

Using the Optional PO number in Amazon to Track Purchases

Amazon is a vendor that normally provides Level 3 item detail within the transaction in Bank of America Works, so an invoice is not required. For a good portion of 2024 and into 2025, transactions from Amazon RET, Amazon MARK, and Amazon RETA, have not provided item details. Cardholders will not be able to anticipate at checkout which vendor within Amazon will post with these names, so the below procedure is one option to assist cardholders in retrieving the correct information from the Amazon website. Please note, that if the line item detail is not shown in Works, it will be flagged back to you for a copy of the invoice.

- 1) In Amazon checkout, in the optional “PO number” field, use a short phrase or date to use as a reference in Amazon and in Works. For example: “Office Supplies for Mrs. Jones”, “Whiteboards for locker room”, “Snack supplies 10/28/2024”, etc.

The screenshot shows the Amazon checkout process for 'Portland Public Schools'. The 'Business order information' section is highlighted in yellow. It contains a warning message: 'Your order has been marked as restricted. It contains restricted items. View items (1)'. Below this is a field for 'PO number (optional)' with the text 'Ketah Constructio' entered. A 'Continue' button is visible below the field.

- 2) When the purchase transaction, or multiple transactions to fulfill this single order posts in Works, the reference phrase will appear in the “CRI Reference” column for all related transactions.

Document	Primary Accountholder	Vendor	Sign Off	GL06: Project	Account ID	Purchase Amount	Amount Allocated	Date Posted	Date Purchased	Uploaded Receipt	CRI Reference	Allocation	Flag
TXN00517751		Amazon.com UW2T245R3	AH	G2357	2747	100.26	100.26	11/06/2024	11/05/2024	No	Weiner m98 9th gr	205,21120,541000,115,99999,G2357,3115,	
TXN00519634		AMAZON MKTPL 5259M06F3	AH	00000	2747	76.62	76.62	11/18/2024	11/16/2024	No	Lawhon	101,11313,541000,115,05000,00000,3115,	
TXN00518299		Amazon.com CO74C1723	AH	00000	2747	595.00	595.00	11/08/2024	11/07/2024	No	Ketah Constructio	101,11311,541000,115,29002,00000,3115,	
TXN00518022		Amazon.com HS6LL4K13	AH	00000	2747	119.00	119.00	11/07/2024	11/07/2024	Yes	Ketah	101,11311,541000,115,29002,00000,3115,	
TXN00518907		Amazon.com 8V3F83M13	AH	00000	2747	21.49	21.49	11/13/2024	11/12/2024	No	KBPS CTE	101,21262,541000,999,29004,00000,5438,	
TXN00518131		AMAZON MKTPL TZ40E4WP3	AH	00000	2747	46.17	46.17	11/08/2024	11/07/2024	No	KBPS CTE	101,21262,541000,999,29004,00000,5438,	
TXN00520016		AMAZON MKTPL SE8E34YL3	AH	00000	2747	49.76	49.76	11/20/2024	11/19/2024	No	Homborg Tech Ente	101,00000,115320,100,00000,00000,3115,	
TXN00520002		AMAZON MKTPL OQ7XE3WX3	AH	00000	2747	35.99	35.99	11/20/2024	11/19/2024	No	Homborg Tech Ente	101,00000,115320,100,00000,00000,3115,	

- 3) To find the correct Amazon invoice (Printable Order Summary) related to the transaction(s), go to your PPS Amazon Prime Orders page and search for the same reference phrase. The “printable order summary” can be downloaded and at the very bottom of the invoice, the single transaction amount will be listed. If multiple transactions/shipments were required to fulfill this single order, all charges to the PCard will be listed at the bottom of the page. That single “printable order summary” can be uploaded to
- 4) Works for all related transactions.

<input type="checkbox"/>	Order Date ⓘ	Order ID ⓘ	Account Group ⓘ	PO Number ⓘ	Order Quantity ⓘ	Order Subtotal ⓘ
<input type="checkbox"/>	11/06/2024	113-3465405-0447405▼	3115 - Benson	Ketah Construction	5	\$595.00
<input type="checkbox"/>	11/06/2024	113-0312299-1489813▼	3115 - Benson	Auto 11/6/24 i&e	8	\$124.82

5) Click on “Printable Order Summary” to download the full detail document. Attach this document to the transaction(s) related to this purchase.

