

# Amazon Invoices

How to submit Amazon invoices to  
Special Needs Trust Foundation

## 01

### Go to the website

To print an Amazon invoice, you will need to go to the website using a browser like Chrome or Safari. The Amazon app does not show invoices



## 02

### Choose the order

Click on the order or item to be submitted



## 03

### Scroll down to Order Info

Scroll down the Order Info section. Click on View Order Details



## 04

### View Order Details

This gives all of the information regarding the order.

Just below the Order Date, # and Total, **click View Invoice**



## 05

### Submit invoice by US Mail

Click View Invoice to see the invoice for the order. To print the order, click Print This Page for Your Records at the top of the screen.



## 06

### Submit by Email

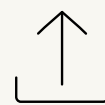
To submit the invoice by email, create a screenshot of the invoice. **DO NOT** send the invoice directly from the website. **SNTF is unable to open invoices sent directly from Amazon.**



## 07

### Email the Screenshot

Email the screenshot of the Amazon invoice using this symbol in the upper right screen to send.



Email to [receipts@sntf-sd.org](mailto:receipts@sntf-sd.org)