



GALLUP-MCKINLEY
COUNTY SCHOOLS

Walmart Business Purchasing Program

Policies and Procedures

Effective 2024-2025

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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.

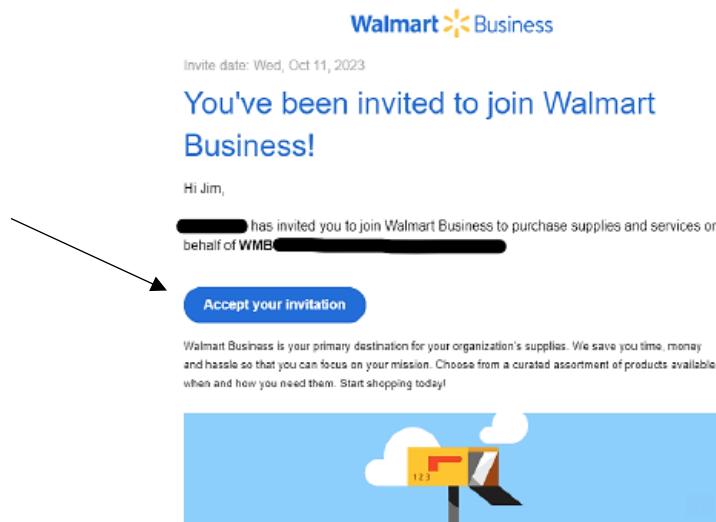
NOTE: Admin can access and see every purchase made under GMCS, including:

- 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

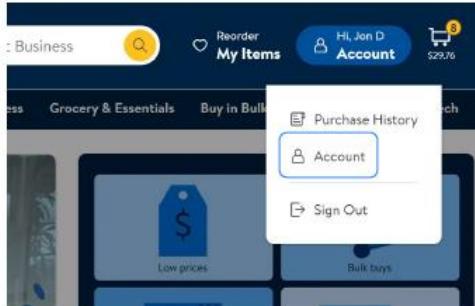
- Confirm the name listed on your invite
- Create a password



Add/Edit Delivery Addresses

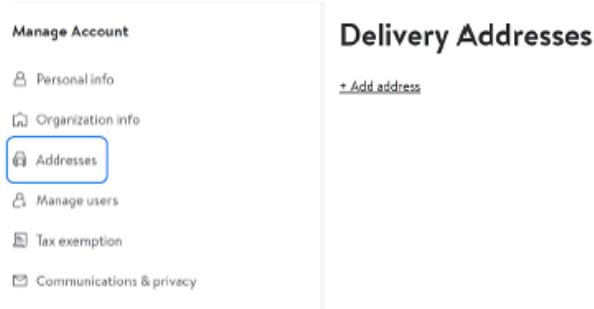
Step 1

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



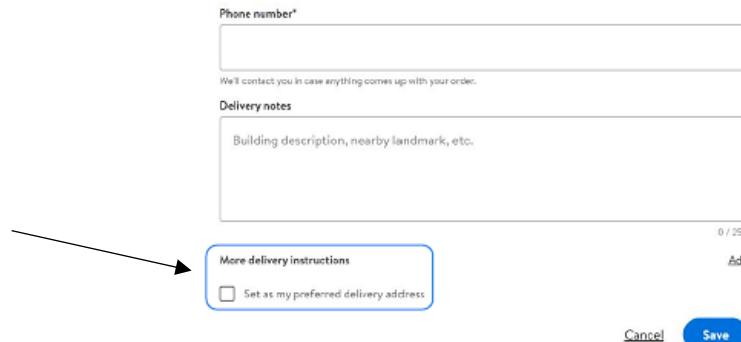
Step 2

- 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**”

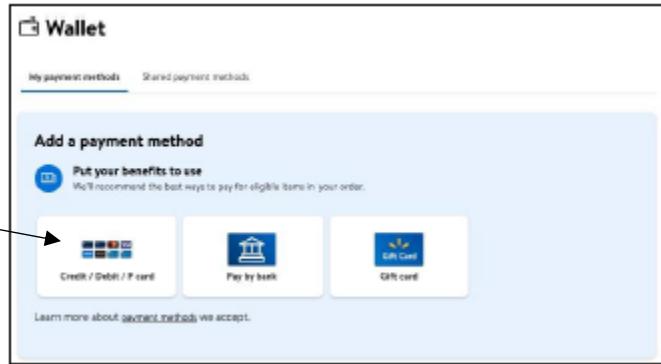
A screenshot showing two pages side-by-side. On the left, the 'Manage Account' page has a sidebar with options: 'Personal info', 'Organization info', 'Addresses' (which is highlighted with a blue box), 'Manage users', 'Tax exemption', and 'Communications & privacy'. On the right, the 'Delivery Addresses' page has a header 'Delivery Addresses' and a '+ Add address' button.

