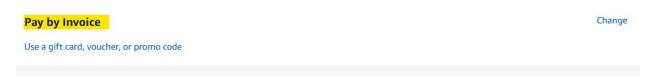# Amazon Purchasing Instructions

1. If you are not already set up in Marywood's Amazon business account, please contact accounts payable at accountspayable@marywood.edu
2. Log into Amazon using your Marywood email
3. Add items to your cart
4. "Proceed to checkout"
5. Enter Budget/GL number in both the "PO number" and "GL Code" Lines
6. Enter project code in "project code line" if applicable
7. "Requestor name" should be listed as the person ordering (you) or the name of who ordering on behalf of
8. "Reason for purchase" should be a detailed but concise description of the use of the items ordered
9. "Comments for approver" can be used for further details on the items ordered or instructions for splitting the order between budget numbers
10. Change the delivery to address and enter your name in the "Enter Recipient Name" box.

Delivering to Marywood University   Change
MARYWOOD UNIVERSITY, 2300 ADAMS AVE, SCRANTON, PA, 18509-1598, United States
Deliver to multiple addresses

11. Payment method should be "Pay by Invoice"

Pay by Invoice   Change
Use a gift card, voucher, or promo code

12. Submit for approval → Order is then emailed to budget approver then routed to Procurement to be reviewed and approved/denied.