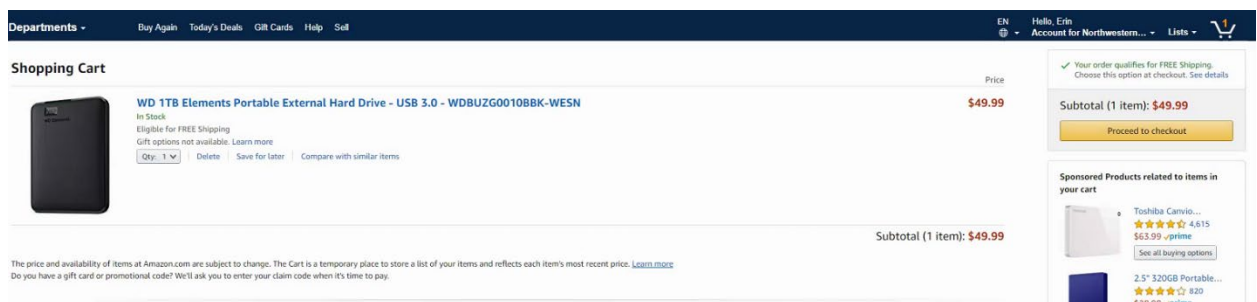


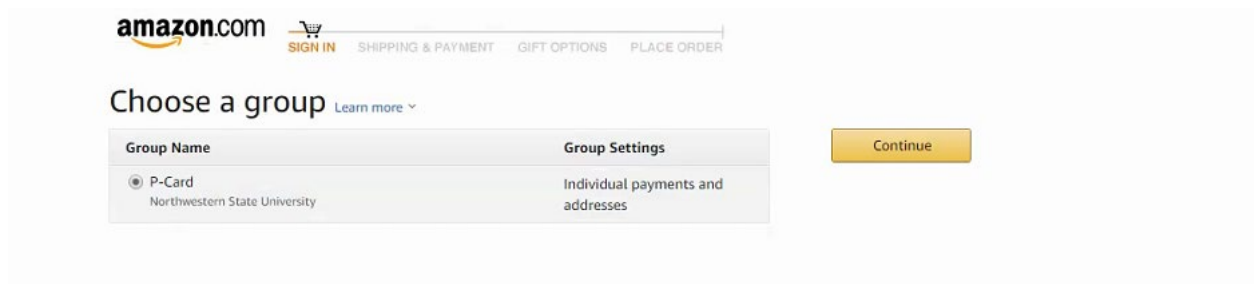
# Amazon Business: Pay by P-Card

## 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 purchasing. 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.



