



Lincoln University

LEARN. LIBERATE. LEAD.

Amazon Business Training

www.amazon.com

www.lincoln.edu

Purchasing Department
Vail Hall
484-365-7240

amazon
BUSINESS

Mission: Lincoln University, the nation's first degree-granting Historically Black College & University (HBCU), educates and empowers students to lead their communities and change the world.

Amazon BPO Process Overview



Phase 1: Setup & Authorization

Step 1: Initiate BPO – Create a Blanket Purchase Order (BPO) in **Self-Serve** for the total estimated amount for the upcoming Fiscal Year (FY).

Step 2: Account Activation – Check your inbox for an invitation to create your Amazon Business account (required only for first-time users).

Step 3: Confirmation – Monitor your email for a message from the Purchasing Department containing your official **BPO #** and critical setup details.

Phase 2: Ordering & Maintenance

Step 4: Purchasing – Log in to the **Amazon Business website** to place orders and submit them through the internal approval workflow.

Step 5: Fund Management – To add funds, reply to your **original purchasing email** (with the BPO #) to request a BPO increase (Do *not* create a new requisition for funding increases).

Amazon Blanket in Self-Serve



Document Type *
Requisition

Requisition Date *
11/17/2025

Initiator
Initiator Lookup
Jill Ciabattoni

Confirmation Email Address *
jciabattoni@lincoln.edu
Add email addresses separated by commas

Ship To *
LU Lincoln University

Vendor ID
Vendor Lookup

Approvers

Approval Date

Next Approvers
Next Approver Lookup

Printed Comments
BLANKET PO for Purchasing

Internal Comments

1 → Amazon Capital Services 0050298

2 → PO Purchase Order

3 →

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	
1	BLANKET PO for AMAZON PURCHASES		1,000		\$1,000.0000	\$1,000.00	

← 4

- 1 – Select Vendor #0050298 Amazon Capital Services
- 2 – AP Type is PO Purchase Order for all BPOs
- 3 – One line and ONLY ONE GL for each Amazon BPO
- 4 – Printed Comments “BLANKET PO for Department”

Add Item

Email to Join LU Business Prime

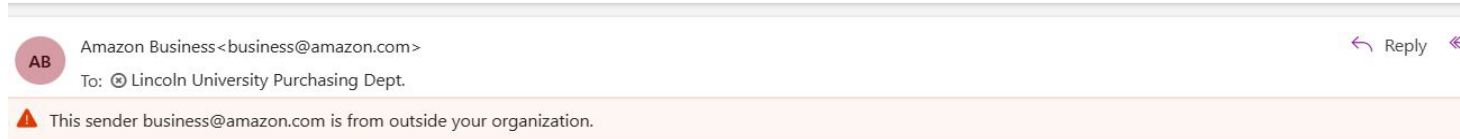


Lincoln University
LEARN. LIBERATE. LEAD.

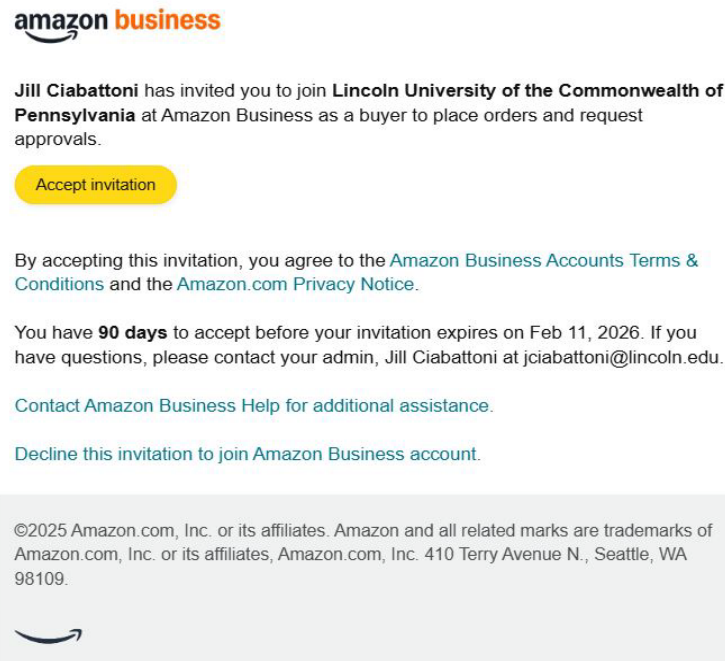
www.lincoln.edu

If this is your first time accessing the LU Business Prime account you will get this email to accept invitation. You will create an account with your @lincoln.edu email and a password you create.

