

Rutgers Amazon Business Instructions 10/01/19

Invitation Process

- 1. Before making any purchases on Amazon.com, you must first be invited to join the Amazon Business and Line of Credit platform.** In order to get an invitation to join, please do the following:
 - a. Go into your Marketplace profile and find out what email address is associated with your name by clicking on your name in the top right red bar and then clicking "View My Profile".
 - b. Send an email to Maryse Bloom at maryse.bloom@rutgers.edu requesting an invitation to Amazon and include your Marketplace email address in the **body of the email**.
 - c. Only email addresses with a Rutgers domain will be allowed to shop in the Amazon Business portal.
 - d. Wait for your invitation to Amazon, which will come directly from an Amazon email address.
2. Your Amazon invitation will come from Amazon.com, not from an internal Rutgers email. Please check your junk folder if you do not receive your email within a reasonable amount of time. Click on the link in your invitation and proceed to the set up screen.
3. Please enter your full name (**First Name Last Name ONLY**) in the account name field and choose a password. **DO NOT USE YOUR EMAIL ADDRESS, NICKNAME, OR ANYTHING OTHER THAN FIRST NAME LAST NAME.** The format should be Jane Doe, not jane doe, or JANE DOE.
4. Once the new account is set up, follow the "**Order Process**" instructions listed below.

Order Process

1. Log into your Amazon account to select your purchases and place them in your cart.
 - a. Retail gift cards, including Amazon gift cards, are not allowed to be purchased on Amazon.com.
2. Save a pdf version of your shopping cart showing your planned purchases.
3. Proceed to Marketplace and choose supplier **Amazon Credit Plan, Amazon.com LLC, PO Box 530958, Atlanta, GA 30353-0958**. **Do not choose the supplier Amazon Web Services.**
4. If you are ordering multiple items, you cannot process a Quick Order and enter "1" in the Quantity/Total Cost field.
 - a. Multiple items ordered on Amazon result in multiple invoices, however, when a quantity of one is entered in Marketplace, the system will only allow one invoice to be processed for payment before closing the PO.
 - b. Therefore, if you are ordering multiple items, you must process a multi-line Quick Order or a Service Request.
 - c. If you do not know how to process a multi-line Quick Order, please contact the procurement help desk at procure@finance.rutgers.edu.
5. Attach the previously created pdf of the shopping cart to one of the internal links of the requisition and then continue processing until you obtain a PO number.
6. Once you have the PO number, proceed to the Amazon website to finalize your purchase.
 - a. Proceed to checkout and under the "Business Order Information" page, enter the PO number you just obtained via Marketplace.
 - b. **You MUST ONLY ENTER the seven-digit PO # in the "Purchase Order (PO) Number" box.**
 - c. **Do not enter a requisition number, do not enter "POXXXXXX", do not enter any information other than the seven-digit PO #,** as this is essential for our accounts payable department on the invoicing side.

7. In the next screen entitled, "Select a shipping address" please enter your preferred shipping address for deliveries.
 - a. Please make sure to **uncheck** the Saturday and Sunday options if someone is not available to accept deliveries on the weekends.
 - b. Please make sure to add the weekday time period during which someone will be available to accept deliveries.
8. At the "Select a payment method" screen:
 - a. Please enter **Rutgers, The State University of New Jersey** in the "Name on card" field.
 - b. Enter **6045787810660874** in the "Card number" field.
 - c. **IF YOU NEED TO ENTER AN EXPIRATION DATE, PLEASE USE THE CURRENT MONTH AND YEAR.**
9. In the "Choose a billing address" screen, please enter the following address exactly as below:

Rutgers, The State University of New Jersey
PO Box 3207
Accounts Payable
Scranton, PA 18505
8489324375
10. At the next screen, please review your order and place your order if all the information is correct.
11. **Ordering without following the above instructions may result in removal of user access.**

THANK YOU FOR YOUR COOPERATION!