



GALLUP-McKINLEY
COUNTY SCHOOLS

Walmart Business Purchasing Program

Policies and Procedures

Effective 2024-2025

Table of Contents

Activating Your Account	3
Add/Edit Delivery Addresses	4
Wallet	5
Accessing Receipts	6
My Purchases	6
Detailed View	6
Download Version	7
Making a Purchase	8
Order for Shipping	8
Order for Pickup	9
Order for Delivery	10
In-Store Scan & Go	11
In-Store Checkout	12
Download the Walmart Business App	13

Getting Started

In order to become a Walmart Business user under GMCS you must first have the following:

- PCard
- GMCS email address
- Signed Walmart Business onboarding form – form must have signed approval from a supervisor.

The restrictions of this program will mimic that of the PCard Program.

- Coaches may only use Walmart Business for snack/incidentals for away games unless otherwise approved by admin.
- Spending limits will be the same as your PCard spending limit.
- You must have a **Wells Fargo PCard PO** in place before any items may be purchased.

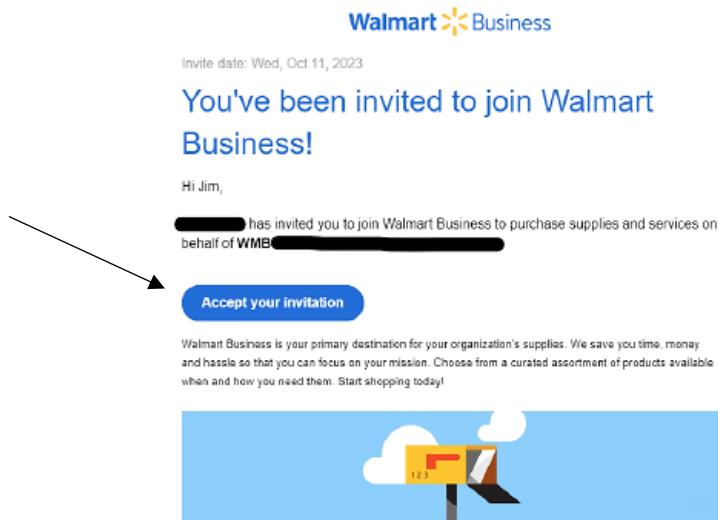
NOTE: Admin can access and see every purchase made under GMCS, including:

- List of items purchased, quantity, and cost.
- Delivery address (if applicable)
- Payment method

Activating Your Account

Step 1

- You will receive an email from Walmart Business with the subject: ***“You’ve been invited to join Walmart Business”***
- Select the ***“Accept your invitation”*** button



Note: If you accidentally deleted or cannot locate your email invitation, contact Procurement to resend the email.

Step 2

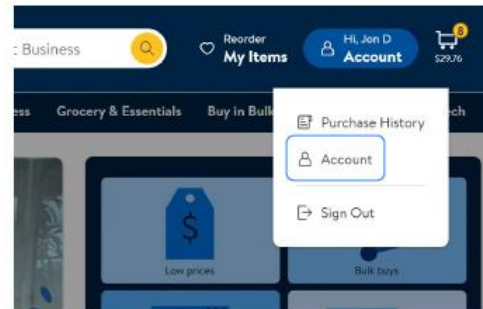
- Confirm the name listed on your invite
- Create a password

A screenshot of the Walmart Business account creation page. At the top is the Walmart Business logo. Below it is the heading "Create a Walmart Business account". The form has two sections: "Name" and "Business email". The "Name" section shows "John Smith" with an "Edit" link. The "Business email" section shows a redacted email address. Below these is a "Create a password" field with a "Show" link. There are two checkboxes: "Keep me signed in" (checked) and "Send me emails about new arrivals, hot items, daily savings, & more." (checked). Below the checkboxes is a paragraph of text: "By clicking Create Business Account, you acknowledge you have read and agreed to our [Terms of Use](#) and [Privacy Policy](#)." At the bottom is a blue button labeled "Join your team".

