

Requesting NSU Amazon Business Account Access

Important: Amazon Business is not a state contract and is subject to normal procurement rules and regulations.

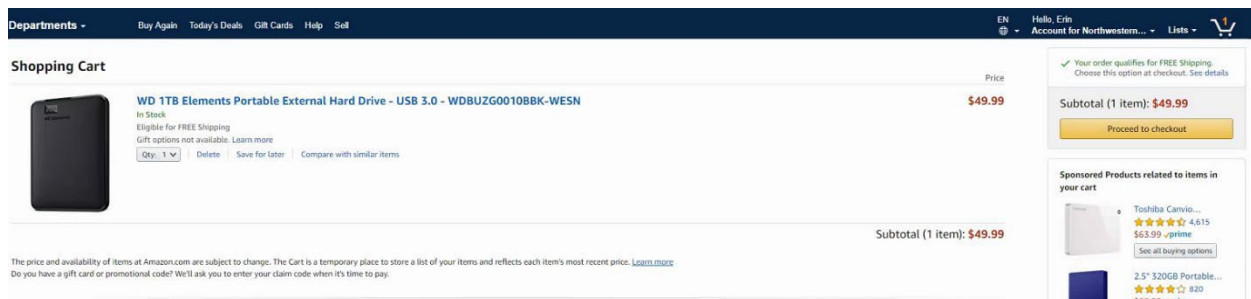
For Pay by P-Card

1. The Budget Unit Head should send an email requesting Amazon Business access to the Purchasing Department (purchasing@nsula.edu) with the name and email of the p-card cardholder.
2. The P-card Administrator will create the requisitioner and initiate an invite from Amazon Business.
3. From there, enter the NSULA email and password for the account. Again, this should be under Amazon Business.

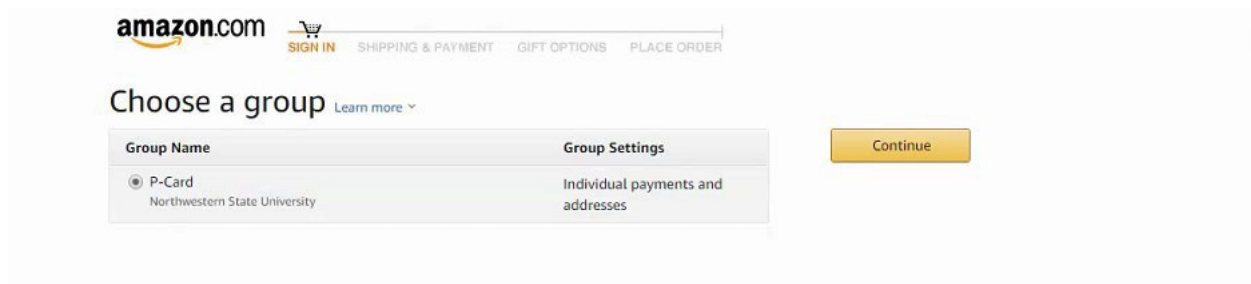
Amazon Business: Pay by P-Card

Creating an Order Request/Cart

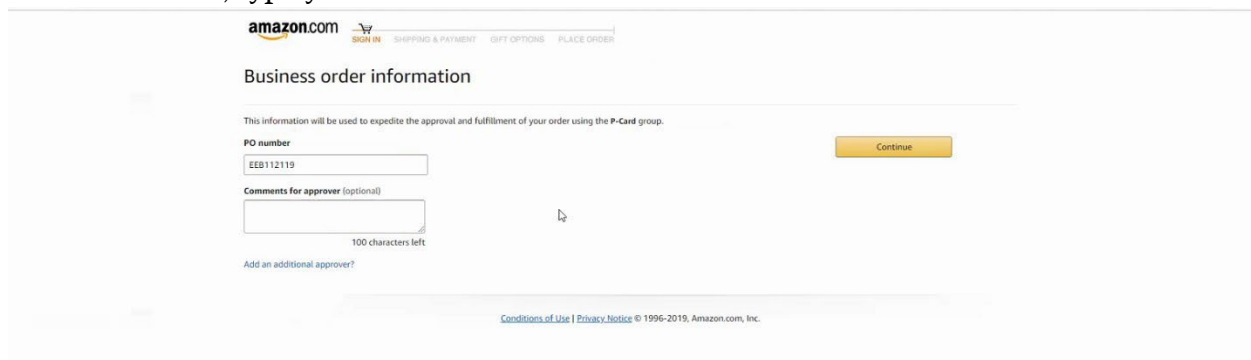
- When creating your cart.
 - Remember that this account is for **SMALL** purchases only (**not state contract**).
 - All items must be subject to purchasing policies and procedures.
 - There is a restriction on items that are not allowed for purchase. Such as alcoholic beverages, credit cards, gift cards, subscriptions, wireless services, and services.
- When all items have been added to the cart, click the “Proceed to checkout” button.