Jill Ciabattoni invited you to join Amazon Business!



****CAUTION**** This email originated from outside of Lincoln University. Do not click links or open attachments unless you recognize the sender and know the content is safe.



NOTE: Business Prime access requires an email invitation. Requests submitted prior to receiving this email will be denied.

Before You Accept the Invitation: Please ensure your @lincoln.edu email is not currently being used for a personal Amazon account. If it is, update your personal account to a different email address to avoid losing access to both profiles. If you see your own credit card information or personal details on the account, contact me for help before you click "Accept".

Email w/ BPO Information



Once you get this email you are able to place your order in Amazon.

Amazon Blanket B0000635 for Band-1053007

From Jill Ciabattoni <jciabattoni@lincoln.edu>

Date Fri 2/13/2026 1:57 PM

To Diane Neikam <dneikam@lincoln.edu>

Cc Charles Pettaway <pettaway@lincoln.edu>
[REDACTED]

Please [REDACTED] 0000635 in the amount of \$1,000.00 (Band-1053007) for your Amazon Business orders has been approved. Please feel free to reach out to me if you have any questions or concerns. If you have any issues accessing your account or with order questions, please reach out to [Amazon Customer Service at 866-486-2360](https://www.amazon.com/customer-service) and they will be happy to assist.

Please be advised if you have multiple BPOs you MUST be sure you select the right department prior to creating your order. Any misuse of GL or BPO numbers to place Amazon orders - including using incorrect or expired account information will result in the suspension of your Amazon purchasing privileges.

It is your responsibility to monitor your available balances, and request increases as needed throughout the fiscal year to ensure continued compliance and availability of funds. **Please use this email if you should need to request an increase to this blanket during the FY 25/26.**

Thanks,
Jill

NOTE: Need to increase your BPO? Simply reply to this email and CC your department budget approver. We require their confirmation in the email thread to process any funding increases throughout the fiscal year.

Login Page



amazon business

1 ACCOUNT CREATION

2 BUSINESS DETAILS

3 FINISH

Sign in to get started

Email or mobile phone number

jciabattoni@lincoln.edu

Password

[Forgot your password?](#)

.....

Sign in

By continuing, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

Keep me signed in. [Details](#) ▾

Home Page



amazon business Deliver to LINCOLN Lincoln U... 19352 All Enter keyword or product number Add team member

All Deals & Savings Buy Again Gift Cards Education Store IT Supplies Recommendations Amazon Basics Today's Deals Request for Quote Add People EN Hello, Jill Account for Lincoln Univers... Lists Try Business Prime



Celebrate and support
Hispanic-owned businesses
amazon business

You will see "Account for Lincoln University" to insure you are on the designated Lincoln Amazon Business Account

Top discounts for you
See more

Summary
1 Nov 29
Awaiting delivery Next delivery
\$3.47K \$85.92
Nov : Total spend Past due balance

Buy it again
Easily find supplies from past orders
Shop and Reorder

Today's Deals
Find special deals happening now.
Shop deals

Breakroom supplies
Explore our breakroom store, a one-stop shop for your business needs.
Shop breakroom

Related to items you've viewed
SAKURA Pigma Micron... 7 offers from \$21.02
Sakura Pigma Micron O... \$14.00

4 Stars and above products for you
Dreo Space Heater...
Dreo Space Heater, 25"...

Purchased by your company
Ruby Kisses Broadway... \$8.10
The Hillman Group... \$7.29

Deals related to items you viewed
Prismacolor Colored... \$52.49
MARKART Professional... \$5.24 \$12.99