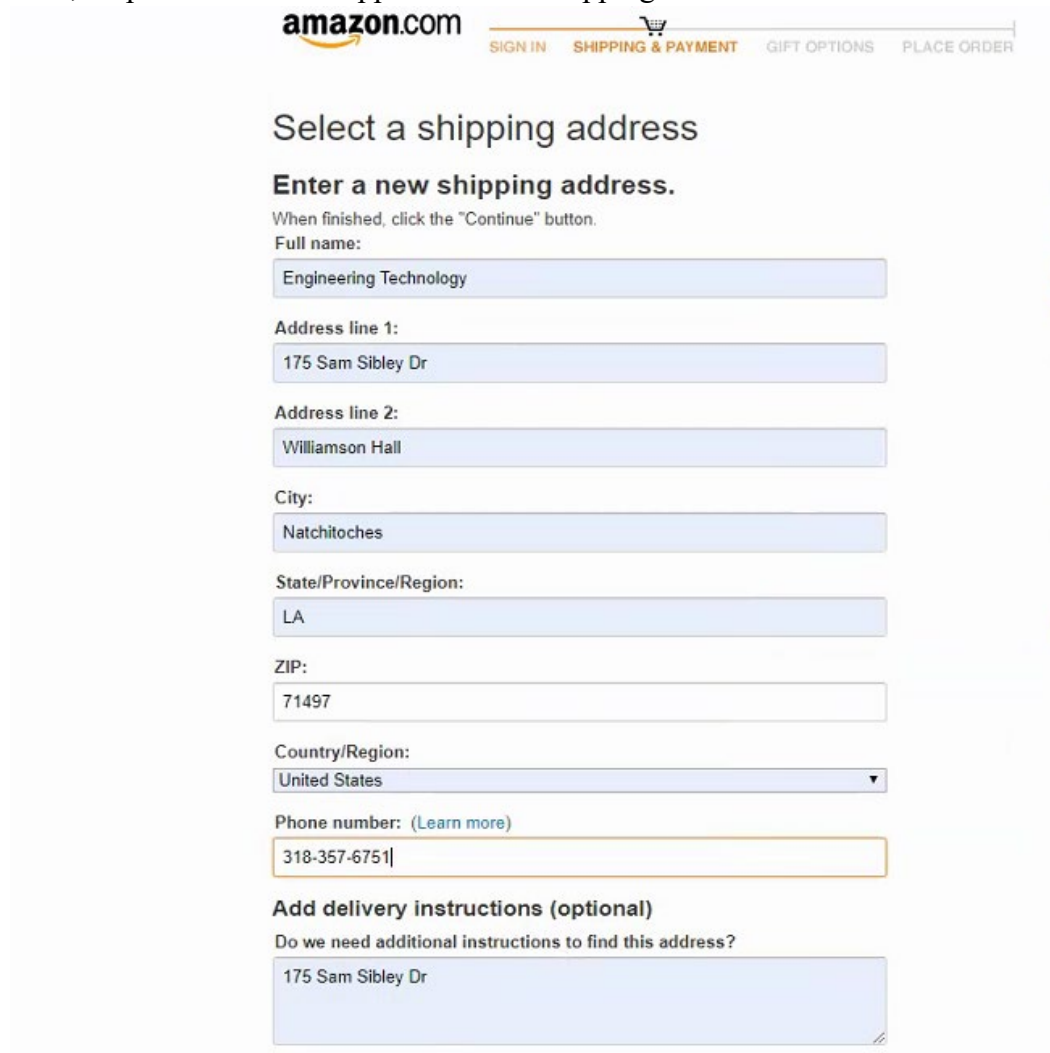
Be sure the Group Name you are selecting is P-Card then click continue.



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

- On the next page, enter the shipping address 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 the 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 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 sub-instruction: 'When finished, click the "Continue" button.' The form fields are as follows: '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 set to 'United States'; 'Phone number: (Learn more)' with '318-357-6751'. At the bottom, there is a section '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'.

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](#)

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**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	
<input type="text"/>	<input type="text"/>	01 ▼ 2019 ▼	<input type="button" value="Add your card"/>

7. 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  
 NATCHITOCHE, LA 71497  
 United States  
 Phone: 318-357-6751

8. 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

**i** This order requires approval.

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

**i** 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.

<p><b>Group</b>          You for P-Card (Northwestern State University)  <a href="#">Change</a></p> <p><b>Shipping address</b> <a href="#">Change</a>          Engineering Technology          175 SAM SIBLEY DR          WILLIAMSON HALL          NATCHITOCHE, LA 71497          United States          Phone: 318-357-6751  <a href="#">Add delivery instructions</a></p> <p> Or try Amazon Locker          2 locations near this address ▼</p>	<p><b>Payment method</b> <a href="#">Change</a>  <input type="text"/></p> <p><b>Billing address</b> <a href="#">Change</a>          Same as shipping address</p>	<p><b>Gift cards &amp; promotional codes</b></p> <p><input type="text"/> <input type="button" value="Apply"/></p>	<p><input type="button" value="Submit order for approval"/></p> <p>By placing your order, you agree to the Amazon Business Accounts Terms &amp; Conditions.</p> <p><b>Order Summary</b></p> <table> <tr><td>Items:</td><td>\$49.99</td></tr> <tr><td>Shipping &amp; handling:</td><td>\$7.21</td></tr> <tr><td>Free Shipping:</td><td>-\$7.21</td></tr> <tr><td>Total before tax:</td><td>\$49.99</td></tr> <tr><td>Estimated tax to be collected:</td><td>\$0.00</td></tr> <tr><td><b>Order total:</b></td><td><b>\$49.99</b></td></tr> </table> <p>Qualifying offers:          - Free Shipping</p> <p>How are shipping costs calculated?          You got free shipping on the eligible items in your order! ( Why aren't all my items eligible? )</p>	Items:	\$49.99	Shipping & handling:	\$7.21	Free Shipping:	-\$7.21	Total before tax:	\$49.99	Estimated tax to be collected:	\$0.00	<b>Order total:</b>	<b>\$49.99</b>
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Total before tax:	\$49.99														
Estimated tax to be collected:	\$0.00														
<b>Order total:</b>	<b>\$49.99</b>														