Be sure the Group Name you are selecting is P-Card then click continue.

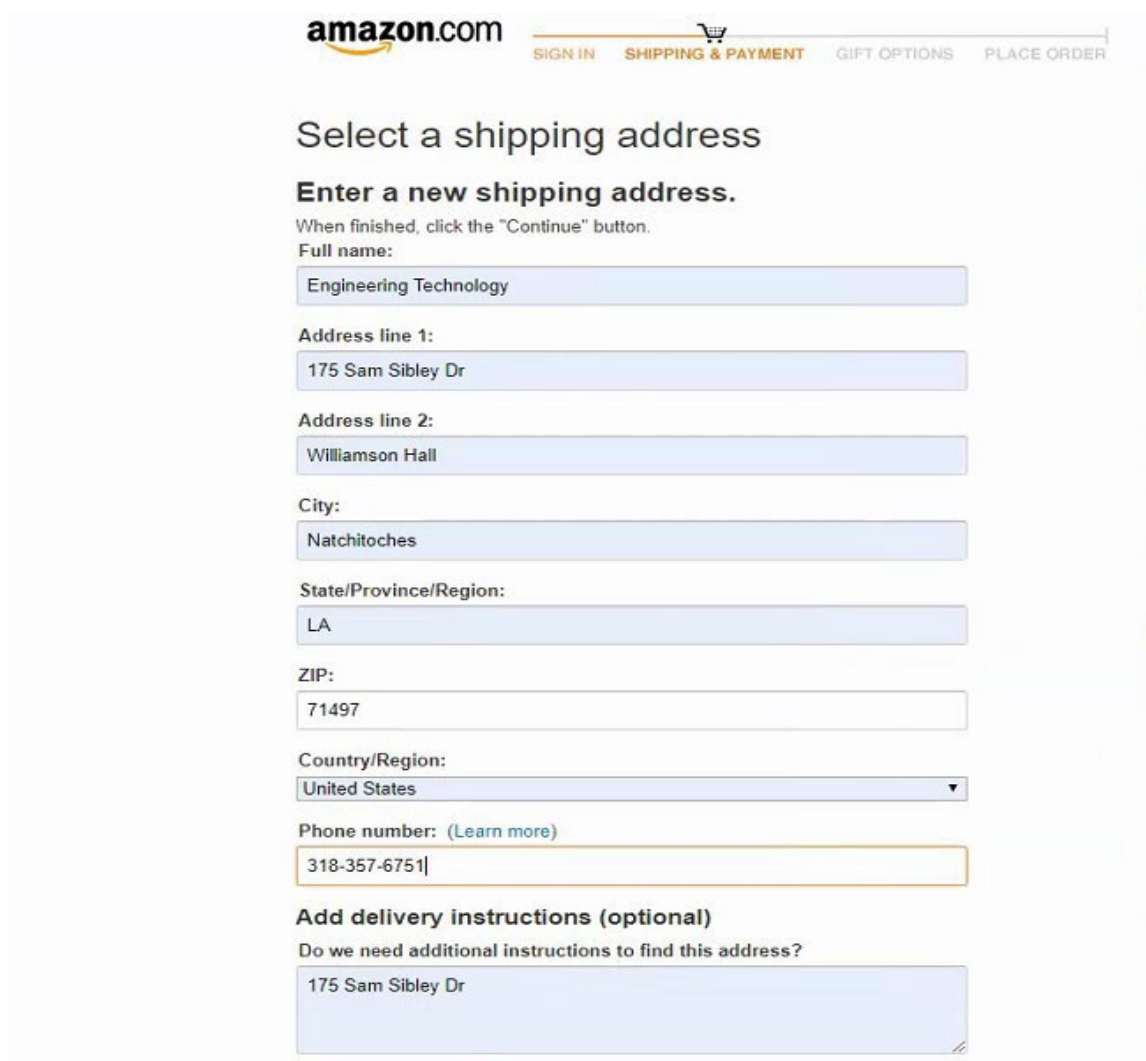


- From here, type your initials and the date in the PO Number field then click continue.



4. On the next page, enter the shipping address that the order needs to be shipped to. In the “Deliver to” box, type in the department name/requestor name and select “Deliver to this address” to complete this step.

NOTE: Taggable items should not be ordered using Amazon Business pay by p-card. Also, no purchase will be approved if the shipping address is not an NSU address.



The screenshot shows the Amazon.com website's shipping address selection page. At the top, the Amazon logo is on the left, and navigation links for "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER" are on the right. The main heading is "Select a shipping address". Below this is a section titled "Enter a new shipping address." with a subtext: "When finished, click the 'Continue' button." The form contains several input fields: "Full name:" with the value "Engineering Technology"; "Address line 1:" with "175 Sam Sibley Dr"; "Address line 2:" with "Williamson Hall"; "City:" with "Natchitoches"; "State/Province/Region:" with "LA"; "ZIP:" with "71497"; "Country/Region:" with a dropdown menu showing "United States"; and "Phone number: (Learn more)" with "318-357-6751". At the bottom, there is a section titled "Add delivery instructions (optional)" with the question "Do we need additional instructions to find this address?" and a text area containing "175 Sam Sibley Dr".

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a shipping address

Enter a new shipping address.

When finished, click the "Continue" button.

Full name:

Engineering Technology

Address line 1:

175 Sam Sibley Dr

Address line 2:

Williamson Hall

City:

Natchitoches

State/Province/Region:

LA

ZIP:

71497

Country/Region:

United States

Phone number: (Learn more)

318-357-6751

Add delivery instructions (optional)

Do we need additional instructions to find this address?

175 Sam Sibley Dr

