

# Instructions on How to Obtain an Amazon Detail Receipt for Transactions with Multiple Shipments

If Amazon processes a transaction with multiple shipments, please follow the steps below to obtain detailed documentation. Your detail receipt must have a total that matches the transaction total in Skyward.

1. Click on **"Your Account"**.
2. Click on **"Your Orders"**.
3. Either scroll down to find the correct order or search for the order number.

Your Account > Your Orders

## Your Orders


Search Orders

4. Select **"View Order Details"**.

Your Account > Your Orders

## Your Orders

Search Orders

ORDER PLACED April 18, 2017	SHIP TO [REDACTED]	PLACED BY [REDACTED]	TOTAL \$653.43	ORDER # 111-8778187-1231404
			<a href="#">View order details</a>	<a href="#">Printable Order Summary</a>
<b>Arriving today by 8 PM</b> Out for delivery				
			<a href="#">Track package</a>	
2 of Learning to Swear in America Kennedy, Katie Sold by: Amazon.com LLC			<a href="#">Return item</a>	

5. Click on **"Transactions"**.

Your Account > Your Orders > Order Details

## Order Details

Ordered on April 18, 2017 | Order# 111-[REDACTED]

[Printable Order Summary](#)

<b>Shipping Address</b> Amazon Customer Gifting Address	<b>Payment Method</b> VISA [REDACTED] Reference number:940	<b>Order Summary</b> Item(s) Subtotal: \$653.43 Shipping & Handling: \$0.00 Total before tax: \$653.43 Estimated tax to be collected: \$0.00 <b>Grand Total: \$653.43</b>
<a href="#">Transactions</a>		
<b>Order method</b>	Business	

- If a transaction has more than one shipment, then the amount will be blue. **Click on the amount in blue.**

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

## Order Details

Ordered on April 18, 2017 | Order# [REDACTED]

[Printable Order Summary](#)

<b>Shipping Address</b> Amazon Customer Gifting Address		<b>Payment Method</b> VISA [REDACTED] Reference number: 940		<b>Order Summary</b> Item(s) Subtotal: \$653.43 Shipping & Handling: \$0.00 Total before tax: \$653.43 Estimated tax to be collected: \$0.00 <b>Grand Total: \$653.43</b>	
<b>Transactions</b>					
<b>Amount</b>	<b>Payment Method</b>	<b>Status</b>			
\$45.52	Visa ending in [REDACTED]	Charged on April 24, 2017			
\$7.82	Visa ending in [REDACTED]	Charged on April 19, 2017			
> \$26.27	Visa ending in [REDACTED]	Charged on April 18, 2017			
> \$573.82	Visa ending in [REDACTED]	Charged on April 18, 2017			
Total: \$653.43					

- The transaction will show shipment dates, item Descriptions, unit prices, and Item Totals.

## Order Details

Ordered on April 18, 2017 | Order# 111-[REDACTED]

[Printable Order Summary](#)

<b>Shipping Address</b> Amazon Customer Gifting Address		<b>Payment Method</b> VISA [REDACTED] Reference number: [REDACTED]		<b>Order Summary</b> Item(s) Subtotal: \$653.43 Shipping & Handling: \$0.00 Total before tax: \$653.43 Estimated tax to be collected: \$0.00 <b>Grand Total: \$653.43</b>	
<b>Transactions</b>					
<b>Amount</b>	<b>Payment Method</b>	<b>Status</b>			
\$45.52	Visa ending in [REDACTED]	Charged on April 24, 2017			
\$7.82	Visa ending in [REDACTED]	Charged on April 19, 2017			
> \$26.27	Visa ending in [REDACTED]	Charged on April 18, 2017			
Shipped on Apr 18, 2017	Rebel of the Sands	Item: \$10.63	Total: \$10.63		
Shipped on Apr 19, 2017	Learning to Swear in America	Item: \$7.82	Total: \$15.64		
				Item(s) subtotal:	\$26.27
				Shipping and handling:	\$0.00
				Total before tax:	\$26.27
				Sales tax:	\$0.00
				<b>Transaction total:</b>	<b>\$26.27</b>

- Print out all pages until you reach the Transaction Total, then write the skyward Purchasing Card Transaction ID number, scan this section and attach as receipt documentation in Skyward.