Add/Edit Delivery Addresses

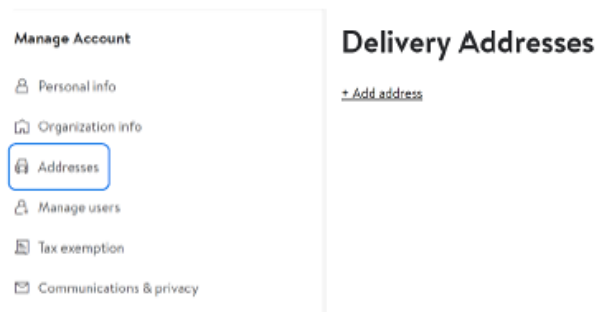
Step 1

- Hover over the “**Account**” button on the top right corner of the page.
- Select “**Account**” in the drop-down menu.



Step 2

- On the Account Settings page, select “**Addresses**” on the left-side menu under the “**Manage Account**” section.
- To add a new address, select “**Add Address**”

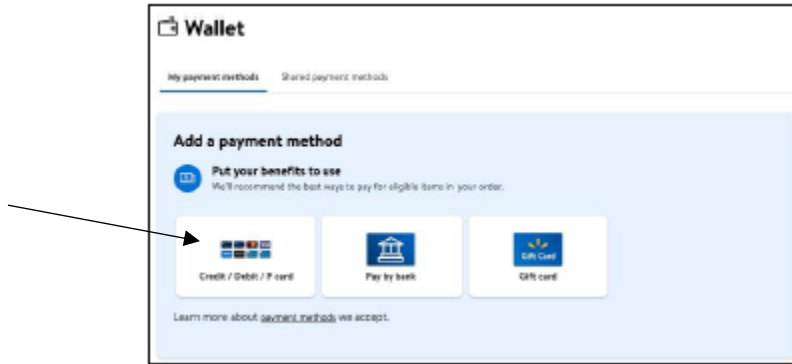


Step 3

- Complete the required fields and include any necessary delivery notes.
- Check “**preferred deliver address**” as shown below, if the address is the preferred option.

A screenshot of a form for adding a delivery address. The form includes a 'Phone number*' field, a 'Delivery notes' section with a text area (placeholder: 'Building description, nearby landmark, etc.') and a character count '0 / 250', and a 'More delivery instructions' section with a checkbox labeled 'Set as my preferred delivery address'. A blue box highlights this checkbox, with an arrow pointing to it from the left. At the bottom right, there are 'Cancel' and 'Save' buttons.

Wallet



- User and account payment methods can be managed under the “**Wallet**” section in the Account Settings.
- Each user has access to a user-specific payment method, as well as Shared Payment Methods.
- Shared Payment Methods will **NEVER** be used.
- Select “**Credit/Debit/Pcard**”

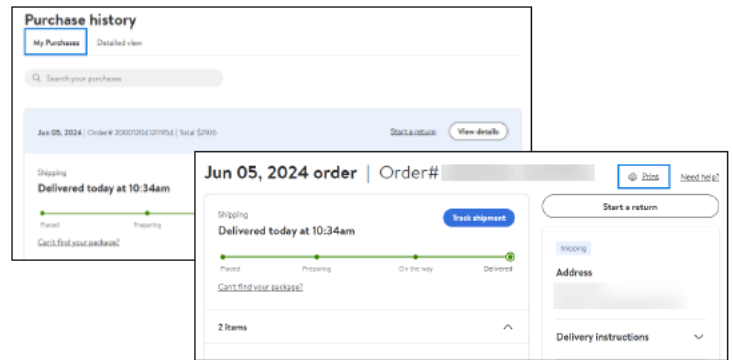
A screenshot of the 'Add credit or debit card' form. The form is titled 'Add credit or debit card' with a close button (X) in the top right. Below the title is a note: '* Required field'. The form is divided into sections: 'Card information' with fields for 'Card number *', 'First name *', 'Last name *', 'MM *' (dropdown), 'YY *' (dropdown), 'CVV *' (with a help icon), and 'Phone number *'. The 'Billing address' section includes 'Street address *', 'Apt or unit', 'City *', 'State *' (dropdown), and 'Zip code *'. At the bottom is the 'Card preferences' section with a checkbox 'Set as default card'. At the bottom right are 'Cancel' and 'Save card' buttons. An arrow points to the 'Save card' button.