DO NOT HAVE PACKAGES DELIVERED ON WEEKENDS. If billing address is the same as your ship to address select “yes”, if not select “no”.

Add delivery instructions (optional)

Do we need additional instructions to find this address?

Provide details such as building description, a nearby landmark, or other navigation instructions

Do we need a security code or a call box number to access this building?

1234

Weekend delivery:

▼ Do not deliver on weekends

I can receive packages on

☐ Saturday ☐ Sunday

Is this address also your billing address (the address that appears on your credit card or bank statement)?

☒ Yes

☐ No (If not, we'll ask you for it in a moment.)

Continue

5. Next, select which delivery option should be used and then click continue.

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Choose your shipping options

Continue

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Engineering Technology, 175 SAM SIBLEY DR, WILLIAMSON HALL, NATCHITOCHES, LA, 71497 United States

• WD 1TB Elements Portable External Hard Drive - USB 3.0 - WDBUZG0010BBK-WESN
\$49.99 - Quantity: 1
In Stock
Sold by: Amazon.com Services, Inc

[Change quantities or delete](#)

Amazon Locker is available
2 pickup locations near you

Choose a delivery option:

☒ 5-8 business days once shipped
FREE Shipping

☐ Monday, Oct. 21
\$7.21 - Shipping

☐ Thursday, Oct. 17
\$11.49 - Shipping

6. On this page, be sure to select the correct payment method. Enter the card information needed.

Credit or Debit Cards

Amazon accepts all major credit and debit cards:

▼ Add a Card

Enter your card information:

Name on card Card number Expiration date

01 2019

Add your card

VISA MASTERCARD DISCOVER JCB
American Express

- Choose the correct billing address or add a new billing address. This should match the address of your P-Card Statements.

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Choose a billing address

Please select a billing address from your address book (below), or enter a new billing address. Don't worry, you'll only need to do this once for each credit card. If you contact us about your order, we'll reference your account only by the name you provide below.

