How To Place A pCard Order On Amazon.com

Step 1: Be sure the account you intend to use has been setup for tax exempt purchases using the procedure described in "**How To Setup Tax Exemption For A pCard On Amazon.com**". Go to Amazon.com and log in.

Step 2: Use the "Search" box in the top center of the page to enter information (i.e. title, manufacturer product number, etc.) about the product you wish to purchase. Review the products that match your search criteria to determine the correct product. Click the product title or picture to be taken to the product page. Review the product details to determine if this is the correct product. If so, click "Add to Cart". Repeat this step as many times as needed to add all item to your cart for this order.

Step 3: Once you have added the final item to your online shopping cart, if you wish to adjust the quantities of the items you are purchasing click the "Edit your Cart" button and make the changes on the following page. Then click on "Proceed to checkout". If you do not need to make changes, click the "Proceed to checkout" button.

Step 4: You should now be at the "Select a shipping address" webpage. Click the "Ship to this address" button for the FAU shipping address (including building and room number) you want to use or enter a new FAU shipping address in the "Add a new address" section towards the bottom of the page and click the "Ship to this address" button.

Step 5: You should now be at the "Choose your shipping options" webpage. Click the circle for your shipping choice and then click "Continue".

Step 6: You should now be at the "Add a Payment Method" webpage. If you have previously added your pCard to this account, select your pCard as the method of payment and click "Continue". If you have not previously added your pCard to this account click the "Add a Card" option under the "Credit or Debit Cards" heading. Enter your pCard's information, click the "Add your card" button and click "Continue".

(NOTE: Personal items must be purchased separately using a personal credit card and the tax exemption status must be removed from the order – see Step 9)

Step 7: You should now be at the "Choose a billing address" webpage. The billing address for pCard orders is:

Florida Atlantic University
Office of the Controller
P.O. Box 3091
Boca Raton, FL 33431-0991

If this address appears as a selection click the "Use this address" button below the address. If this address does not appear on the webpage, enter this address in the "Or enter a new billing address" section towards the bottom of the webpage and click the "Use this address" button below this section.

Step 8: You may now be at a webpage titled "Get FREE Two-Day Shipping On This Order". If so, click the "No, thanks" button to be taken to the final webpage. If you were not taken to the webpage titled "Get FREE Two-Day Shipping On This Order", you should now be at the webpage titled "Review you order". Proceed to **Step 9.**

Step 9: You should now be at the "Review your order" webpage. Review the shipping address, payment method, billing address and make changes if necessary **(NOTE: If this is an order for personal items make sure a personal credit card is selected for the Payment method – __not the pCard__ – and select __Remove__ next to the __Tax Exemption Applied__ indicator under each item)**. In the section titled "Choose a delivery option:" click the circle for the desired delivery method. Click the "Place your order" button towards the upper right hand corner of the screen. Your order has now been placed and you should receive a confirmation email from Amazon.com.