<p><b>Group</b> You for P-Card (Northwestern State University) <a href="#">Change</a></p> <p><b>Shipping address</b> <a href="#">Change</a> Engineering Technology 998 SOUTH JEFFERSON DR. WILLIAMSON HALL NATCHITOCHE, LA 71497 United States Phone: 318-357-6751 <a href="#">Edit delivery preferences</a></p> <p> Or try Amazon Locker 2 locations near this address</p>	<p><b>Payment method</b> <a href="#">Change</a> VISA ending in 8186</p> <p><b>Billing address</b> <a href="#">Change</a> Same as shipping address</p>	<p><b>Add a gift card, promotion code, or voucher</b></p> <p><input type="text"/> <input type="button" value="Apply"/></p>	<p><b>Order Summary</b></p> <table> <tr><td>Items:</td><td>\$42.99</td></tr> <tr><td>Shipping &amp; handling:</td><td>\$7.24</td></tr> <tr><td>Total before tax:</td><td>\$50.23</td></tr> <tr><td>Estimated tax to be collected:</td><td>\$0.00</td></tr> <tr><td><b>Order total:</b></td><td><b>\$50.23</b></td></tr> </table> <p><a href="#">How are shipping costs calculated?</a></p>	Items:	\$42.99	Shipping & handling:	\$7.24	Total before tax:	\$50.23	Estimated tax to be collected:	\$0.00	<b>Order total:</b>	<b>\$50.23</b>
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Estimated tax to be collected:	\$0.00												
<b>Order total:</b>	<b>\$50.23</b>												
<p><b>Business order information</b> <a href="#">Change</a></p> <p>PO number: EEB112119</p>													
<p><b>Estimated Delivery: Depends on Approval</b> (For example, if approved now, Friday, Dec. 20, 2019)</p> <table> <tr> <td rowspan="2">   <b>WD 1TB Elements Portable External Hard Drive - USB 3.0 - WDBUZG0010BBK-WESN</b>  <b>\$42.99</b>                      Usually ships within 1 to 2 months.                      Quantity: 1 <a href="#">Change</a>                      Sold by: Amazon.com Services, Inc.  <input type="button" value="Add a gift receipt"/> and see other gift options                      Tax Exemption Applied.                 </td> <td> <p><b>Choose a delivery option:</b></p> <p><input type="radio"/> Thursday, Dec. 19 - Friday, Jan. 17 FREE Shipping</p> <p><input checked="" type="radio"/> Friday, Dec. 20 - Thursday, Jan. 16 \$7.24 - Shipping</p> <p><input type="radio"/> Monday, Dec. 16 - Thursday, Jan. 9 \$11.55 - Shipping</p> </td> </tr> </table>				 <b>WD 1TB Elements Portable External Hard Drive - USB 3.0 - WDBUZG0010BBK-WESN</b> <b>\$42.99</b> Usually ships within 1 to 2 months. Quantity: 1 <a href="#">Change</a> Sold by: Amazon.com Services, Inc. <input type="button" value="Add a gift receipt"/> and see other gift options Tax Exemption Applied.	<p><b>Choose a delivery option:</b></p> <p><input type="radio"/> Thursday, Dec. 19 - Friday, Jan. 17 FREE Shipping</p> <p><input checked="" type="radio"/> Friday, Dec. 20 - Thursday, Jan. 16 \$7.24 - Shipping</p> <p><input type="radio"/> Monday, Dec. 16 - Thursday, Jan. 9 \$11.55 - Shipping</p>								
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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 requestor may not be guaranteed the same prices.

The screenshot shows the Amazon Business interface. At the top, there is a search bar and navigation links. A prominent green banner states: "Your order on behalf of Northwestern State University has been submitted for approval". Below this, it provides the PO number (R0020606) and Order Number (113-9671609-7277845). It also lists the item: "D2S Elec GY-68 BMP180 Sensor Board Module High Precisio... will be shipped to Engineering Technology/Erin by Amazon.com." The estimated delivery is "Depends on Approval (For example, if approved now, Tuesday, April 9, 2019)". On the right side, there is a promotional banner for Amazon Assistant with a "Learn More" link and an "Install now for Google Chrome" button.