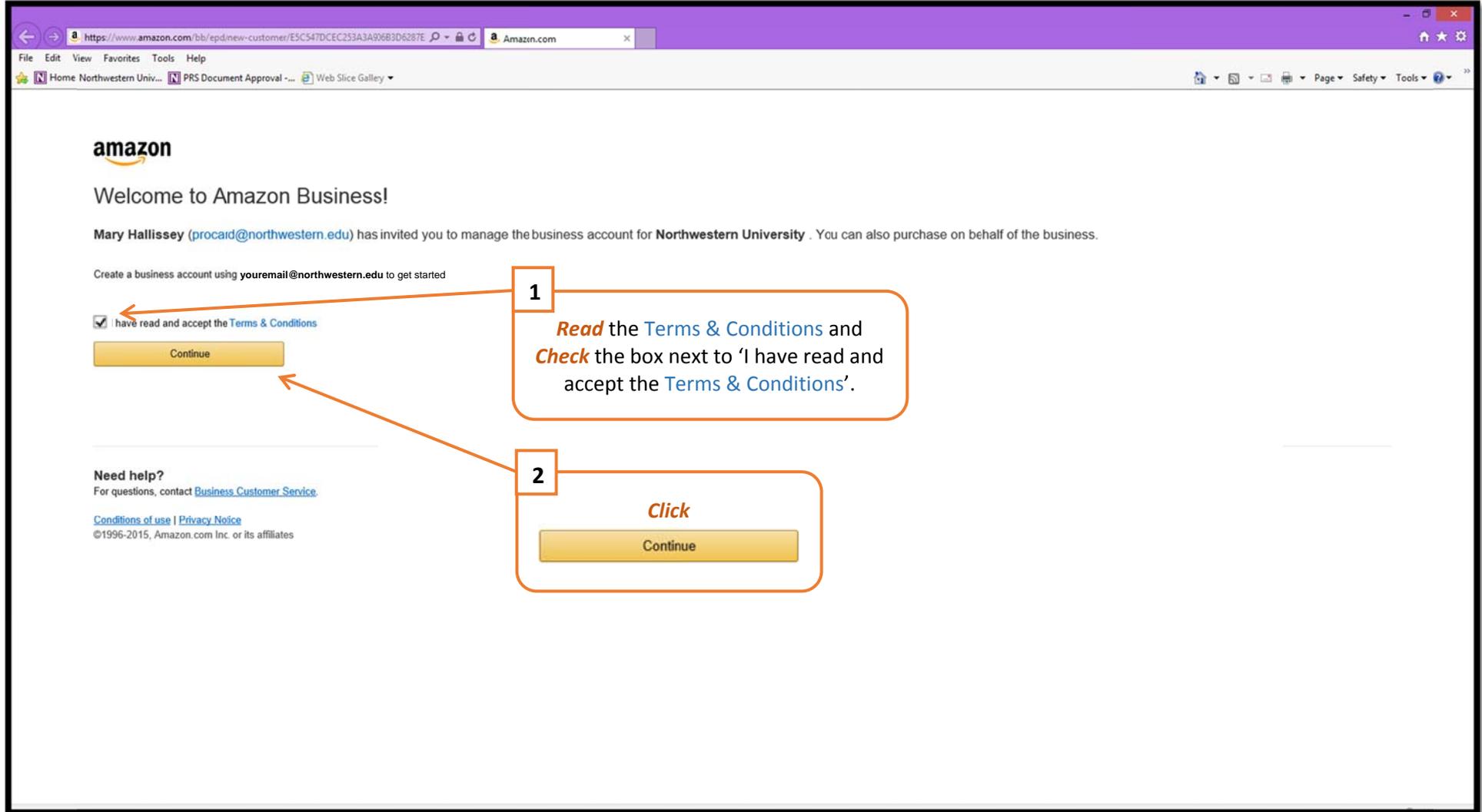


## Procurement Card Program

Set-up Instructions - NU Department Account in *Amazon Business*



The screenshot shows the Amazon Business welcome page. The browser address bar displays the URL: <https://www.amazon.com/bb/epd/new-customer/E9C547DC253A3A906B3D6287E>. The page content includes the Amazon logo, the heading "Welcome to Amazon Business!", and a message from Mary Hallissey (procard@northwestern.edu) inviting the user to manage the business account for Northwestern University. Below this, it says "Create a business account using youremail@northwestern.edu to get started".

Step 1: A checkbox labeled "I have read and accept the [Terms & Conditions](#)" is checked. An orange callout box with the number "1" contains the instruction: "Read the [Terms & Conditions](#) and Check the box next to 'I have read and accept the [Terms & Conditions](#)'." An arrow points from this callout to the checkbox.

