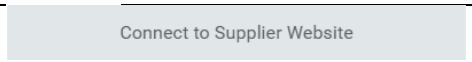
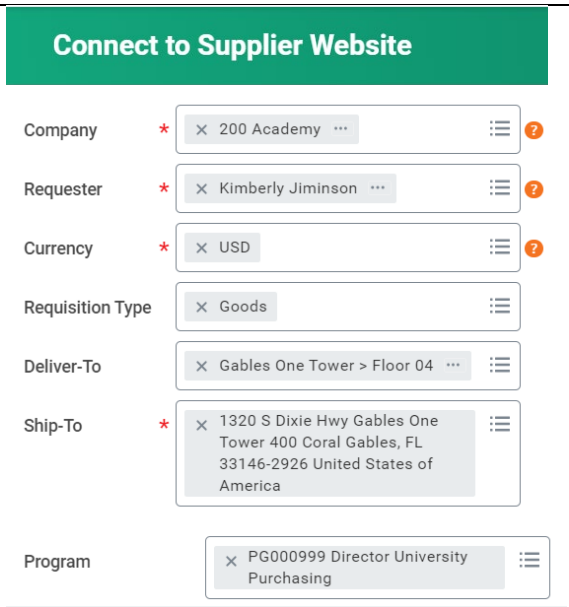
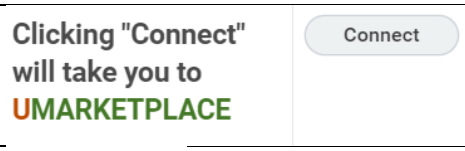
Amazon Purchase Requisition

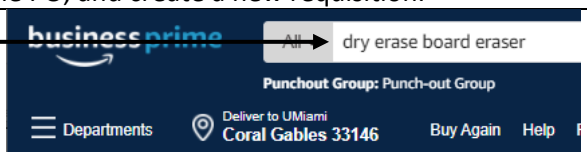
Use this tutorial to create orders for Amazon catalog purchase requisition in Workday.

http://workday.miami.edu

Create A Catalog Requisition	
1. Log into Workday.	http://workday.miami.edu
2. Click the Purchases icon.	
3. Click **Connect to Supplier Website.** ***TIP:*** Amazon cannot process Non-Catalog and Ad-Hoc requisitions. Instead, use the UMarketplace catalog.	
4. Complete the fields as follows: a. *Company* – The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used. b. *Requester* – Leave as yourself, even when ordering on behalf of someone else. c. *Currency* – USD d. *Requisition Type* - Goods e. *Ship-To Address* – The address where the goods should be delivered. ***TIP*:** Remove Accounts Payable and replace with your shipping address. ***f.*** *Choose* either *Program, Grant, Gift, or Project.* Note: This will default to all lines created. Split accounting can be applied on the summary page.	
5. Click **Connect**.	
6. Go to the *Showcases* section and click the supplier's logo.	amazon ***TIP:*** When ordering from Amazon there is a 7-calendar day window. If the requisition is not approved within 7 days, the order will still appear in Workday, but will be cancelled by Amazon.
REGISTRATION TIP: Upon entering the UMarketplace Amazon catalog for the first time, registration may be required. If a personal Amazon account had previously been created with a university email address, change it to a non-UM email address. For questions regarding registration, contact Amazon Business customer service at amazonbusinesscs@amazon.com.	

7. ***SHOPPING TIPS***:
   - Some items that appear in the public Amazon website may not appear in UMarketplace.
   - Restricted items may be added to the shopping cart and require Purchasing's approval.
   - If items were added to the cart, and not fully approved within 7 days, the order will be automatically cancelled by Amazon. Close the PO, and create a new requisition.

8. A new window may open. Type the needed item in the search bar.

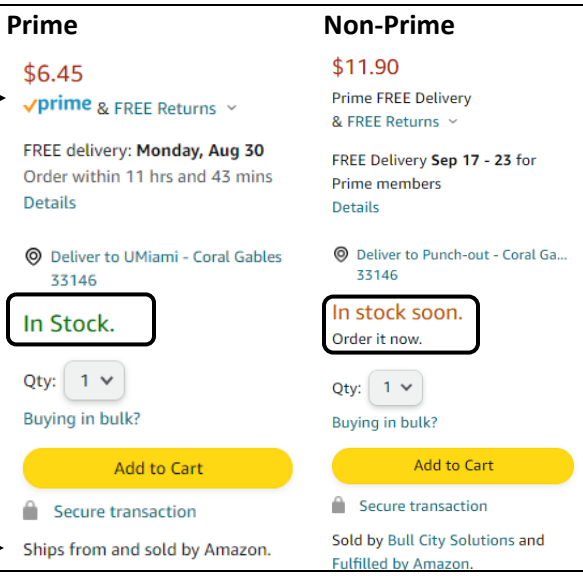


9. Understanding Prime vs non-Prime items

Prime items have the following:
   - Prime Logo
   - 1 or 2- day shipping
   - Ships and Sold by Amazon

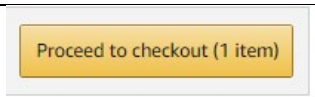
Non-Prime items:
   - No Prime logo
   - Delivery date may be 3+ days
   - Not sold by Amazon

TIP: Check for *In Stock* vs *In Stock* ***Soon***.