Checking Out (5 Parts)

1 – Group



Secure checkout ▾

Group	Addresses	Payment methods
Your groups <input checked="" type="radio"/> General Buildings (8554303) Lincoln University of the Commonwealth of Pennsylvania	Shared	Shared
<input type="radio"/> Bursar (6351003) Lincoln University of the Commonwealth of Pennsylvania	Shared	Shared
<input type="radio"/> Controller's Office (6351004) Lincoln University of the Commonwealth of Pennsylvania	Shared	Shared

[Learn more ▾](#)

Choose this group

Items:	--
Shipping & handling:	--
Estimated tax to be collected:	--
Order total:	\$5.60

Choose this group

Business Order Information

Select a delivery address

Payment method

Review items and shipping

If you order for more than one group select the group you are placing this order for and click "Choose this group"

Checking Out 2 – Business Order Info or BPO



Secure checkout ▾

Group Change
General Buildings (8554303)
Group under Lincoln University of the Commonwealth of Pennsylvania

Business Order Information

⚠ 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\(1\)](#) >

PO number
B0000527

Select one

Blanket PO numbers:
B0000527

PO numbers:
Other...

100 characters left

Add an additional approver?

Continue

Continue

Items:	--
Shipping & handling:	--
Estimated tax to be collected:	--
Order total:	\$5.60



NOTE: This is only to inform you that an item might not be a "Prime" item but you are still able to purchase. You do not need to change your order.

ONLY 1 BPO # SHOULD BE LISTED-DO NOT CHANGE

If this Blanket # doesn't match you likely selected the wrong group in the step above. You are NOT to type in another number if it doesn't match or your order will be charged to the wrong account.

Checking Out 2 – Business Order Info or BPO



If BPO is correct
click "Continue"

Secure checkout ▾

Group Change
General Buildings (8554303)
Group under Lincoln University of the Commonwealth of Pennsylvania

Business Order Information

⚠ 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\(1\)](#) ›

PO number
B0000527

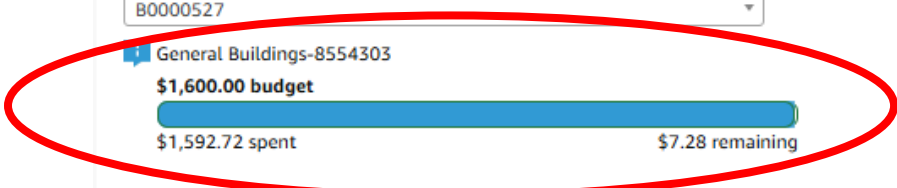
General Buildings-8554303
\$1,600.00 budget
\$1,592.72 spent \$7.28 remaining

Comments for approver (optional)

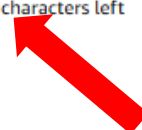
100 characters left

Add an additional approver?

Items: --
Shipping & handling: --
Estimated tax to be collected: --
Order total: \$5.60



This area shows you how much is on your blanket **PRIOR** to submitting your order. This is where you can review the funds available on the BPO.



If you want to provide your approver with information about this order you may enter it here.

Checking Out

3 – Delivery Name & Address



Secure checkout ▾ Click "Deliver to this address"

Group Change
General Buildings (8554303)
Group under Lincoln University of the Commonwealth of Pennsylvania

Business Order Information Change
PO number: B0000527

Select a delivery address

Does this order need to be delivered to a recipient other than the name in your address book.

Deliver To: This will be applied to only this order.

Group General Buildings (8554303) addresses

- LINCOLN UNIVERSITY
RECEIVING DEPARTMENT, 1570 BALTIMORE PIKE, LINCOLN UNIVERSITY, PA, 19352-9141, United States, Phone: (484) 365-7230

[Deliver to multiple addresses](#)

Items: --
Shipping & handling: --
Estimated tax to be collected: --
Order total: \$5.60

DO NOT MODIFY DELIVERY ADDRESS

Please use the recipients name (first and last) and include **BPOXXX** to insure the order is received and delivered to you.

