NMT's Amazon Business Account – Payment Methods

If you want to use a **Direct Pay** for the purchase, please use the following steps:

1. Group - choose the Direct Pay Group

2. 2. Business information - enter a DP number in the PO field, including the letters DP (example: DP123456)

3. Shipping Address - choose your address from the list

4. Payment method - choose Pay by Invoice

5. You will get a copy of the invoice once the order is shipped and AP will as well. Please pay the invoice with a DP.

If you want to use your **PCard** for the purchase, please use the following steps:

1. Group - choose the PCard Group

2. Business information - enter the word PCard in the PO field

3. Shipping Address - choose your address from the list

4. Payment method - click on the plus sign to add your PCard information. You will then be able to choose your PCard as the payment method.