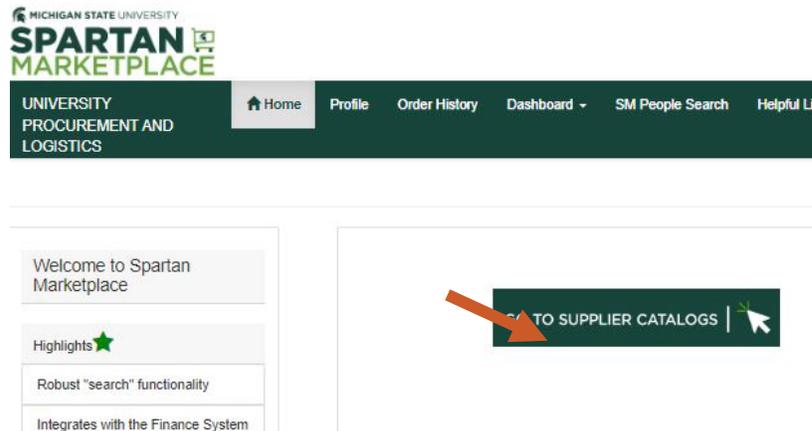




## Using Amazon Business in Spartan Marketplace

**Overview:** This job aid demonstrates how to access and utilize the MSU Amazon Business account through Spartan Marketplace, including updating your delivery address.

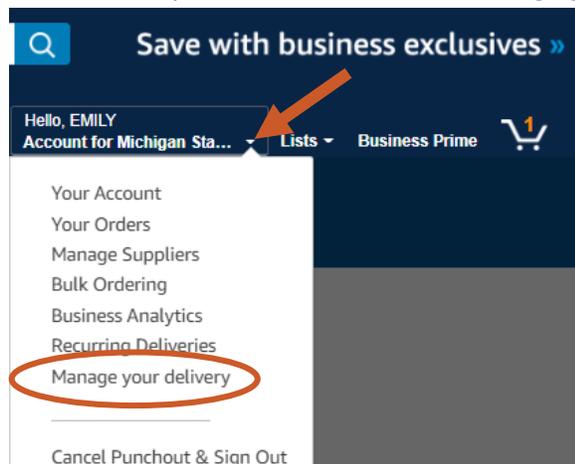
1. To access the Amazon Business account, log in to [Spartan Marketplace](#), either through the University Procurement and Logistics' website or by navigating to [ebs.msu.edu](https://ebs.msu.edu) and selecting the Spartan Marketplace tile.
2. Once in Spartan Marketplace, select **Go to Supplier Catalogs**.



3. Select the **Amazon Business Punchout**.



4. Before you begin browsing, you will need to add a delivery address to your profile. You must change your address from the default at 166 Service Road.
  - a. From the top menu, select the Account dropdown menu and select **Manage your delivery**.



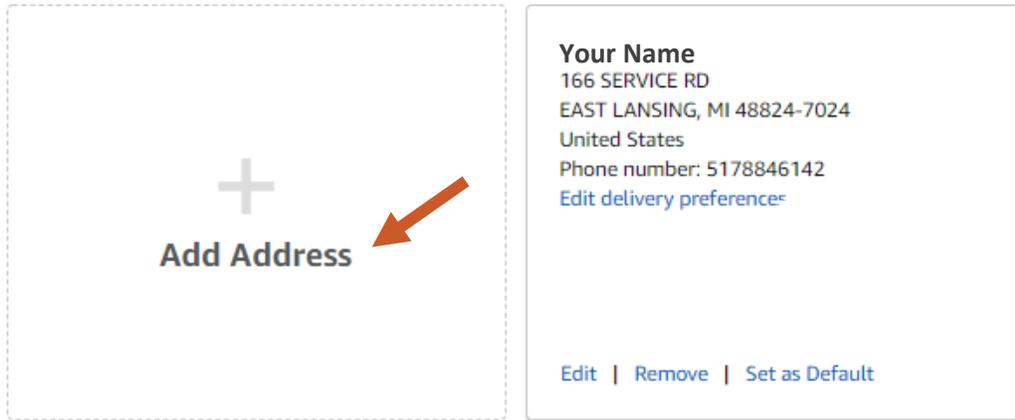
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- b. You will be asked to sign in using a one-time password and set a new password if you have not previously updated your Amazon Business account.
- c. Either **Add Address**, or Edit and update the default address of 166 Service Road to your campus delivery address (home addresses can also be used with departmental approval).

[Your Account](#) > [Your Addresses](#)

## Your Addresses



- d. Add the appropriate address information and click the Add Address button at the bottom of the screen.

**Add a new address**  
Or find an Amazon pickup location near you >

**Country/Region**  
 United States

**Full name (First and Last name)**

**Phone number** Why? ~

**Address**  
 Street address or P.O. Box  
  
 Apt, suite, unit, building, floor, etc.