Step 2: A yellow "Continue" button is highlighted. An orange callout box with the number "2" contains the instruction: "Click" above the "Continue" button. An arrow points from this callout to the button.

At the bottom left, there is a "Need help?" section with links for "Business Customer Service", "Conditions of use", and "Privacy Notice", and a copyright notice: "©1996-2015, Amazon.com Inc. or its affiliates".

## Procurement Card Program

Set-up Instructions - NU Department Account in *Amazon* Business

The screenshot shows the Amazon Business registration page. On the left, a red warning triangle icon is next to the text: **Important: this account must be different and separate from your personal Amazon account.**

The main heading is "Create a business account". Below it are four input fields: "Your name" (with placeholder "First M Last Name"), "Email" (with placeholder "youremail@northwestern.edu"), "Password", and "Confirm password". A yellow "Create account" button is positioned below these fields.

Callout 3: A box labeled "3" points to the name, email, and password fields. The text inside says: **Enter Your Name, Northwestern Email address, and create and confirm a Password for this account.**

Callout 4: A box labeled "4" points to the "Create account" button. The text inside says: **Click** followed by a yellow "Create account" button.

At the bottom left, there is a "Need help?" section with a link to "Business Customer Service" and "Conditions of use | Privacy Notice". The footer text reads: "©1996-2015, Amazon.com Inc. or its affiliates".

## Procurement Card Program

Set-up Instructions - NU Department Account in *Amazon Business*

The screenshot shows a web browser window displaying the Amazon Business registration completion page. The URL in the address bar is [https://www.amazon.com/bb/registration/finish/ref=b2b\\_reg\\_as\\_na\\_p\\_lp\\_join](https://www.amazon.com/bb/registration/finish/ref=b2b_reg_as_na_p_lp_join). The page features the Amazon logo at the top left, followed by the heading "Almost complete!". Below this, a message states: "Your account changes have been saved. youremail@northwestern.edu will be your business account." There are two yellow buttons: "Complete" on the left and "Continue" on the right. An orange callout box labeled "5" with the text "Review and Click" is positioned over the "Continue" button, with an arrow pointing to the "Complete" button. Below the buttons, there is a "Need help?" section with a link to "Business Customer Service", and links for "Conditions of use" and "Privacy Notice". The footer includes the copyright notice "©1996-2015, Amazon.com Inc. or its affiliates". The browser's taskbar at the bottom shows several open tabs, including "Home Northwestern Univ...", "PRS Document Approval -...", and "Web Slice Gallery". The browser's status bar at the bottom right indicates a zoom level of 100%.

amazon

### Almost complete!

Your account changes have been saved. youremail@northwestern.edu will be your business account.

Complete

5

**Review and Click**

Continue

Need help?  
For questions, contact [Business Customer Service](#).

[Conditions of use](#) | [Privacy Notice](#)

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## Procurement Card Program

Set-up Instructions - NU Department Account in *Amazon Business*

The screenshot shows a web browser window with the URL [https://www.amazon.com/bb/registration/next-steps/ref=b2b\\_reg\\_f\\_cr\\_p\\_lp\\_join](https://www.amazon.com/bb/registration/next-steps/ref=b2b_reg_f_cr_p_lp_join). The page content includes the Amazon logo, the heading "Your sign in for business has been created", and a sub-heading "You can now manage your business account and purchase for your business with youremail@northwestern.edu.". Below this, there are two buttons: "Manage your business" (highlighted in yellow) and "Start shopping". A red arrow points from a callout box to the "Manage your business" button. The callout box contains the number "6" in a red square, the text "Review and Click" in red, and a smaller yellow "Manage your business" button. At the bottom of the page, there is a "Need help?" section with links for "Business Customer Service", "Conditions of use", and "Privacy Notice", and a copyright notice for 1996-2015.

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

amazon  
1510000 PRS

**Note:** this should be your department information.

7  
Click **Your Account** and then **Choose Your Account** from the drop down options.

St. Patrick's Day

Hello  
Your Account  
Try Prime  
Wish List  
Cart

Your Orders  
Your Account  
Your Wish List  
Your Recommendations  
Your Subscribe & Save Items  
Your Prime Membership  
Manage Your Content and Devices  
Formerly "Manage your Kindle"  
Your Prime Music  
Your Music Library  
Formerly Cloud Player  
Your Cloud Drive  
Free unlimited photo storage for Prime members  
Your Prime Instant Video  
Unlimited streaming of thousands of movies and TV shows  
Your Watchlist  
Your Video Library  
Your Games & Software Library  
Your Android Apps & Devices

Northwestern University  
Approve Orders | Manage Your Business | Get Help

https://www.amazon.com/gp/css/homepage.html?ref=nav\_youraccount\_btn

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

**Your Account**

**Orders**  
View & Modify Recent Orders



View, Modify, Track or Cancel an Order  
[Your Orders](#)

