

Department Card Managers' Process to Add P-Cardholders to Amazon

DCMs have permission to invite their P-Cardholders to participate in the university's Amazon business account on the department's behalf.

- When DCMs invite their respective P-Cardholders, DCMs need to ensure that the P-Cardholders permissions are limited to requisition privileges only (place order requests).
- P-Cardholders are not able to invite other employees to participate in the university's Amazon business account.

Step	Task
1.	Log in to Amazon https://www.amazon.com/ .
2.	Point to Your Account with your mouse.
3.	Click Business Settings .
4.	View Amazon Business Settings under Other Programs.
5.	Click Manage Your Business .
6.	Select your Group by University then by Organization Code range.
7.	Click People .
8.	Click on Add a person on the far right of the screen.
9.	Enter the employee's business email address.
10.	Click Continue .
11.	Verify that Requisitioner is checked. If not, check Requisitioner .
12.	Click Add Permissions . NOTE: You will see a screen showing the newly-entered employee with a pending invitation. The invitation will remain pending until the employee accepts the business account request or until the invitation expires.