**City** **State** **ZIP Code**

Make this my default address

**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?

**Delivery preferences** Hide  
 These preferences only apply to items shipped by Amazon.

**Can you accept weekend deliveries?**  
 Sat No  Sun No

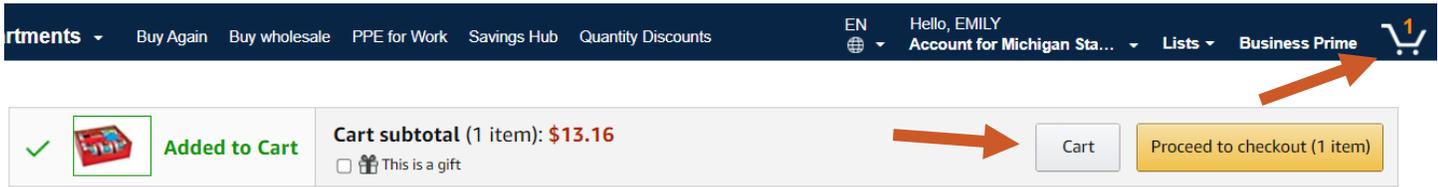
Same-Day Delivery is disabled  
 Orders placed in the morning usually arrive by 9:00pm. Check zip code eligibility and see more details

**Add address**

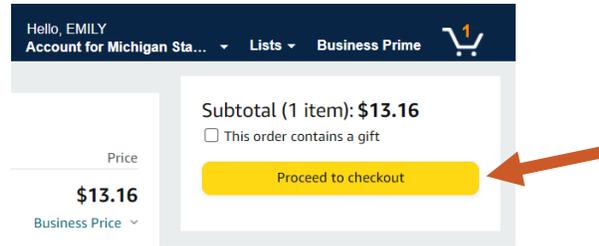
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- Browse Amazon as you normally would. Once you've added all desired products, navigate to the cart to review your purchase and proceed to checkout.

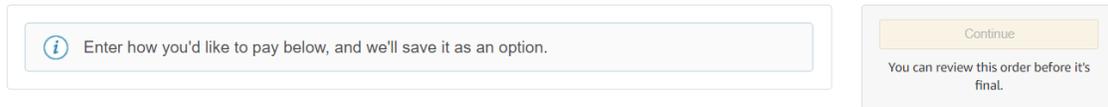


- In the cart, review your purchases to ensure you have the correct products and quantities.
- Once reviewed, click proceed to checkout.



- Enter or select your PCard information on the Payment Method screen. Click Continue.

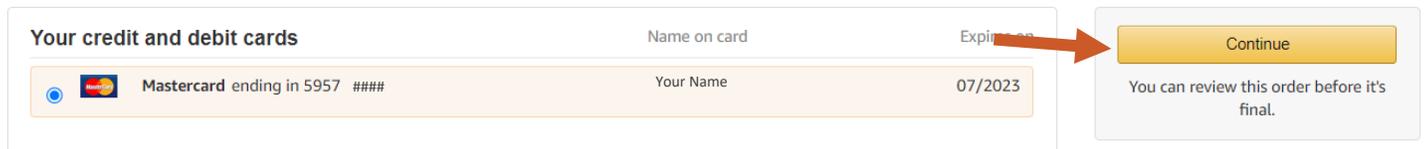
### Select a payment method



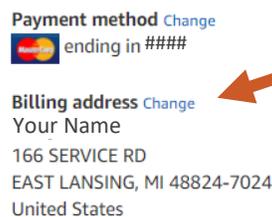
### Add a Payment Method



### Select a payment method



- Update (if adding a new card) or select your billing address.





10. On the Review your order screen, you must **Change** your delivery address. Do not ship to 166 Service Road.  
*Note: even if the address you entered is set as your default address, in the checkout screen, Amazon will still default to 166 Service Road. You must change this address every time you order.*

amazon.com SIGN IN SHIPPI

### Review your order

This order requires approval.

Important message  
If tax exemption is applied to this order, the marketplace seller you purchase from may be responsible for collecting tax.

**Group**  
Spartan Marketplace Punchout (Michigan State University)  
[Change](#)

**Shipping address** [Change](#)

Your Name  
ANGELL BLDG  
166 SERVICE RD  
EAST LANSING, Michigan 48824  
United States

**Submit order for approval**

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

**Order Summary**

Items:	\$13.16
Shipping & handling:	\$0.00
Total before tax:	\$13.16
Estimated tax to be collected:	\$0.00

**Order total: \$13.16**

11. Select **Submit order for approval**.

12. The order will approve automatically but will not be placed. It will first route to your Spartan Marketplace cart. You must then checkout in Spartan Marketplace for the order to be placed with Amazon.