**Search Orders**  
Title, Department, Recipient... [Go](#)

**Order History**  
[View Kindle Orders](#)  
[Download Order Reports](#)  
[View Archived Orders](#)

**More Order Actions**  
[Return or replace items](#)  
[Manage Prime Membership](#)  
[E-mails with Sellers](#)  
[see more](#)

**Payment Methods**  
[Manage Payment Options](#)  
[Add a Credit or Debit Card](#)  
[Amazon Credit Cards](#)  
[Shop with Points](#)  
[Amazon Coins](#)

**Gift Cards**  
[View Gift Card Balance](#)  
[Apply a Gift Card to Your Account](#)  
[Reload your Gift Card Balance](#)  
[Manage Bulk Gift Card Orders](#)  
[Purchase a Gift Card](#)

**Settings**  
Password, Prime & E-mail

**Account Settings**  
[Change Account Settings](#)  
E-mail, password, name and mobile phone

[Forgot Your Password?](#)  
[1-Click Settings](#)  
[Manage Prime Membership](#)  
[Amazon Student Membership](#)  
[Amazon Nom Membership](#)  
[Manage 'Shipment Updates via Text'](#)  
[Amazon Tax Exemption Program](#)  
[Manage Login with Amazon](#)  
[Register for a Business Account](#)

**Address Book**  
[Manage Address Book](#)  
[Add New Address](#)

**E-mail from Amazon**  
[E-mail Preferences & Notifications](#)  
[Amazon Local and Amazon Delivers](#)  
[E-mail Subscriptions](#)  
[Product Availability Alerts](#)

**Your Other Accounts**  
[Seller Account](#)  
[Trade-In Account](#)  
[Corporate Customers](#)  
[Web Services Account](#)  
[Amazon Payments Account](#)  
[Sell your stuff](#)  
[Amazon Local Account](#)

**Need Support?**  
[Account Help](#)  
[Change or cancel an order](#)  
[Track a package](#)  
[Returns and Refunds](#)

**8**  
**Choose Amazon Tax Exemption Program**

# Procurement Card Program

## Set-up Instructions - NU Department Account in Amazon Business

https://www.amazon.com/gp/taxExemption?ie=UTF8&ref\_aya\_atepplus

amazon.com Today's Deals Gift Cards Sell Help

Shop by Department Search All Go

Hello Your Account Try Prime Wish List Cart

St. Patrick's Day

### Your Account > Amazon Tax Exemption Program

## Amazon Tax Exemption Program (ATEP) Enrollment

Many organizations qualify to make sales tax exempt purchases based on state law. The Amazon Tax Exemption Program supports sales tax exempt purchases from Amazon.com LLC, Amazon Digital Services, Inc., Warehouse Deals, Inc. or Amazon Services LLC. Please contact your tax advisor to determine if your purchases qualify for sales tax exemption. [Learn about eligibility](#)

The Amazon Tax Exemption Tool will guide you through the process of enrolling in our program. At the start of the process you will be asked to select the states in which you qualify for sales tax exemption and the type of exemption for your organization. From there, you'll be prompted to answer questions or upload documents specific to the sales tax exemption for which you qualify. If you need help with the process, use the [Contact Us](#) link to get in touch with us for assistance.

Please allow 15 minutes for tax exemption certificates created via the Amazon Tax Exemption Tool to be active. Certificates uploaded may take up to 24 hours.

**Note: Current Amazon Business Customers**  
To either enroll in ATEP or modify your existing ATEP account, [click here](#). If you are *not* yet an Amazon Business customer, you can [learn more or Register for Amazon Business](#).

**Get Started!**

**9** *Click* **Get Started!**

- Get to Know Us**
  - Careers
  - Investor Relations
  - Press Releases
  - Amazon and Our Planet
  - Amazon in the Community
  - Amazon Devices
- Make Money with Us**
  - Sell on Amazon
  - Sell Your Services on Amazon
  - Sell Your Apps on Amazon
  - Become an Affiliate
  - Advertise Your Products
  - Self-Publish with Us
  - See all
- Amazon Payment Products**
  - Amazon.com Rewards Visa Card
  - Amazon.com Store Card
  - Amazon.com Corporate Credit Line
  - Shop with Points
  - Credit Card Marketplace
  - Amazon Currency Converter
- Let Us Help You**
  - Your Account
  - Shipping Rates & Policies
  - Amazon Prime
  - Returns & Replacements
  - Manage Your Content and Devices
  - Help

amazon.com

Australia Brazil Canada China France Germany India Italy Japan Mexico Netherlands Spain United Kingdom