Step 3

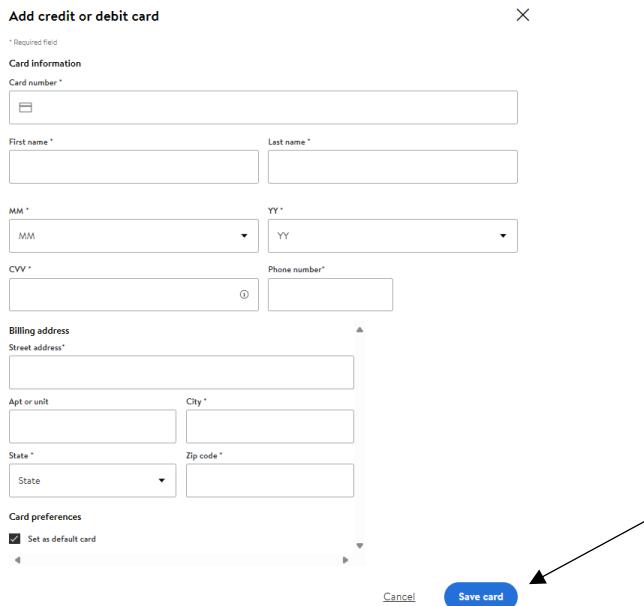
- Complete the required fields and include any necessary delivery notes.
- Check “**preferred deliver address**” as shown below, if the address is the preferred option.

A screenshot of an 'Add Address' form. It includes fields for 'Phone number*' (with a note: 'We'll contact you in case anything comes up with your order.'), 'Delivery notes' (with a note: 'Building description, nearby landmark, etc.' and a character limit of '0 / 250'), and 'More delivery instructions'. At the bottom, there is a checkbox 'Set as my preferred delivery address' (which is highlighted with a blue box and an arrow points to it from the previous step's description), a 'Save' button, and a 'Cancel' button.

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**”



Add credit or debit card

Card information

Card number *

First name * Last name *

MM * YY *

CVV * Phone number*

Billing address

Street address *

Apt or unit City *

State * Zip code *

Card preferences

Set as default card

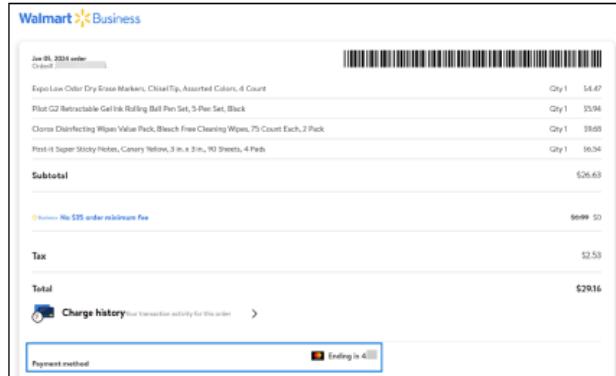
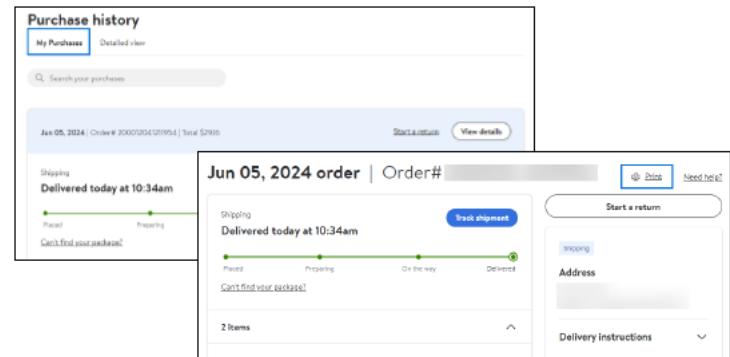
Cancel Save card

