

Add/Remove Requisitioner to OSU Amazon Business Account

Group Administrators have permission to add (or remove) applicable PCard Managers as Requisitioners to the OSU Amazon Business Account on the behalf of the College/VP area.

- When the Group Administrator adds the respective Requisitioner (PCard Manager), permissions are limited to requisition privileges only (place order requests). Requisitioners **should not** be given administrative access.
- Requisitioners are not permitted to add other employees to participate in the OSU Amazon Business Account.

Step	Task to Add Requisitioner
1.	Go to: Amazon (www.amazon.com/)
2.	Click Your Account to Sign In with your OSU name.# and password
3.	Go to “ Your Name ” Account for Business (upper right corner)
4.	Click Manage Your Business
5.	Select Groups under Account Settings
6.	Click on Group Name (e.g., your College/VP Area)
7.	Click on Add a person button on the far right of the screen.
8.	Enter the Requisitioner’s OSU Name.# email address (e.g. Peterson.265@osu.edu)
9.	Click Continue . Result: Make sure the Requisitioner is checked. Do not check Administrator.
10.	Click Add Permissions . Result: 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.

Step	Task to Remove Requisitioner
1.	Complete Steps 1-6 above
2.	Click on People
3.	Review list of People associated with the Group Click Remove next to the name of the applicable Requisitioner Click Remove User button