6pm Score deals on fashion brands  
AbeBooks Rare Books & Textbooks  
AmazonSupply Business, Industrial & Scientific Supplies  
Amazon Web Services Scalable Cloud Computing Services  
ACX Audiobook Publishing Made Easy  
Audible Download Audio Books  
AfterSchool.com Kids' Sports, Outdoor & Dance Gear  
BeautyBar.com Prestige Beauty Delivered  
Alexa Actionable Analytics for the Web  
Book Depository Books With Free Delivery Worldwide  
AmazonFresh Groceries & More Right To Your Door  
Bookworm.com Books For Children Of All Ages  
Amazon Local Great Local Deals in Your City  
Casa.com Kitchen, Storage & Everything Home

Northwestern University

Approve Orders Manage Your Business Get Help

# Procurement Card Program

## Set-up Instructions - NU Department Account in Amazon Business

amazon Individual Tax Exemption States Type Organization Forms Review Sign Preview Contact Us

Please select one or more jurisdictions where you want to provide an exemption or resale certificate:

Select All

<input type="checkbox"/> Alabama	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> Texas
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Utah
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New York	<input type="checkbox"/> Vermont
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> D.C.	<input type="checkbox"/> Maryland	<input type="checkbox"/> Ohio	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Florida	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Georgia	<input type="checkbox"/> Michigan	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Rhode Island	
<input type="checkbox"/> Idaho	<input type="checkbox"/> Mississippi	<input type="checkbox"/> South Carolina	
<input checked="" type="checkbox"/> Illinois	<input type="checkbox"/> Missouri	<input type="checkbox"/> South Dakota	

To upload your exemption forms directly, [exit this wizard](#).

10 Check box for Illinois only.

11 Click Save and Continue

Save and Continue

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## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business Exemption Wizard interface. The main heading is "What kind of tax exempt organization are you?". Below this heading, there are two columns of radio button options. The first column includes: 501C, Charitable Organization, Education Institution (selected), Hospital (Nonprofit or State), Library, Nonprofit Religious Organization, State/Local Government, and Other. The second column includes: Agriculture Production, Direct Pay Permit, Federal Government, Industrial Production/Manufacturing, Nonprofit Organization, Resale, and United Nations/Diplomat. At the bottom of the form area, there are "Back" and "Save and Continue" buttons. A red box labeled "12" points to the "Education Institution" radio button with the text "Check radio button for Education Institution only." Another red box labeled "13" points to the "Save and Continue" button with the text "Click Save and Continue". The browser address bar shows "https://tax-exemption.amazon.com/wizard/exemptionType". The page footer includes "© 2015, Amazon.com, Inc. or its affiliates" and "Terms | Help".

12 Check radio button for Education Institution only.

13 Click Save and Continue

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

amazon Individual Tax Exemption States Type Organization Forms Review Sign Preview Contact Us

Exemption Wizard - Form Summary

https://tax-exemption.amazon.com/wizard/formSummary

You will be adding or modifying the following certificates.

States	Form Name	Status
IL	Uniform Sales and Use Tax Certificate - Multijurisdiction	CREATE

Back Continue

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14

Verify you chose the state of IL and then **Click**

Continue

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

amazon Individual Tax Exemption

States Type Organization Forms Review Sign Preview Contact Us

Please tell us about your organization:

Organization Name \* Northwestern University

Organization Description \* Educational Institution

Address Line 1 \* 2020 Ridge Avenue, 2nd Floor

Address Line 2 Apartment, suite, unit, building, floor, etc.

City \* Evanston

State \* Illinois

Country \* United States

Zip/Postal Code \* 60208-4303

Certificate Signer's Name \* Illinois Department of Revenue

Certificate Signer's Title \* Central Registration Division

Back Save and Continue

Terms | Help  
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15 Enter the information EXACTLY as it appears here in the fields to the left.

16 Verify you entered the information correctly and then Click Save and Continue

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

https://tax-exemption.amazon.com/wizard/additionalInformation

Exemption Wizard - Forms

amazon Individual Tax Exemption

States Type Organization Forms Review Sign Preview

Contact Us

Please provide additional information required to generate the exemption forms:

Uniform Sales and Use Tax Certificate - Multijurisdiction

[View sample form](#)

I'm engaged as a registered (choose one):

Wholesaler

Retailer

Manufacturer

Other

Describe (generally) the property you will be purchasing with yo

Education - Supplies

Enter your Illinois State Exemption Number:

E9990-4055

Back Save and Continue

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17

Check radio button for Other only.

Enter Education – Supplies in the Describe field.