Your Orders

ORDER PLACED November 6, 2024 SHIP TO [Redacted] PLACED BY [Redacted] TOTAL \$595.00 PO# Ketah Construction ORDER # 113-3465405-0447405

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

Delivered Nov 12, 2024



BOSCH GST18V-50N 18V Brushless Top-Handle Jig Saw (Bare Tool)
 Sold by: Amazon.com Services, Inc
 Return eligible through Jan 31, 2025
\$119.00

[Track package](#)

[Get product support](#)

[Print packing slip](#)

[Return or replace items](#)

[Share gift receipt](#)

[Write a product review](#)

6) **Multiple Shipments/transactions for a Single Order:** If a single order has multiple transactions in Works (see below), the dollar amounts can be found at the very bottom of the “printable order summary”.

<input type="checkbox"/>	Document	Primary Accountholder	Vendor	Sign Off	Account ID	GL06: Project	Purchase Amount	Amount Allocated	Uploaded Receipt	CRI Reference	Fla
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	amaz						All ▼		
<input type="checkbox"/>	TXN00522059		AMAZON MKTPL ZR69E20S2	AH	2747	G2357	68.50	68.50	No	Weiner m98 9th gr	
<input type="checkbox"/>	TXN00522082		AMAZON MKTPL ZR8932GM0	AH	2747	G2357	58.71	58.71	No	Weiner m98 9th gr	
<input type="checkbox"/>	TXN00522439		Amazon.com ZX94T9LU2	AH	2747	00000	55.40	55.40	No	Russell Athletics	
<input type="checkbox"/>	TXN00522580		Amazon.com ZR2TT2R20	AH	2747	00000	33.74	33.74	No	Rozewski art	
<input type="checkbox"/>	TXN00523424		AMAZON MKTPL Z11YQ1P62	AH	2747	00000	61.08	61.08	No	Rozewski art	
<input type="checkbox"/>	TXN00523686		AMAZON MKTPL Z16Z36YD2	AH	2747	00000	77.40	77.40	No	Rozewski art	
<input type="checkbox"/>	TXN00522799		Amazon.com ZR5QD77Q1	AH	2747	00000	18.02	18.02	No	RoiSan Office Sup	
<input type="checkbox"/>	TXN00523243		AMAZON MKTPL ZR68Z4R11	AH	2747	00000	97.57	97.57	No	RoiSan Office Sup	
<input type="checkbox"/>	TXN00523571		AMAZON MKTPL Z16WX36T2	AH	2747	00000	32.37	32.37	No	Nurse Patty	
<input type="checkbox"/>	TXN00522174		Amazon.com ZR1FR2WG2	AH	2747	00000	51.04	51.04	No	Norris Ath Traine	

Amazon Prime Order Page:

<input type="checkbox"/>	Order Date ⓘ	Order ID ⓘ	Account Group ⓘ	PO Number ⓘ	Order Quantity ⓘ	Order Subtotal ⓘ
<input type="checkbox"/>	12/13/2024	114-3533807-3256263 ✓	3115 - Benson	Maceo i & e	10	\$263.40
<input type="checkbox"/>	12/12/2024	114-1701903-4848226 ✓	3115 - Benson	Amy Henry grant	1	\$21.30
<input type="checkbox"/>	12/12/2024	114-9360915-2855454 ✓	3115 - Benson	Amy Henry grant	1	\$12.99
<input type="checkbox"/>	12/12/2024	114-9794610-8942642 ✓	3115 - Benson	Nurse Patty	3	\$32.37
<input type="checkbox"/>	12/12/2024	114-0990872-5903454 ✓	3115 - Benson	Rozewski art	4	\$138.48
<input type="checkbox"/>	12/11/2024	114-3204200-8133036 ✓	3115 - Benson	King Leadership	4	\$78.96

Printable Order Summary Sample:



Final Details for Order #114-0990872-5903454

Order Placed: December 12, 2024

PO number : Rozewski art

Amazon.com order number: 114-0990872-5903454

Order Total: \$138.48

Shipped on December 13, 2024	
Items Ordered	Price
3 Of: 3 Pack Posable Art Figure Model, Flexible Wooden Drawing Mannequin for Artists, Sketching (13 in) Sold by: Juvo+ (seller profile) Business Price Condition: New	\$20.36
Shipping Address:	Item(s) Subtotal: \$61.08
	Shipping & Handling: \$0.00
	Total before tax: \$61.08
	Sales Tax: \$0.00
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$61.08

