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 Services’ website or by navigating to 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**.

*If you have any questions, please contact the PCard Team at 884-6080 or pcard@msu.edu*
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).

d. Add the appropriate address information and click the Add Address button at the bottom of the screen.
5. 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.

6. In the cart, review your purchases to ensure you have the correct products and quantities.

7. Once reviewed, click proceed to checkout.

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

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

If you have any questions, please contact the PCard Team at 884-6080 or pcard@msu.edu
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.*

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.