

Amazon Business: Pay by Purchase Order

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 are restrictions on items that are not allowed for purchasing. Such as: alcoholic beverages, credit cards, gift cards, subscriptions, wireless services, and services.
- When all items have been added to the cart a Banner 9 requisition must be created to encumber the funds for this purchase. ****The items that are in your Amazon cart must match (item from item) the items listed on the requisition in Banner. Be sure to write the requisition number down.**

Important: Amazon Business is not a State Contract and therefore subject to normal procurement rules and regulations.

- Below are screenshots and instructions for order requests.**
- Once the requisition is completed, you will go back to the cart on Amazon and click the “Proceed to checkout” button.

The screenshot shows the Amazon Business shopping cart. At the top, there is a search bar and navigation links. Below the search bar, there is a promotional banner for 'Amazon Business Pay by Invoice' with an 'Apply now' button. The main section is titled 'Shopping Cart' and contains one item: 'DZS Elec GY-68 BMP180 Sensor Board Module High Precision I2C Interface Digital Barometric Pressure Temperature Height Sensor Module for Arduino' with a price of \$6.99 and a quantity of 1. To the right of the item, there is a 'Subtotal (1 item): \$6.99' and a 'Proceed to checkout' button. Below the item, there are links for 'Delete', 'Save for later', and 'Compare with similar items'. At the bottom right, there is a 'Sponsored Products related to items in your cart' section showing a 'SunFounder IIC I2C...' product for \$12.99 with a Prime logo.

- From here, type the requisition number in the PO Number box. Once the requisition number is entered, click continue.

amazon.com **SIGN IN** SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Business order information

This information will be used to expedite the approval and fulfillment of your order using the Northwestern State University group.

PO number

Comments for approver (optional)

100 characters left

Add an additional approver?

Continue

5. On the next page, select which NSU mailing address to be used for delivery.

product number **Discover Business**

Today's Deals Gift Cards Manage Team Help Sell

EN Hello, Purchasing Account for Northwestern...

Your Account > Your Addresses

Your Addresses

+

Add Address

Default: amazon

Northwestern State University
 CENTRAL RECEIVING
 998 SOUTH JEFFERSON
 NATCHITOCHES, LA 71497
 United States
 Phone number: 318-357-5135

[Edit](#) | [Delete](#)

Northwestern State University
 LEESVILLE/FORT POLK CAMPUS
 3329 UNIVERSITY PKWY
 LEESVILLE, LA 71446-9041
 United States
 Phone number: 337-392-3100

[Edit](#) | [Delete](#) | [Set as Default](#)

Northwestern State University
 ACCOUNTS PAYABLE
 P.O. BOX 5685
 NATCHITOCHES, LA 71497
 United States
 Phone number: 318-357-6264

[Edit](#) | [Delete](#) | [Set as Default](#)

Northwestern State University
 CENLA 1410 NEEL KEARBY BLVD
 ALEXANDRIA, LA 71303-5690
 United States
 Phone number: 318-484-2184 ext.109

[Edit](#) | [Delete](#) | [Set as Default](#)

Northwestern State University
 COLLEGE OF NURSING
 1800 LINE AVE
 SHREVEPORT, LA 71101-4653
 United States
 Phone number: 3186773073

[Edit](#) | [Delete](#) | [Set as Default](#)

6. In the “Deliver to” box, type in the department name/requestor name and select “Deliver to this address” to complete this step.

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

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

NSU Central Receiving
 998 SOUTH JEFFERSON
 NATCHITOCHES, LA 71497
 United States
 Phone: 318-357-5135

[Deliver to this address](#)

7. 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/Erin, 998 SOUTH JEFFERSON, NATCHITOCHES, LA, 71497 United States

- **DZS Elec GY.68 BMP180 Sensor Board Module High Precision I2C Interface Digital Barometric Pressure Temperature Height Sensor Module for Arduino**
 \$6.99 - Quantity: 1
 In Stock
 Sold by: DZS Elec
[Change quantities or delete](#)

Choose a delivery option:

- **Tuesday, April 9**
\$5.99 - Standard Shipping
- **Friday, April 5**
\$11.03 - Two-Day Shipping

8. On this page, be sure that "Pay by Invoice" is selected then click continue.

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

Select a payment method

Northwestern State University line of credit

Pay by Invoice

[Continue](#)
 You can review this order before it's final.

9. After all information has been verified (items, delivery address, delivery option, and Pay by Invoice) click “Submit Order for Approval”.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Review your order

This order requires approval.

Payer: Northwestern State University
Change

Payment method: Change
Pay by Invoice

Promotional Codes:
Enter Code

Shipping address: Change
Engineering Technology/Erin
998 SOUTH JEFFERSON
NATCHITOCHEs, LA 71497
United States
Phone: 318-357-5135

Business order information: Change
PO number: R0020606

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

DZS Elec GY-68 BMP180 Sensor Board
Module High Precision I2C Interface Digital
Barometric Pressure Temperature Height
Sensor Module for Arduino
\$6.99
In Stock
Quantity: 1 Change
Sold by: DZS Elec
 and see other gift options

Choose a delivery option:
 Tuesday, April 9
\$5.99 - Standard Shipping
 Friday, April 5
\$11.03 - Two-Day Shipping

Submit order for approval

By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

Order Summary

Items:	\$6.99
Shipping & handling:	\$5.99
Total before tax:	\$12.98
Estimated tax to be collected:	\$0.00

Order total: \$12.98

[How are shipping costs calculated?](#)
[Why didn't I qualify for free shipping?](#)

**if incidental taxes are charged it is the departments responsibility to contact the seller to request a credit of the sales taxes charged.

10. 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 requisition to be approved. Otherwise, the order will expire, and the requestor may not be guaranteed the same prices.

business All Enter keyword or product number **Discover Business Pricing >>**

Deliver to Northwe...
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 Precisi... 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.

Purchasing Procedure for Order Requests:

1. Requisition is completed and approved.
2. Purchasing has issued a PO number for order request.
3. Purchasing approves the cart and submits it for processing.