Shipped on December 16, 2024	
Items Ordered	Price
1 Of: X-Acto® Heavy-Duty 15" x 15" Paper Trimmer Sold by: Amazon.com Condition: New	\$77.40
Shipping Address:	Item(s) Subtotal: \$77.40
	Shipping & Handling: \$0.00
	Total before tax: \$77.40
	Sales Tax: \$0.00
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$77.40

Payment information	
Payment Method: Visa Last digits: 2747	Item(s) Subtotal: \$138.48
	Shipping & Handling: \$0.00

	Total before tax: \$138.48
	Estimated Tax: \$0.00

Grand Total: \$138.48	
Credit Card transactions	Visa ending in 2747: December 16, 2024: \$77.40 Visa ending in 2747: December 13, 2024: \$61.08

To view the status of your order, return to [Order Summary](#).

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Other Search options:

By “Item Commodity/Product Code”: In Works, select “View Full Details” on the TXN dropdown menu. On the “Allocation & Detail” Tab, scroll down to the “Description” section. Copy the “Item Commodity Code” or “Item Product Code”

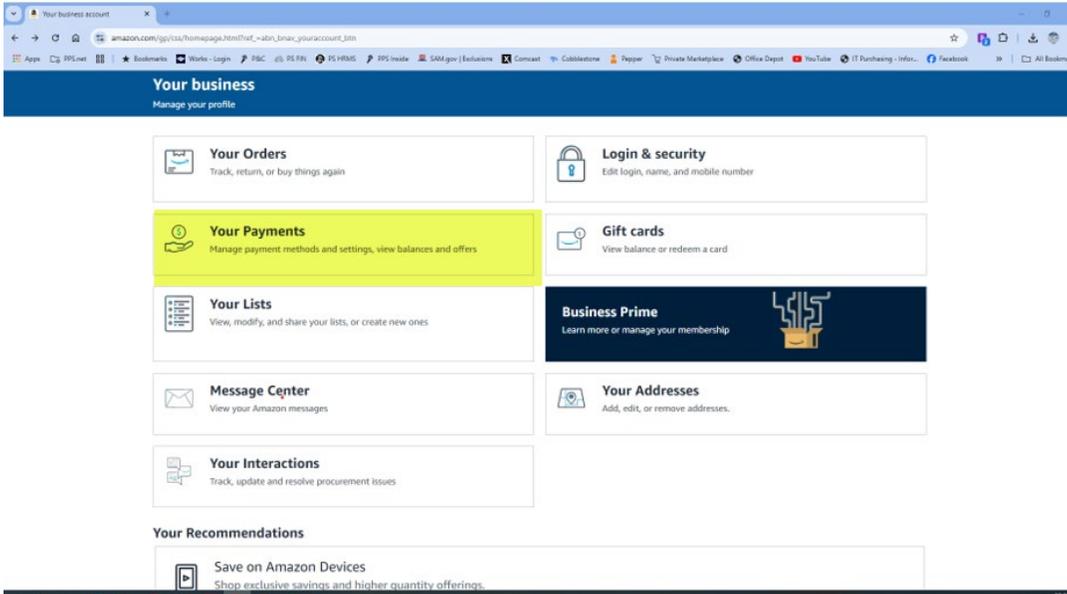
Transaction Detail - 5331 (VARIETY STORES)						
Purchase Summary						
Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code
Line Item Summary - Charges for 10/17/24	0.00	1	51.12			
Purchase Detail						
Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code	
Order Summary item	51.12	1	51.12	B08QV95NVT	B08QV95NVT	
Goods & Services						
Goods/Services	Price	Quantity	Total			
Interchange Qualifier	0.00	0	0.00			

Go to Amazon and paste the code into the “Your Orders” search field.



This search will pull up the appropriate Printable Order Summary, or multiple orders with the same item ordered.

By Order ID number: If you have the Amazon Order number (for example: 113-4170851-0934635), click on your account and click on “Your Payments.” Your Credit card information will appear on the next page.



Click on the “Transactions” Tab. Click anywhere in the screen and hold the control key (CTRL) and the letter “F” together to search. Input the full order number in the search field, and hit enter. All transactions related to that order number will be highlighted in the list below.

Click on the order number to go back to the Order Screen where the “Printable Order Summary” is available. Both dollar amounts will be listed at the bottom of the “Printable Order Summary” and can be added to both corresponding transactions in Works.