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

Accessing Receipts

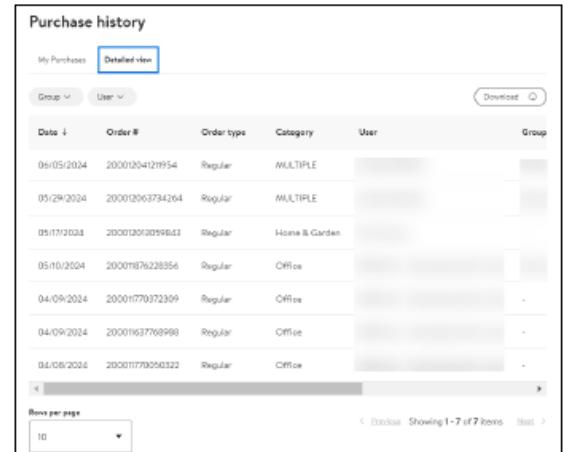
My Purchases

- 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

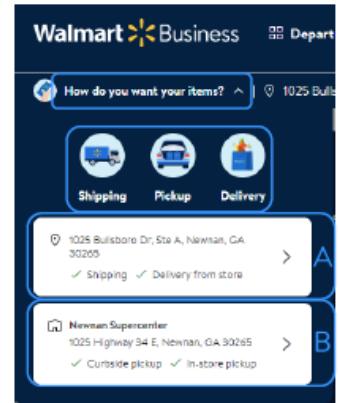
- The “Detailed view” tab features a “Download” button located in the upper right-hand side of the page.
- Click the “Download” button initiates downloading and Excel version of the purchase history list.

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

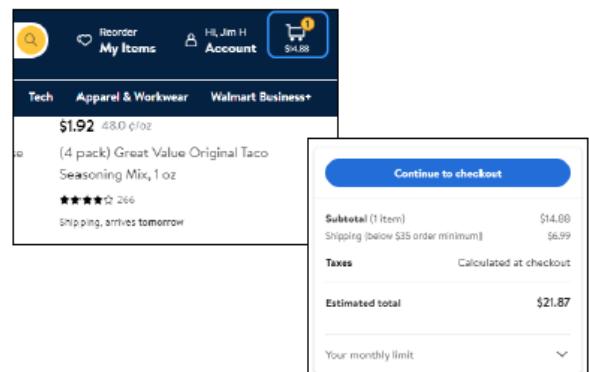
- Identify an item that you would like to purchase
- Select the “Add” button to add the item to your cart.

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

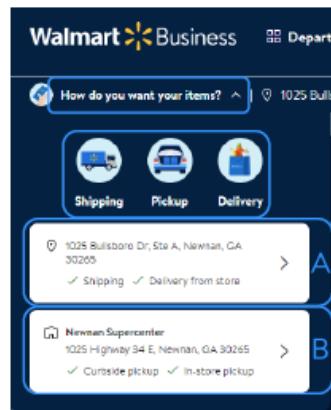
- Select the Shopping Cart icon when you are ready to complete your purchase.
- Review your items and select the “Continue to checkout” button
- Review your selected delivery address and enter your payment method.



Ordering for Pickup

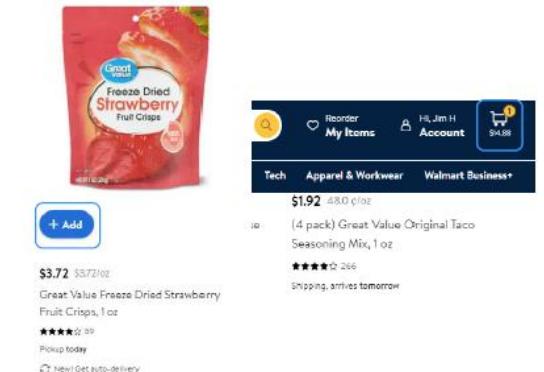
Step 1

- 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.



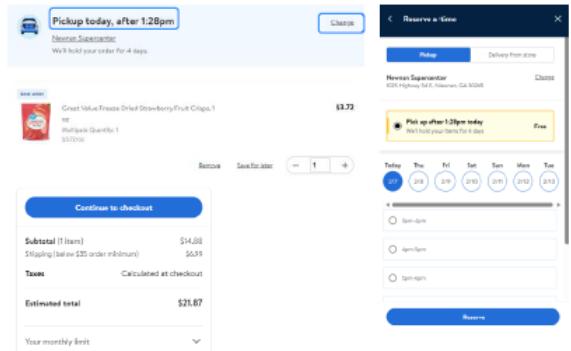
Step 2

- 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

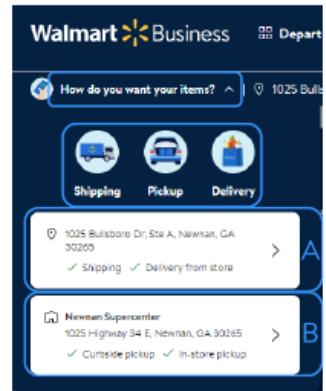
- Review the auto-select pickup time. Select “Change” if you would like a different pickup date/time.
- Select “Continue to checkout”.
- Review your order information and enter your payment method. (PCard is the **only** form of payment authorized by GMCS)
- Follow instruction in your confirmation email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



Order for Delivery

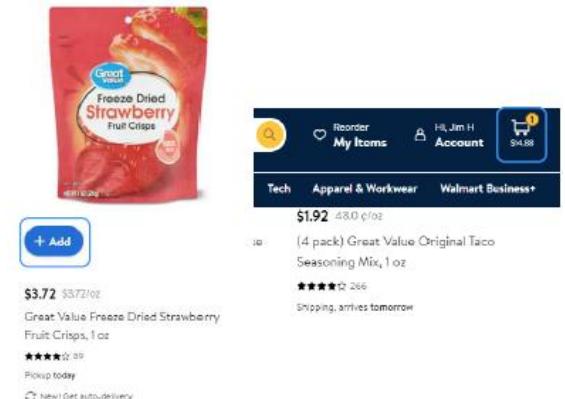
Step 1

- 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.