Enter E9990-4055 in the Illinois State Exemption Number field

18

Verify you entered the information correctly and then Click

Save and Continue

# Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

**amazon** Individual Tax Exemption

States Type Organization Forms **Review** Sign Preview

### Tax Exemption Summary

**States** (edit)

Exemption States: IL

**Type** (edit)

Exemption Type: Education Institution

**Organization** (edit)

Organization Name	Northwestern University
Organization Description	Educational Institution
Address Line 1	2020 Ridge Avenue, 2nd Floor
Address Line 2	
City	Evanston
State	IL
Country	United States
Zip/Postal Code	60208-4303
Certificate Signer's Name	Illinois Department of Revenue
Certificate Signer's Title	Central Registration Division

**Forms** (edit)

Uniform Sales and Use Tax Certificate - Multijurisdiction (edit)

I'm enquired as a registered: Other

19

*Verify* you entered the information correctly and then *Click* **Save and Continue** located at the bottom of the page.

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Exemption Wizard - Sign page. The browser address bar displays <https://tax-exemption.amazon.com/wizard/sign>. The page title is "Exemption Wizard - Sign". The navigation bar includes "amazon", "Individual Tax Exemption", and a breadcrumb trail: "States", "Type", "Organization", "Forms", "Review", "Sign", "Preview". A "Contact Us" button is in the top right.

The main content area is titled "Sign Your Exemption Certificate." and contains the instruction: "Move your mouse pointer inside the box below. Then while holding the left mouse button, move your mouse cursor to draw your signature. In case of a mistake, press the 'Clear' button to start over." Below this is a large rectangular signature box. To the right of the box is a "Clear" button, which is circled in orange. A yellow warning icon is positioned between the signature box and the "Clear" button.

Annotation 20: A callout box with the number "20" contains the text: "Sign your name (as your name appears on your Procurement Card) in the box here using your mouse/cursor". An orange arrow points from this box to the signature box.

Annotation 21: A callout box with the number "21" contains the text: "Click Save and Continue". An orange arrow points from this box to the "Save and Continue" button located below the signature box.

Additional elements include a "Back" button below the signature box, a "Save and Continue" button below the signature box, and a "Save and Continue" button within the callout box 21. The footer contains "Terms | Help" and "© 2015, Amazon.com, Inc. or its affiliates".

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

amazon Individual Tax Exemption States Type Organization Forms Review Sign Preview Contact Us

**You're almost done!**  
Please preview your exemption certificates below. When finished, click "Activate Certificates".

States	Exemption Form	Exemption Certificate
IL	Uniform Sales and Use Tax Certificate - Multijurisdiction	<a href="#">Preview</a>

You must first agree to our [Terms and Conditions](#) before continuing through the exemption certificate generation wizard.

[Back](#) [Activate Certificates](#)

[Terms](#) | [Help](#)  
© 2015, Amazon.com, Inc. or its affiliates

**22**  
*Read* the [Terms & Conditions](#) and *Check* the box next to 'You must first agree to our [Terms & Conditions](#)'...

**23**  
*Click*  
[Activate Certificates](#)

## Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows a web browser window with the URL <https://tax-exemption.amazon.com/wizard/completed>. The page title is "Exemption Wizard - Compl...". The Amazon logo is in the top left, and the text "Individual Tax Exemption" is next to it. A navigation bar contains the following items: States, Type, Organization, Forms, Review, Sign, Preview, and a "Contact Us" button. The main content area features a green checkmark icon and the text "You have successfully submitted your tax exemption certificate(s)". Below this, it says "Please allow 15 minutes for new tax exemption certificates submitted via the Amazon Tax Exemption Tool to take effect. Certificates uploaded may take up to 24 hours. Click [here](#) to view the current status of your tax exemption(s).". The word "here" is circled in orange. An orange arrow points from the word "24" in the text "up to 24 hours" to a callout box. The callout box contains the text "Click [here](#) to review Certification Status & Confirmation Page (see next page).". The footer of the page includes "Terms | Help" and "© 2015, Amazon.com, Inc. or its affiliates".

amazon Individual Tax Exemption States Type Organization Forms Review Sign Preview Contact Us

✓ You have successfully submitted your tax exemption certificate(s)

Please allow 15 minutes for new tax exemption certificates submitted via the Amazon Tax Exemption Tool to take effect. Certificates uploaded may take up to 24 hours. Click [here](#) to view the current status of your tax exemption(s).

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24

Click [here](#) to review Certification Status & Confirmation Page (see next page).

# Procurement Card Program

## Set-up Instructions - NU Department Account in Amazon Business

25

Click Your Account and then Choose Your Account from the drop down options.

**Tip:** print this page for your records

**Note:** You may continue with set-up without waiting for the ATEP enrollment to complete.

State	Exemption Status	Seller	Exemption Type	Effective Date	Expiration Date	Available Actions
IL	Pending	Amazon & Participating Sellers	Education Institution	03/06/2015	N/A	Download   Expire

## Procurement Card Program

### Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business 'Your Account' page. A callout box on the left contains the number '26' and the text 'Choose Add a Credit or Debit Card'. An arrow points from this box to the 'Add a Credit or Debit Card' link in the 'Payment Methods' section. A yellow warning icon and note are on the right side of the page.

