

## Using Amazon Business in Spartan Marketplace

**Overview:** This job aid demonstrates how to access and use the MSU Amazon Business account through Spartan Marketplace. Your Amazon Business account must be registered before using the catalog.

1. [Log into Spartan Marketplace](#) and select **Go to Supplier Catalogs**.



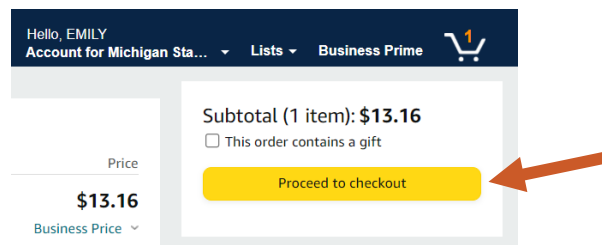
2. Select the **Amazon Business Punchout**.



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



4. In the cart, review your purchases to ensure you have the correct products and quantities.
5. Once reviewed, click **Proceed to checkout**.



6. Enter or select your PCard information on the Payment Method screen, and then click **Continue**.

**Add a Payment Method**


**Credit or debit cards**  
Amazon accepts major credit and debit cards.

[Add a credit or debit card](#)

Enter your card information:


Name on card	Card number	Expiration date	
<input type="text"/>	<input type="text"/>	01 / 2021	<input type="button" value="Add your card"/>

Select a payment method

Your credit and debit cards	Name on card	Expires on	
 #####	Your Name	07/2023	<input type="button" value="Continue"/>

You can review this order before it's final.

7. Update or select your billing address.

Payment method [Change](#)  
 ending in ####

Billing address [Change](#)  
Your Name  
166 SERVICE RD  
EAST LANSING, MI 48824-7024  
United States

8. If shipping to an off-campus location, **change** your shipping address to the appropriate final delivery address.

a. **Note:** on-campus deliveries for Amazon orders are required to route through Central Shipping and Receiving at 166 Service Rd., with your name listed as the recipient.

Shipping address [Change](#)  
Your Name  
ANGELL BLDG  
166 SERVICE RD  
EAST LANSING, Michigan 48824  
United States

9. Select **Submit order for approval**.

[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
<b>Order total:</b>	<b>\$13.16</b>

10. The order will automatically approve and will then route to your Spartan Marketplace cart. You must [checkout in Spartan Marketplace](#) for the order to be placed with Amazon.