Making an Amazon Purchase: Mandatory Requirements

™ Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources. The Amazon Punchout is located in the GA FirstMarketplace module.

™ Before selecting an item to be added to your shopping cart, please confirm the item is either Prime, or it should be fulfilled by Amazon.

- Image to the Œ] P Z š illustrates where you can find the prime flag, or the fulfilled by line.

™ Additional requirements for Amazon purchases are:

- All Amazon purchases must include a business justification.
- Due to the expedient fluctuation in price and shipping availability, full review (Requester, [illegible]