**26**  
Choose  
Add a Credit or Debit Card

**Note:** You may continue with set-up without waiting for the ATEP enrollment to complete.

**Your Account**

**Orders**  
View & Modify Recent Orders

View, Modify, Track or Cancel an Order  
[Your Orders](#)

Search Orders  
Title, Department, Recipient... [Go](#)

**Order History**  
[View Open Orders](#)  
[View Digital Orders](#)  
[Download Order Reports](#)  
[View Kindle Orders](#)  
[View Archived Orders](#)

**More Order Actions**  
[Return or replace items](#)  
[Prime Pantry Items](#)  
[Subscribe & Save Items](#)  
[Manage Textbook Rentals](#)  
[Manage Magazine Subscriptions](#)  
[Leave Seller Feedback](#)  
[Leave Packaging Feedback](#)  
[Manage Prime Membership](#)  
[E-mails with Sellers](#)  
[Giveaways](#)

**Your Other Accounts**  
[Seller Account](#)  
[Trade-In Account](#)  
[Corporate Customers](#)  
[Web Services Account](#)  
[Amazon Payments Account](#)  
[Sell your stuff](#)  
[Amazon Local Account](#)

**Need Support?**  
**Account Help**  
[Change or cancel an order](#)  
[Track a package](#)  
[Returns and Refunds](#)

**Amazon Wallet**  
Credit Cards & Gift Cards

**Payment Methods**  
[Manage Payment Options](#)  
[Add a Credit or Debit Card](#)  
[Amazon Credit Cards](#)  
[Shop with Points](#)  
[Amazon Coins](#)

**Gift Cards**  
[View Gift Card Balance](#)  
[Apply a Gift Card to Your Account](#)  
[Reload your Gift Card Balance](#)  
[Manage Bulk Gift Card Orders](#)  
[Purchase a Gift Card](#)

**Settings**  
Password, Prime & E-mail

**Account Settings**  
[Change Account Settings](#)  
E-mail, password, name and mobile phone

**Forgot Your Password?**  
[1-Click Settings](#)  
[Manage Prime Membership](#)  
[Amazon Student Membership](#)  
[Amazon Mom Membership](#)  
[Manage Shipping Options with Prime](#)  
[Amazon Tax Exemption Program](#)

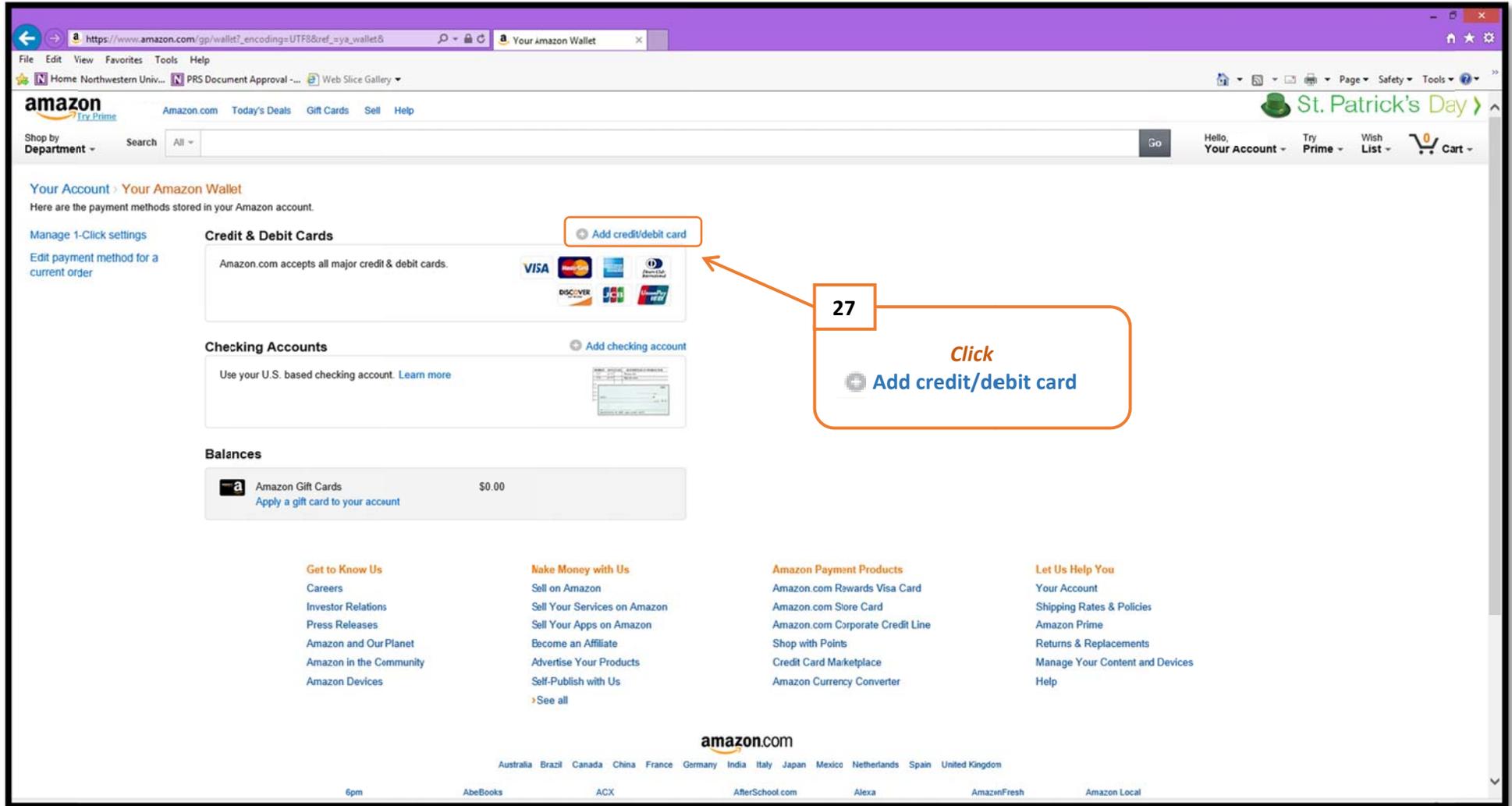
**Address Book**  
[Manage Address Book](#)  
[Add New Address](#)