- Complete required fields and press “**Save card**”.

Accessing Receipts

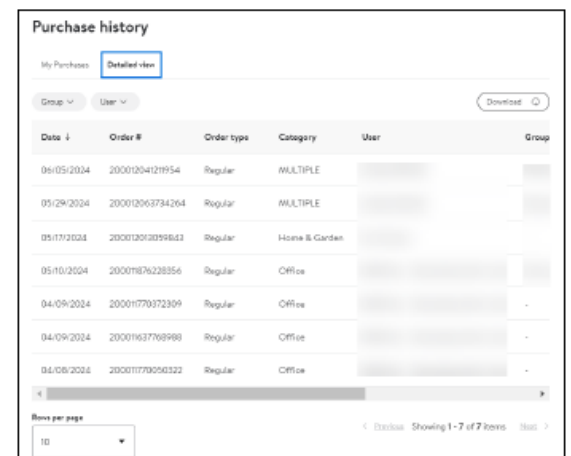
My Purchases

- Navigate to the “Purchase History” section of Account Settings on the top left side.
- Scroll to view past purchases
- To view more details of a purchase, click the “View Details” button in the heading of the desired purchase
- For a printer-friendly version of this page, click “Print” in the upper right-hand side of the page.



Detailed View

- Navigate to the “Purchase history” section of Account Settings
- Click on the “Detailed view” tab
- From this tab a list displays with details of each purchase.



Download Version

Purchase history									
My Purchases		Detailed view							
Group ▼		User ▼		Download					
Date ↓	Order #	Order type		Category		User		Group	
06/05/2024		A	B	C	D	E	F	G	H
1	Order #	Date	Category	Order type	User	price	Payment	Status	
2	2E+14	6/5/2024	MULTIPLE	regular		29.16	MASTERCARD	DELIVERED	
3	2E+14	5/29/2024	MULTIPLE	regular		38.23	MASTERCARD	DELIVERED	
4	2E+14	5/17/2024	Home & Garden	regular		49.06	WMCAPITALMC	MULTIPLE	
5	2E+14	5/10/2024	Office	regular		79.67	MASTERCARD	DELIVERED	
6	2E+14	4/9/2024	Office	regular		0	MASTERCARD	CANCELLED	
7	2E+14	4/9/2024	Office	regular		77.48	MASTERCARD	DELIVERED	
8	2E+14	4/8/2024	Office	regular		77.48	MASTERCARD	DELIVERED	

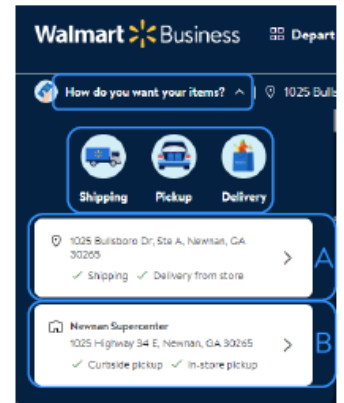
- The “Detailed view” tab features a “Download” button located in the upper right-hand side of the page.
- Click the “Download” button initiates downloading and Excel version of the purchase history list.

Making a Purchase

Order for Shipping

Step 1

- Using the drop-down menu in the navigation bar, select that you want to place an order for “Shipping”
- Address bar “A” shows your current shipping/delivery address.
- Address bar “B” shows the store that will be fulfilling your order.



Step 2

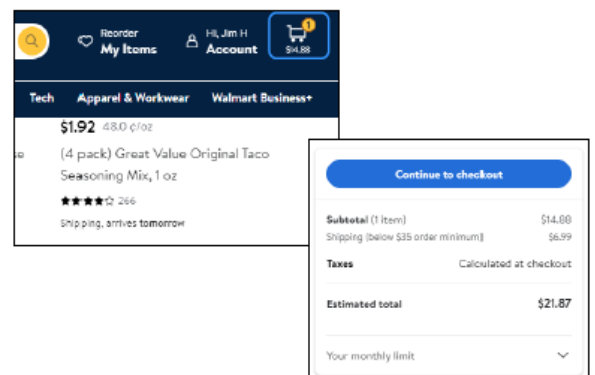
- Identify an item that you would like to purchase
- Select the “Add” button to add the item to your cart.

