425 4th Street, DSM, IA are between 8:00 am to 4:30 pm. If the door is locked during or after these hours, please call 515-281-1333.

If you need an address to be added to Amazon different than the agency address at 524 4th Street in Des Moines, please contact jeremiah.shar@blind.state.ia.us.