**E-mail from Amazon**  
[E-mail Preferences & Notifications](#)  
[Amazon Local and Amazon Delivers](#)  
[E-mail Subscriptions](#)  
[Product Availability Alerts](#)

Northwestern University [Approve Orders](#) [Manage Your Business](#) [Get Help](#)

# Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business



## Procurement Card Program

### Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business 'Your Amazon Wallet' page. The page title is 'Your Account > Your Amazon Wallet'. Below the title, it says 'Here are the payment methods stored in your Amazon account.' There are three main sections: 'Credit & Debit Cards', 'Checking Accounts', and 'Balances'. The 'Credit & Debit Cards' section is active and shows a form for adding a new card. The form has fields for 'Card number', 'Name on card', and 'Expiration date'. There are 'Cancel' and 'Next' buttons at the bottom of the form. The 'Checking Accounts' section has a 'Next' button. The 'Balances' section shows 'Amazon Gift Cards' with a balance of '\$0.00'. There are callouts with numbers 28 and 29. Callout 28 points to the 'Card number' field and says 'Enter your Procurement Card information here.' Callout 29 points to the 'Next' button and says 'Verify you entered the information correctly and then Click'. The footer has links for 'Get to Know Us', 'Make Money with Us', 'Amazon Payment Products', and 'Let Us Help You'.

28 Enter your Procurement Card information here.

29 Verify you entered the information correctly and then Click

## Procurement Card Program

### Set-up Instructions - NU Department Account in Amazon Business

https://www.amazon.com/gp/wallet?\_encoding=UTF8&ref\_=ya\_wallet& Your Amazon Wallet

amazon Prime

Shop by Department Search All Go

St. Patrick's Day

Hello Your Account Try Prime Wish List Cart

Your Account > Your Amazon Wallet

Here are the payment methods stored in your Amazon account.

Manage 1-Click settings Edit payment method for a current order

Credit & Debit Cards Add credit/debit card

Amazon.com accepts all major credit & debit cards.

Add a new billing address (Step 2 of 2)

Full name

Address Line 1

Address Line 2

City

State / Province / Region

ZIP

Country United States

Phone Number

Save this address

Checking Accounts Add checking account

30 Enter your billing information which should match what is listed for your Procurement Card account.

31 Verify you entered the information correctly and then Click Save this address

## Procurement Card Program

### Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business 'Your Amazon Wallet' page. The page title is 'Your Amazon Wallet' and the URL is 'https://www.amazon.com/gp/wallet?\_encoding=UTF8&ref\_sya\_wallet&'. The page content includes sections for 'Credit & Debit Cards', 'Checking Accounts', and 'Balances'. A callout box with the number '32' contains the text: 'Verify information at left and then Click Your Account and Choose Your Account from the drop down options.' An arrow points from this box to the 'Your Account' option in the top right navigation menu. Another arrow points from the box to the 'MasterCard ending in 2096' entry in the 'Credit & Debit Cards' section.

32

Verify information at left and then **Click Your Account** and **Choose Your Account** from the drop down options.

