

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 right 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, Budget Manager(s) and Buyer Approval) of your Amazon shopping cart must be completed within 72 hours of the creation of the shopping cart.
 - Items being purchased through Amazon cannot be covered by a Mandatory or Convenience Statewide Contract.
 - Your VSU email address cannot be tied to an existing personal Amazon account. This will prohibit you from using the Amazon Business Prime through the GA FirstMarketplace Punch-Out.
 - Please remember that the Amazon punchout is not compatible with the Google Chrome browser. Please use the Mozilla Firefox browser.
 - Please contact procurement via email (Procurement@valdosta.edu) to initiate a return or report an issue with an amazon order.

\$9.37 (\$1.56 / Count)

✓ **prime** Same-Day

FREE Returns ▾

FREE delivery **Today 10 AM - 3 PM**
if you spend \$25 on qualifying
items. Order within **1 hr 1 min**

📍 Deliver to Punchout - Atlanta
30310

In Stock.

Quantity: **1**

Buying in bulk?

Add to Cart

🔒 Secure transaction

Sold by Amazon and **Fulfilled by
Amazon.**

Return policy: Eligible for Return,
Refund or Replacement within 30
days of receipt ▾