Note: Some items may be unavailable for shipping. Shopping carts might include multiple fulfillment types with some items being shipped, and others available for pickup or delivery.



Step 3

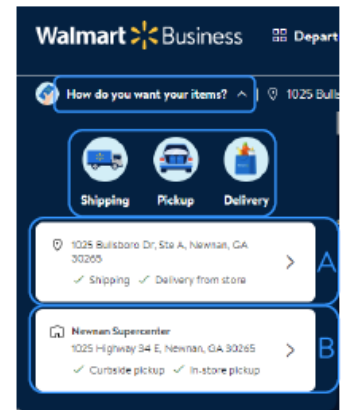
- Select the Shopping Cart icon when you are ready to complete your purchase.
- Review your items and select the “Continue to checkout” button
- Review your selected delivery address and enter your payment method.



Ordering for Pickup

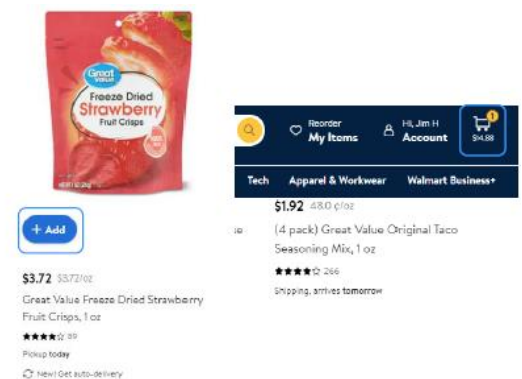
Step 1

- Using the drop-down menu in the navigation bar, select that you want to place an order for “Pickup”
- Address bar “A” shows your current shipping/delivery address.
- Address bar “B” shows the store where you will pick up your order.



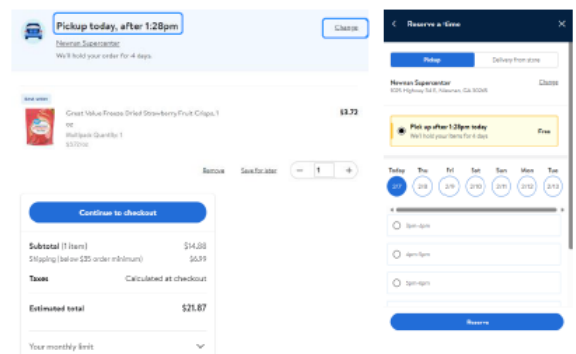
Step 2

- Identify an item that you would like to purchase
- Select the “Add” button to add the item to your cart.
- Select the Shopping Cart icon when you are ready to complete your purchase.



Step 3

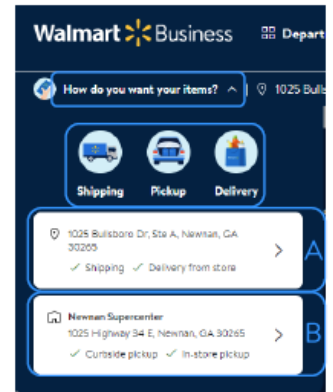
- Review the auto-select pickup time. Select “Change” if you would like a different pickup date/time.
- Select “Continue to checkout”.
- Review your order information and enter your payment method. (PCard is the **only** form of payment authorized by GMCS)
- Follow instruction in your confirmation email for pickup.



Order for Delivery

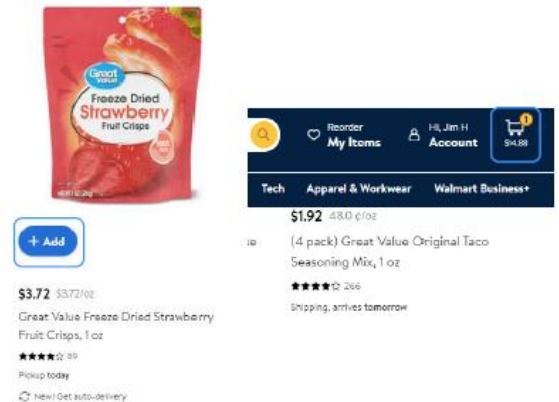
Step 1

- Using the drop-down menu in the navigation bar, select that you want to place an order for “Delivery”
- Address bar “A” shows your current shipping/delivery address.
- Address bar “B” shows the store that will fulfill your order.