10. Select a quantity and click *Add to Cart*.

11. The item appears in the cart. Add more items or click *Proceed to Checkout*.



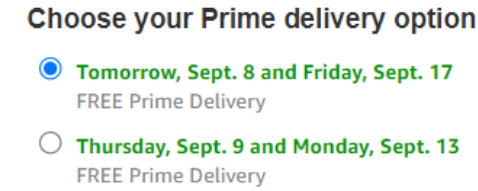
12. Prime Items only:
Confirm the delivery date and be sure someone is in the office to receive the item.

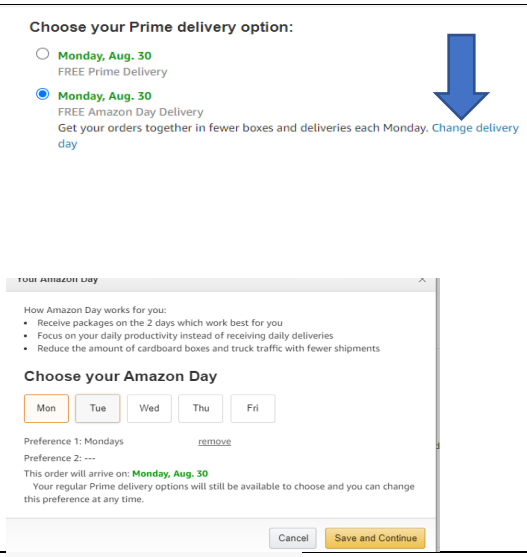
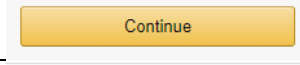
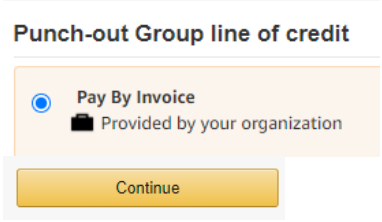
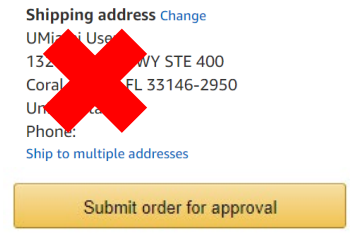
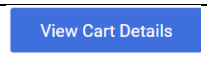
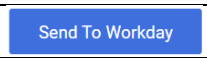
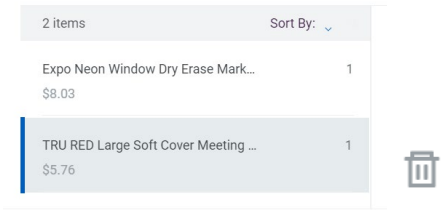
TIP: One option or multiple options may appear.

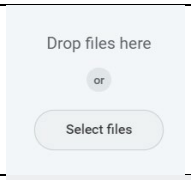
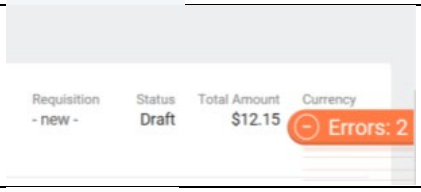
If one option appears, click *Continue*.



If multiple options appear, choose the preferred date. Then click *Save and Continue*.

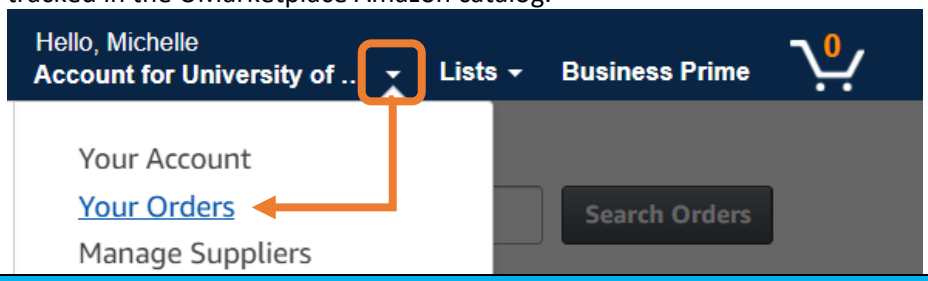


13. When selecting a Prime item there will be an option to choose a delivery day. Choose day that works best.	
14. Click **Continue**.	
15. Pay by Invoice is auto selected. Click **Continue**.	
16. Disregard the Shipping Address that appears on this screen. Items will be delivered to the *Ship-To Address* selected in Workday. Click **Submit Order for Approval**.	
17. Click **View Cart Details**.	
18. Click **Send to Workday**.	
19. Review the shopping cart. ***TIP:*** Previous carts may be included. To delete an item, select it on the left and click the trash icon on the right.	
20. Click **Checkout**.	
21. *Sourcing Buyer* – (leave blank)	
22. *High Priority* (optional)	Checking *High Priority* does not change the order in which it is processed.
23. Internal Memo (optional)	Describe what is being ordered and who it is for.

24. Complete the *Spend Category* field for each line item.	
25. To attach supporting documentation click **Select Files**. A quote is not required for catalog orders.	
26. Confirm all information and correct any errors or alerts. Once all errors are corrected the message may still appear, but the requisition can be submitted.	
27. Review the requisition details and click **Submit** to prompt the first approver.	

Tracking Order Status

28. Check the approval status of the requisition in Workday. TIP: If items were added to the cart, but not fully approved within 7 days, the order will be automatically cancelled by Amazon. In this case, if a PO was generated, close the PO and create a new requisition.
29. Once the requisition gets completely approved, a purchase order will be issued. The order can be tracked in the UMarketplace Amazon catalog.



Contacts

- For questions regarding registration, contact Amazon Business customer service at amazonbusinesscs@amazon.com
- For all other questions reach out to the Purchasing Team at PurchasingHelpDesk@miami.edu