NOTE: After your first order it will default to this, be sure to CHANGE if your next order is for a different recipient and BPO.

Checking Out 4 – Payment Method




Secure checkout ▾

Group Change
General Buildings (8554303)
Group under Lincoln University of the Commonwealth of Pennsylvania

Business Order Information Change
PO number: B0000527

Delivering to Jill Ciabattoni BPO527 Change
RECEIVING DEPARTMENT, 1570 BALTIMORE PIKE, LINCOLN UNIVERSITY, PA, 19352-9141, United States
[Deliver to multiple addresses](#)


Payment method

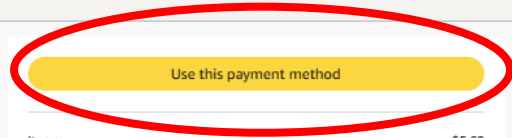
 **Danielle, want Net 45 terms on this order?**
Choose [Business Credit Account](#) as your payment method.

Your available balance

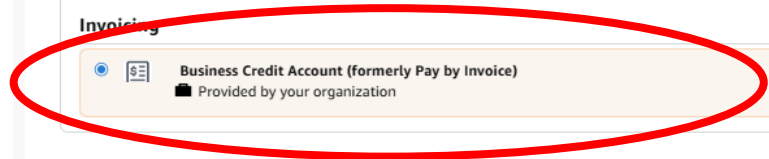
Add a promotional code
+

Invoicing

 **Business Credit Account (formerly Pay by Invoice)**
Provided by your organization



Click "Use this payment method"



You might not need to make this selection since it is the default option it may just skip to review items and shipping

Checking Out 5 – Review Items and Shipping



Save your checkout settings as the default for future orders
 Use the selected group, shipping address, and payment method as my checkout defaults.

⚠ 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 \(1\)](#) ▼
- To add comments for your approver or to add an approver, go to the Business order information step

Important message
If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.



NOTE: Inform your approver that an order was submitted to Amazon for their approval. It only remains in the cart for 7 days. If the order is not approved it is deleted.

Estimated Delivery: Depends on Approval
For example, if approved now: Friday, Nov. 14

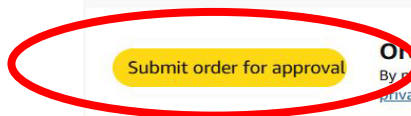


TUL® GL Series Retractable Gel Pens, Medium Point, 0.7 mm, Pearl White Barrel, Blue Ink, Pack Of 4 Pens
\$13.56 (\$3.37 / count)
✓prime & FREE Returns ▼
Ships from Amazon.com
Sold by Importven

1

Tax Exemption Applied. [Remove](#)
[Add gift options](#)

- Friday, Nov 14**
FREE Prime Delivery
- Monday, Nov 17**
FREE Amazon Day Delivery
Get your orders together in fewer boxes and deliveries each Monday.
[Change delivery day](#)



Order total: \$13.56
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Click "Submit order for approval"

Submitted Order



NOTE: Your order is pending and has been sent to your approver for review.

✔ **Your order has been submitted for approval.**

i Pending Purchasing (6351005) (Lincoln University of the Commonwealth of Pennsylvania) approval.

Confirmation will be sent to your email.

Shipping to JILL CIABATTONI / BPO500, RECEIVING DEPARTMENT, 1570 BALTIMORE PIKE, LINCOLN UNIVERSITY, PA, 19352-9141, United States

Depends on Approval

For example, if approved now:
Tomorrow, Nov. 18



You saved **\$9.99** in shipping fees on this order with Business Prime. [Learn more](#)

Business order information

- **PO number** : B0000500

[Review or edit your recent orders >](#)

Pending your departments approval and approval from Purchasing will determine how quickly the item is shipped. Please inform your approver to ensure the order is shipped promptly.

Submitted Order Email Sent to Requisitioner



A Amazon.com <auto-confirm@amazon.com>
To: Jill Ciabattoni

😊 ↩ T

amazonbusiness

| Your Account | Amazon.com

Order submitted for approval
Order #111-3483438-1243444
PO# B0000500

Your BPO # will be included on your email here.