Engineering Technology
 175 SAM SIBLEY DR
 WILLIAMSON HALL
 NATCHITOCHES, LA 71497
 United States
 Phone: 318-357-6751

[Use this address](#)

- After all information has been verified (items, shipping address/billing address, delivery option, and Payment Method) and click "Submit Order for Approval".

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Review your order

This order requires approval.

Save your checkout settings as the default for future orders
☐ Use the selected group, shipping address, and payment method as my checkout defaults.

Important message
 If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Group
 You for P-Card (Northwestern State University)
[Change](#)

Payment method [Change](#)

Gift cards & promotional codes
 [Enter Code](#) [Apply](#)

Billing address [Change](#)
 Same as shipping address

Shipping address [Change](#)
 Engineering Technology
 175 SAM SIBLEY DR
 WILLIAMSON HALL
 NATCHITOCHES, LA 71497
 United States
 Phone: 318-357-6751
[Add delivery instructions](#)

Order Summary

Items:	\$49.99
Shipping & handling:	\$7.21
Free Shipping:	-\$7.21
Total before tax:	\$49.99
Estimated tax to be collected:	\$0.00
Order total:	\$49.99

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Qualifying offers:
 • Free Shipping

How are shipping costs calculated?
 You get free shipping on the eligible items in your order (Why aren't all my items eligible?)

Or try Amazon Locker
 2 locations near this address

Group You for P-Card (Northwestern State University) Change Shipping address Change Engineering Technology 998 SOUTH JEFFERSON DR. WILLIAMSON HALL NATCHITOCHES, LA 71497 United States Phone: 318-357-6751 Edit delivery preferences Or try Amazon Locker 2 locations near this address	Payment method Change VISA ending in 8186 Billing address Change Same as shipping address	Add a gift card, promotion code, or voucher <input type="text"/> <input type="button" value="Apply"/>	Order Summary Items: \$42.99 Shipping & handling: \$7.24 Total before tax: \$50.23 Estimated tax to be collected: \$0.00 Order total: \$50.23 How are shipping costs calculated?
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Business order information [Change](#)
 PO number: EEB112119

Estimated Delivery: Depends on Approval
(For example, if approved now, Friday, Dec. 20, 2019)

WD 1TB Elements Portable External Hard Drive - USB 3.0 - WDBUZG0010BBK-WESN
\$42.99
 Usually ships within 1 to 2 months.
 Quantity: 1 [Change](#)
 Sold by: Amazon.com Services, Inc.
 and see other gift options
 Tax Exemption Applied.

Choose a delivery option:
☐ Thursday, Dec. 19 - Friday, Jan. 17
 FREE Shipping
☒ Friday, Dec. 20 - Thursday, Jan. 16
 \$7.24 - Shipping
☐ Monday, Dec. 16 - Thursday, Jan. 9
 \$11.55 - Shipping

NOTE: BE SURE THERE ARE NO SALES TAXES APPLIED TO THE ORDER. If so, please contact P-Card Administrators for further assistance.

- Once the requestor submits the cart for approval an order number will be assigned, and you will be notified that your order request has been submitted for approval.

****Note that once the order request is submitted the requestor will only have 5 calendar days for the order to be approved. Otherwise, the order will expire, and the requester may not be guaranteed the same prices.**

Deliver to Northwest...
 Natchitoches 71497

Departments Today's Deals Gift Cards Help Sell

EN Hello, Erin
 Account for Northwestern... Lists

✓ **Your order on behalf of Northwestern State University has been submitted for approval**

Please check your email for order confirmation and detailed delivery information or visit [Message Center](#) to review your notifications.

PO number: R0020606

Order Number: 113-9671609-7277845

- DZS Elec GY-68 BMP180 Sensor Board Module High Precisio... will be shipped to Engineering Technology/Erin ~ by Amazon.com.

Estimated Delivery: Depends on Approval (For example, if approved now, Tuesday, April 9, 2019)

[Review or edit your order](#)

Want to track your order?
 Let Amazon Assistant help. [Learn More](#)

By installing Amazon Assistant you agree to the Conditions of Use.