St. Patrick's Day

Shop by Department Search All Go

Hello, Your Account Try Prime Wish List Cart

Your Orders  
Your Account  
Your Wish List  
Your Recommendations  
Your Subscribe & Save Items  
Your Prime Membership

Manage Your Content and Devices  
Formerly "Manage your Kindle"  
Your Prime Music  
Your Music Library  
Formerly Cloud Player  
Your Cloud Drive  
Free unlimited photo storage for Prime members

Your Account > Your Amazon Wallet

Here are the payment methods stored in your Amazon account.

Manage 1-Click settings  
Edit payment method for a current order

Credit & Debit Cards Expires Add credit/debit card

MasterCard ending in 2096 12/2016

Checking Accounts Add checking account

Use your U.S. based checking account. Learn more

Balances

Amazon Gift Cards \$0.00  
Apply a gift card to your account

Get to Know Us  
Careers  
Investor Relations  
Press Releases  
Amazon and Our Planet  
Amazon in the Community  
Amazon Devices

Make Money with Us  
Sell on Amazon  
Sell Your Services on Amazon  
Sell Your Apps on Amazon  
Become an Affiliate  
Advertise Your Products  
Self-Publish with Us  
> See all

Amazon Payment Products  
Amazon.com Rewards Visa Card  
Amazon.com Store Card  
Amazon.com Corporate Credit Line  
Shop with Points  
Credit Card Marketplace  
Amazon Currency Converter

Let Us Help You  
Your Account  
Shipping Rates & Policies  
Amazon Prime  
Returns & Replacements  
Manage Your Content and Devices  
Help

amazon.com

Australia Brazil Canada China France Germany India Italy Japan Mexico Netherlands Spain United Kingdom

6pm  
Score deals on fashion brands  
AmazonSmile

AbeBooks  
Rare Books & Textbooks  
Amazon Web Services

ACX  
Audiobook Publishing Made Easy  
Audible

AfterSchool.com  
Kids' Sports, Outdoor & Dance Gear  
Basketball.com

Alexa  
Actionable Analytics for the Web  
Book Depository

AmazonFresh  
Groceries & More Right To Your Door  
Bookworm.com

Amazon Local  
Great Local Deals in Your City  
Cox.com

# Procurement Card Program

Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business account homepage. The browser address bar displays the URL: [https://www.amazon.com/gp/css/homepage.html?ref=nav\\_youraccount\\_btn](https://www.amazon.com/gp/css/homepage.html?ref=nav_youraccount_btn). The page is organized into several sections:

- Orders:** Includes a search bar for orders and a list of actions such as "View Open Orders", "View Digital Orders", "Download Order Reports", "View Kindle Orders", and "View Archived Orders".
- Amazon Wallet:** Contains options for "Payment Methods" (Manage Payment Options, Add a Credit or Debit Card, Amazon Credit Cards, Shop with Points, Amazon Coins) and "Gift Cards" (View Gift Card Balance, Apply a Gift Card to Your Account, Reload your Gift Card Balance, Manage Bulk Gift Card Orders, Purchase a Gift Card).
- Settings:** Divided into "Account Settings" (Change Account Settings, E-mail, password, name and mobile phone, Forgot Your Password?, 1-Click Settings, Manage Prime Membership, Amazon Student Membership, Amazon Mom Membership, Manage 'Shipment Updates via Text', Amazon Tax Exemption Program, Manage Login with Amazon, Manage Your Business) and "Address Book" (Manage Address Book, Add New Address).
- Digital Content:** Includes "Digital Management" (Manage Content and Devices) and "Media Library" (Digital Music).
- Your Other Accounts:** Lists various accounts like Seller Account, Trade-In Account, Corporate Customers, Web Services Account, Amazon Payments Account, Sell your stuff, and Amazon Local Account.
- Account Help:** Provides links for "Change or cancel an order", "Track a package", and "Returns and Refunds".

An orange callout box with the number "33" and the text "Choose Manage Address Book" has an arrow pointing to the "Manage Address Book" link in the "Address Book" section of the Settings area.

# Procurement Card Program

## Set-up Instructions - NU Department Account in Amazon Business

The screenshot shows the Amazon Business account management interface. The page title is "Your Account > Manage Addresses and 1-Click Settings". The main content area is divided into sections: "Gifting Address", "Default Address and 1-Click Settings", and "Additional Addresses and 1-Click Settings".

**34** Here is where your billing information will be shown.

If you need to add a separate department 'Ship-To' address, **Click** [Enter a new address](#)

After a new address is added, you will see it here/at left.

**Important: Set-up process complete. You may log out. You will need to wait up to 24 hours for your ATEP status to change from Pending to Active. See page 17 for reference.**

Here is where your billing address / info will show.

Annotations include a red warning triangle icon and orange arrows pointing to the "Enter a new address" button and the "Additional Addresses and 1-Click Settings" section.