Hello Jill Ciabattoni,
Thank you for shopping with us. We'll send a confirmation once your order has been approved by your business. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of Lincoln University of the Commonwealth of Pennsylvania.

NOTE: This is an estimate. The sooner it is approved the closer to this date it will arrive.

Your estimated delivery date is: Monday, December 4 (depending on approval)	Your order will be sent to: JILL CIABATTONI LINCOLN UNIVERSITY, PA United States
Your shipping speed: Standard Shipping	
Order Details	

Order Details
Order #111-3483438-1243444
Placed on today, November 28

Approval Order via Email Sent to Approver



Order Approval Required  



Approval required

Clifton Crawford:

Jill Ciabattoni submitted an order requisition on November 28, 2023 for Purchasing (Lincoln University of the Commonwealth of Pennsylvania). Order details are below.

Approve or reject this order

Click on "Approve or reject this order"

Order Summary

Order Number	111-3483438-1243444
Placed by	Jill Ciabattoni on November 28, 2023
Deliver to	JILL CIABATTONI RECEIVING DEPARTMENT 1570 BALTIMORE PIKE LINCOLN UNIVERSITY, PA 19352-9141, US
Items in Order	1
Total	\$38.98

Items in Order



Dreo Space Heater, Portable Electric Heaters for Indoor Use with Thermostat, Digital Display, 1-12H Timer, Eco Mode and Fan Mode, 1500W PTC Ceramic Fast Safety Heat for Office Bedroom Home
\$31.99 | Qty: 1

Approval Order via Website If Approver Didn't Receive Email



The screenshot shows the Amazon Business website interface. At the top, there's a navigation bar with the 'business prime' logo, delivery location 'Lincoln U... 19352', a search bar, and user account information for 'Jill Ciabattoni'. Below the navigation bar, there are three main sections: 'Best sellers in Office & School Supplies', 'Manage Your Business', and 'Your Account'. The 'Manage Your Business' section contains a list of actions, with 'Approve Orders' highlighted in a red circle. Other actions include 'Set Spending Limits', 'Track Receiving for 3WM', and 'Set payment preferences'. The 'Your Account' section includes options like 'Switch Accounts', 'Sign Out', and 'Business Settings'. On the left side, there's a 'Business settings' panel with sections for 'Billing & shipping' and 'User management'.

Information on Your Orders



The screenshot shows the Amazon Business homepage. At the top, there is a navigation bar with the Amazon Business logo, delivery location (Lincoln U... 19352), a search bar, and a link for "Veteran-owned businesses". Below the navigation bar, there are several promotional banners and product categories. A red arrow points to the "Account for Lincoln Univers..." link in the top right corner of the page.

Calendars to get organized in 2024

Top discounts for you

Today's Deals
Find special deals happening now.

Breakroom supplies
Explore our breakroom store, a one-stop shop for your business needs.

Office products
Explore our office supplies store, a one-stop shop for your business needs.

IT supplies
Explore our IT store, a one-stop shop for your business needs.

Related to items you've viewed

Customers also viewed

Purchased by your company

Deals related to items you viewed

Click on Account for more options to research your orders

Information on Your Orders



Your business

Manage your profile

Click on "Your Orders"
to track, return, or
buy things again



Your Orders

Track, return, or buy things again



Your Payments

Manage payment methods and settings, view balances and offers



Your Lists

View, modify, and share your lists, or create new ones



Message Center

View your Amazon messages



Your Interactions

Track, update and resolve procurement issues



Login & security

Edit login, name, and mobile number



Gift cards

View balance or redeem a card

Business Prime

Learn more or manage your membership



Your Addresses

Add, edit, or remove addresses.

Tracking or Returning Orders



Your Account > Your Orders

Your Orders

Search Orders

View Your Orders: Paid by Lincoln University of the Comm

Orders

Buy Again

Not Yet Shipped

Digital Orders

Local Store Orders

Cancelled Orders

1 order placed in 2023

ORDER PLACED

October 24, 2023

SHIP TO

David Gulick (DH308)

PLACED BY

Dawn Reif

Facilities

TOTAL

\$144.36

PO# P0005420

ORDER # 111-5739765-5823401

[View order details](#)

[Invoice](#)

Delivered Oct 30, 2023

Your package was left in the mail room.