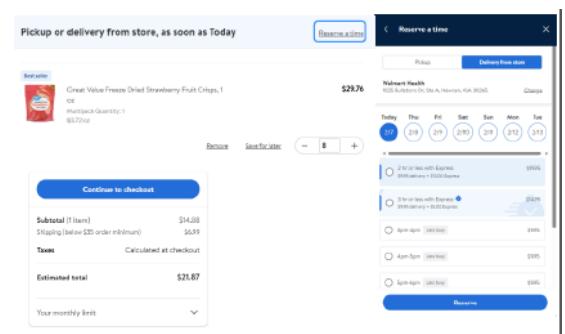
Step 2

- 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.

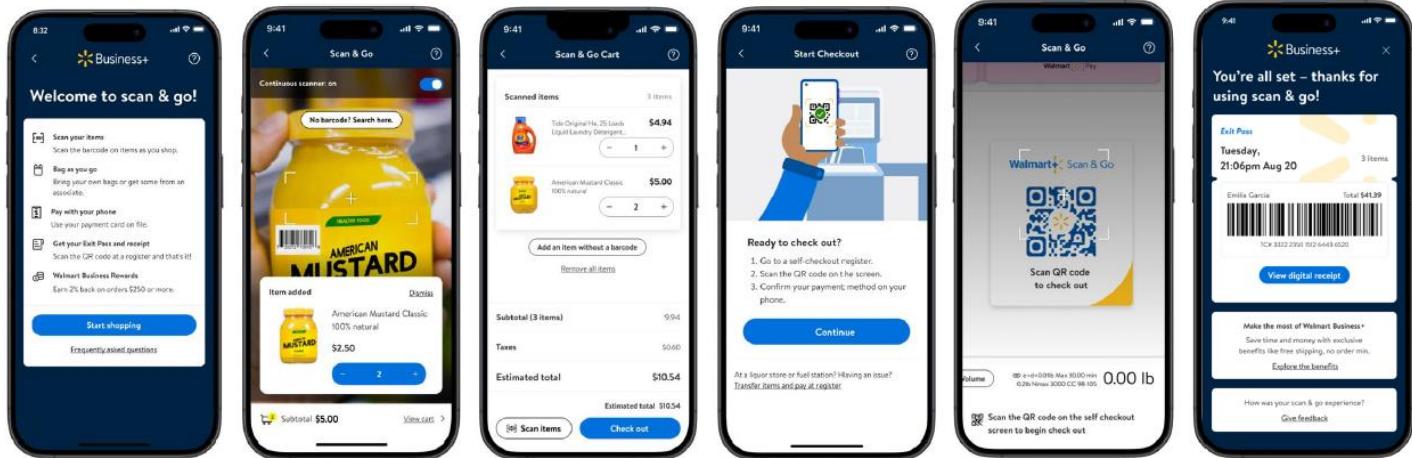


Step 3

- 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:

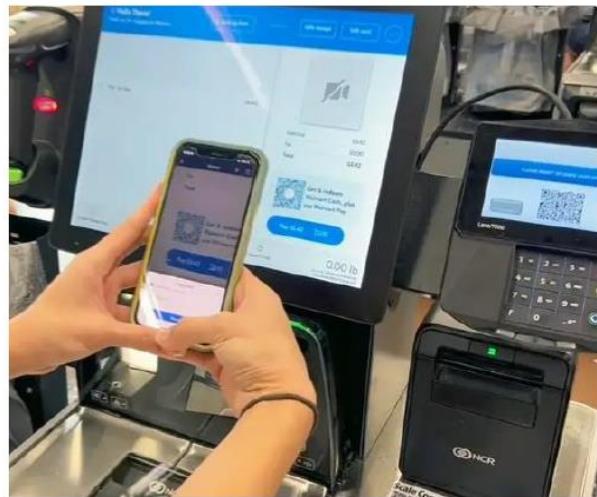
1. Open the Walmart Business app when you're inside a Walmart Store
2. Select **Start shopping**
3. Scan an items bar code as you place it in your cart
 - a. You can adjust the quantity of the item in the app
4. When you're finished shopping, select **Review & Pay**
5. Head to the self-checkout and **scan 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

