

Ordering from Amazon

When ordering from Amazon, you will follow the steps in the “[Ordering from a Vendor NOT on the Bid List](#)” document.

When entering the item information for an Amazon order, you must include the **ASIN number** for each item (put this in the **Catalog # field**). This can be found by scrolling down the page to the “product information” section.

Product information

Package Dimensions	3.27 x 3.19 x 3.07 inches
Item Weight	8.8 ounces
Manufacturer	Heetobcos
ASIN	B09WKBLZ88
Customer Reviews	★★★★★ 36 ratings 4.8 out of 5 stars
Best Sellers Rank	#72,457 in Office Products (Products) #57 in Borders & Trimmer
Date First Available	March 26, 2022

Then copy and paste the **item description** into the **Description field**.

59ft Bulletin Board Borders Confetti Border, Colorful Scalloped Border Trim for Classroom Decoration

Brand: Heetobcos
★★★★★ 36 ratings

\$8.99

prime

FREE Returns

May be available at a lower price from other sellers, potentially without free Prime shipping.

Brand	Heetobcos
Color	Rainbow
Surface	Window, Wall, Door
Recommendation	
Room Type	Classroom
Material	Cardstock
Reusability	Single Use
Unit Count	1 Count

Requisition Item			
Catalog#	<input type="text"/>		
Description	<input type="text"/>		
Quantity	<input type="text" value="0"/>		
Unit of Measure	<input type="text" value="Each (EA)"/>		
Unit Cost	<input type="text" value="0"/>		
Discount 0.00	Discount % <input type="text" value="0"/>	OR \$	<input type="text" value="0"/>
Shipping 0.00	Shipping % <input type="text" value="0"/>	OR \$	<input type="text" value="0"/>

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

Continue as usual entering the quantity and unit cost and adding the budget code.