



## 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.

- o Image to the left illustrates where you can find the prime flag, or the fulfilled by Amazon.

™ Additional requirements for Amazon purchases are:

- o All Amazon purchases must include a business justification.
- o Due to the expedient fluctuation in price and shipping availability, full review (Requester, Buyer, Manager, and Buyer) is required for all purchases.

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