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 Purchase Order

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 user that will be the main person that handles the departments requisitions.
2. Purchasing Dept. 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.

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.