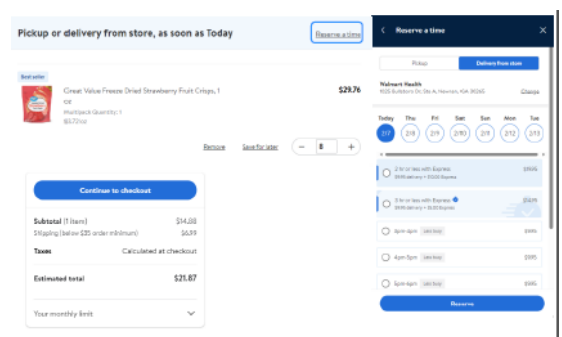
Step 2

- Identify an item that you would like to purchase
- Select the “Add” button to add the item to your cart.
- Select the Shopping Cart icon when you are ready to complete your purchase.

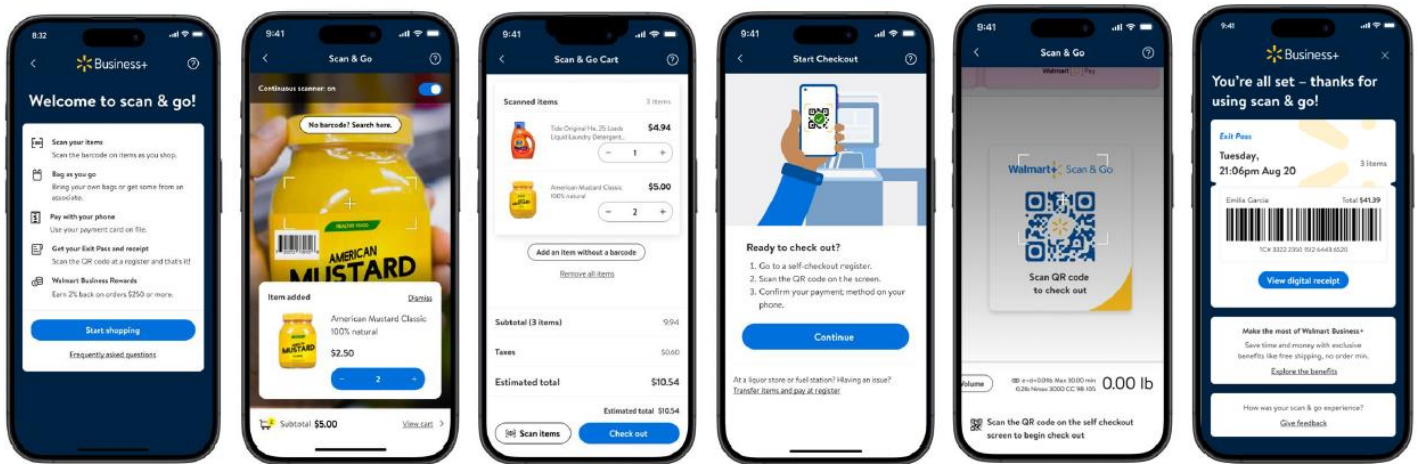


Step 3

- Select “Reserve a time” to schedule your delivery
- Select “Continue to checkout”.
- Review your order information and enter your payment method.
- Follow the instructions in your confirmation email to receive your delivery order.



In-Store Scan & Go



As Walmart Business+ customers, we have the option to check out as we shop to make in-store shopping fast and contact-free.