Signed by: Kelly



HONDERSON 30 Ft Retractable Extension Cord Reel, 16/3 SJTW Power Cord with 3 Electrical Outlets, Ceiling or Wall Mount, 10 Amp Circuit Breaker, Adjustable Stopper, Metal Plate, UL Listed, Black

Sold by: Hongdesen

Return eligible through Nov 29, 2023

\$36.09

Business Price

[Buy it again](#)

Track package

Print packing slip

Return or replace items

Share gift receipt

Leave seller feedback

Write a product review

Click on Track Package

Click to return or replace items

Track Package



Delivered October 30

[See all orders](#)

Your package was left in the mail room. Signed by: Kelly



Delivery by Amazon

Tracking ID: TBA309460651014

[See all updates](#)

Return or replace items

Buy again

Address info

David Gulick (DH308)

LINCOLN UNIVERSITY, PA

(Address hidden for privacy)

Return or Replace Items



You are responsible for getting your returned item to Receiving for Amazon to pick up. Please provide Receiving your item (in packaging if possible and return slip information printed out).

Choose items to return

HONDERSON 30 Ft Retractable Extension...
Size: 30FT 16AWG
Color: Black
\$36.09
[Details](#)

Qty: 4

Why are you returning this?

Selecting the most accurate reason for your return will help you get your refund faster. [Learn more](#)

Choose a response

Continue

Return eligible through Nov 29, 2023

Items you're returning



If you don't see a date it is passed the eligible return date.

Access Invoice

Your Account > Your Orders



Your Orders

Q Item, order or PO number...

Search Orders

Orders Buy Again Not Yet Shipped Digital Orders Amazon Pay Cancelled Orders

Viewing 7 orders placed in

All orders ▾

Last 3 months ▾

View order reports

Order placed
April 22, 2026

Total
\$756

Ship to
Yeda Arscott ▾

Placed by
Danielle VanG... ▾
General Building...

PO# B0000527
Order # 114-6363100-6154659

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

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

All items received April 24

1/1 items marked as received. Updated by:



VEVOR Cable Protector Ramp, 5 Packs 2 Channels Speed Bump, Rubber Modular Humps Rated 11000 LBS Load Capacity, Protective Wire Cord Ramp Driveway Rubber Traffic Speed Bumps Cable Protector

Return or replace items: Eligible through May 27, 2026

\$75.6

[Buy it again](#)

[Get product support](#)

[Print packing slip](#)

[Track package](#)

[Return or replace items](#)

[Write a product review](#)

[Mark as received](#)

[Share gift receipt](#)

[Chat with us](#)

Access Invoice



Your Account › Your Orders › Order Details

✓ This order was approved.

[View details](#)

Order Details

PO# B0000527

Order placed April 22, 2026 | Order # 114-6363100-6154659

[Invoice](#) ▾

Ship to

Yeda Arscott
RECEIVING DEPARTMENT
1570 BALTIMORE PIKE
LINCOLN UNIVERSITY, PA 19352-9141
United States

Payment method

Business Credit Account (formerly Pay by Invoice)

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$756.00
Shipping & Handling:	\$0.00
Total before tax:	\$756.00
Estimated tax to be collected:	\$0.00
Grand Total:	\$756.00

Placed by

Danielle VanGosen

Invoices and Credit Memos

1CMR-3HVV-VC7J	\$756.00
----------------	----------

All items received April 24

1/1 items marked as received. Updated by:

[Get product support](#)

NOTE: Upon delivery, please obtain the invoice and secure your budget approver's signature. Submit the signed document to AP@lincoln.edu, copying jciabattoni@lincoln.edu for our records.



Contact

Purchasing Department

Jill L. Ciabattoni
Purchasing Associate

T: 484-365-7240

jciabattoni@lincoln.edu