How it works:

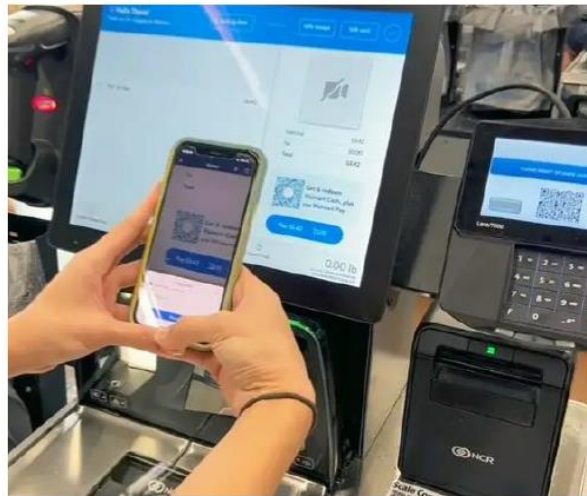
1. Open the Walmart Business app when you're inside a Walmart Store
2. Select **Start shopping**
3. Scan an item's barcode as you place it in your cart
 - a. You can adjust the quantity of the item in the app
4. When you're finished shopping, select **Review & Pay**
5. Head to the self-checkout and **scan the QR code** on the screen
6. Select the **Payment method** you want to use from your Walmart Business Wallet – PCard

Notes:

To link in-store purchases to your Walmart Business account, utilize the **Walmart Pay** feature within the **Walmart Business app**.

Your Walmart Business account with GMCS has tax exemption status so in-store purchases made using Walmart Pay via the Walmart Business app will **automatically** apply your tax exemption.

In-Store Checkout



1. Shop as usual and go to any checkout lane.
2. Scan your items
3. Open your Walmart Business app & tap Walmart Pay. Use Touch ID or enter your passcode.
4. Your preferred method of payment will be shown at the bottom of the screen.
5. To pay, hold your phone over the QR code that's displayed on the register.
6. Listen for the chime that indicates your purchase is confirmed. You'll also receive a notification on your phone when your e-receipt is ready.

You're all set! There is no need to wait for a paper receipt: your e-receipt is stored in the app.

Download the Walmart Business App

The Walmart Business app
Shop on the go, get essentials & save more for your business.



Download on the App Store | GET IT ON Google Play



Check a price



Find an item



Walmart Pay

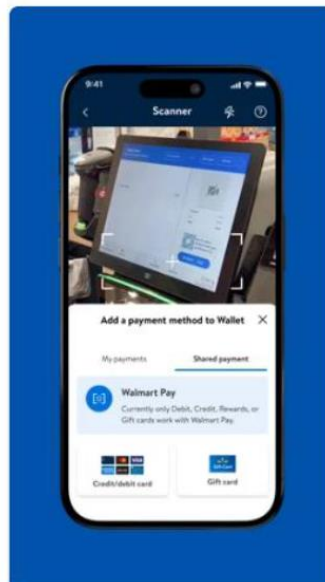


Curbside Pickup



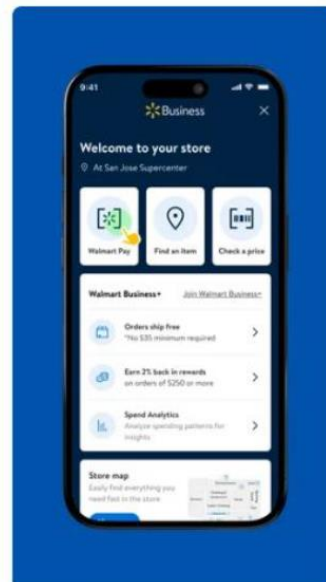
1. Download the app

Open it up once you get into the store.



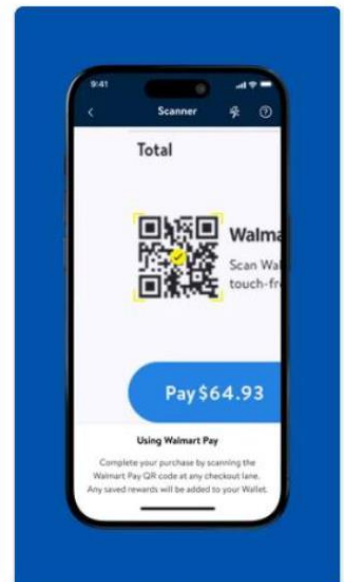
2. Choose payment type

Add credit or debit cards or choose an existing payment method.



3. Go to any checkout

Scan your items with the register scanner, then open Walmart Pay.



4. Use Walmart Pay

Hold your phone's camera over the register QR code to pay.