



VUMC purchases from Amazon are made through Workday. This guide includes: Accessing Amazon Business, editing your cart, Amazon returns, and how to set up your Amazon Business account the first time you access the catalog.

Access Amazon Business

1. In Workday, select **Menu > Requisitions**.

Note: if you do not see **Requisitions** in your Menu, see the guide [here](#) to add apps.

2. If applicable, click **Edit Details** and update your Requisition Details with your Requisition Type, Deliver-to address, and worktags (if needed).

Note: once saved, these same parameters will display the next time you create a requisition, and only need to be updated if you need to change them.

3. Select **Connect to Supplier Website** under Ordering Methods. If the selection is greyed out, see your Requisition Details in step #2.

4. Click **Connect** on the Amazon supplier line.

5. From your Amazon Business account, search for or select an item and add it to your cart. Note: if the **Add To Cart** button is not available, the item will show as blocked.

The screenshot shows the Workday menu with 'Requisitions' selected. The 'Requisition Details' panel is open, showing 'Requesting for' Charlie Brown (0123456), 'Company' Vanderbilt University Medical Center, 'Currency' USD (\$), 'Requisition Type' Supplies, and '3 more worktags' with a 'view all worktags' link. Buttons for 'Start Requisition' and 'Edit Details' are at the bottom.

The screenshot shows the 'Connect to Supplier Website' screen with 'Company' set to Vanderbilt University Medical Center, 'Requester' Charlie Brown (0123456), 'Currency' USD, and 'Requisition Type' Supplies. It lists two supplier websites: 'ePlus' and 'Amazon Punchout', each with a 'Connect' button. An orange arrow labeled '4' points to the 'Amazon Punchout' connect button.

The screenshot shows the Amazon Business cart with a subtotal of '\$10.29'. A yellow button labeled 'Proceed to checkout (1 item)' is highlighted. An orange arrow labeled '6' points to this button.

The screenshot shows the Amazon Business search bar with 'Enter keyword or product number' and a search icon. A location dropdown says 'Delivering to Nash' and 'Update location'. An orange arrow labeled '5' points to the search bar.

6. Once completed, select **Proceed to Checkout**.

7. At the Amazon checkout page, use the **Placeholder address**.

Note: the actual delivery address was selected on your requisition in Workday.

The screenshot shows the 'Choose a shipping address' step of the Amazon checkout. It shows a message about the default receiver and a 'Deliver To' field with 'Charlie Brown'. A note says this will be applied to only this order. A 'Group Workday Prod addresses' section lists 'PLACEHOLDER - Select shipping address in WorkDay 60 ATHLETES WAY N, MOUNT JULIET, TN, 37122-4439, United States, Phone: 0123456789'. A yellow button labeled 'Use this address' is at the bottom. An orange arrow labeled '7' points to the placeholder address in the group list.



8. You also have the option to **Save** your checkout options as the default for future orders.

5 Review items and shipping

8 **Save your checkout settings as the default for future orders**

Use the selected group, shipping address, and payment method as my checkout defaults.

9. To return the items to your Workday cart, select **Submit order for approval**. This will return you to your Workday cart.

9 **Submit order for approval**

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items:	\$10.29
Shipping & handling:	\$0.00
Promotion Applied:	-\$0.51
Total before tax:	\$9.78
Estimated tax to be collected:	\$0.00
Order total:	\$9.78

amazon Your Account | Help

Sending cart to your procurement system.

You are being redirected to your procurement solution. Your items will not be shipped until we receive an approval from your procurement system.

Need help? Please contact us at 866-486-2360 or [here](#).

10. From your Workday cart, select **Checkout**. Note: only Amazon purchases can be on your Amazon requisition. To purchase from other Suppliers, you must start a new Requisition in Workday.

10 **Checkout** Continue Shopping ▾

11. On the checkout page of Workday, the **Deliver-To** and Ship-To addresses will display what was selected in Workday.

12. If not defaulted, add the **Spend Category** for the items purchased before submitting your requisition into workflow.

Goods

1 item

Item Description	Commodity Code	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To	*Ship-To Address
Physics Teaching Hook Weight, Double Hook Weight Set Sturdy Chrome Steel Versatile ±2% Accuracy Easy to Use Portable 10g for General Science			Quantity * 1	Unit Cost 10.29	10.29	2525 WEST END AVE (LOC00248) X > 2525 W END STE 750 (LOC98262)	2525 WEST END AVE NASHVILLE, TN 37203 United States of America

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12

13. Click **Submit** to process your requisition into workflow.

13 **Submit** Save for Later Continue Shopping ...

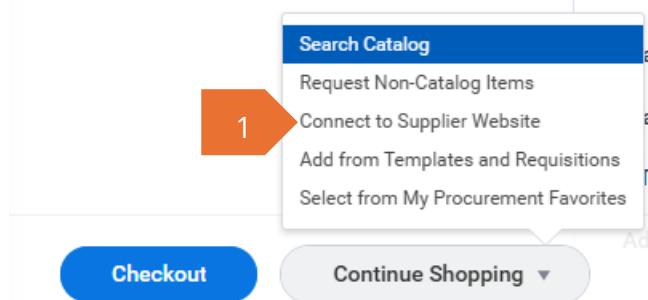


Editing your Amazon Cart

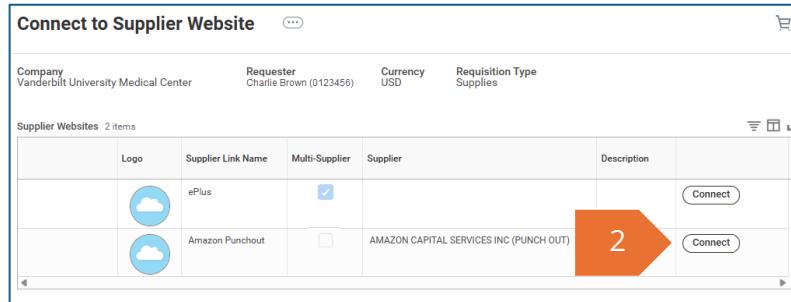
Do not make changes to your Amazon order on the Workday Checkout page. After you leave the Amazon Punchout, changes to your Amazon order do not reflect in Workday. If you must add/change/delete items in your order, you will need to cancel the order pending approval in the Amazon Punchout and start a new order.

1. Access the Amazon Punchout by selecting **Continue**

Shopping > Connect to Supplier Website from your Workday cart.

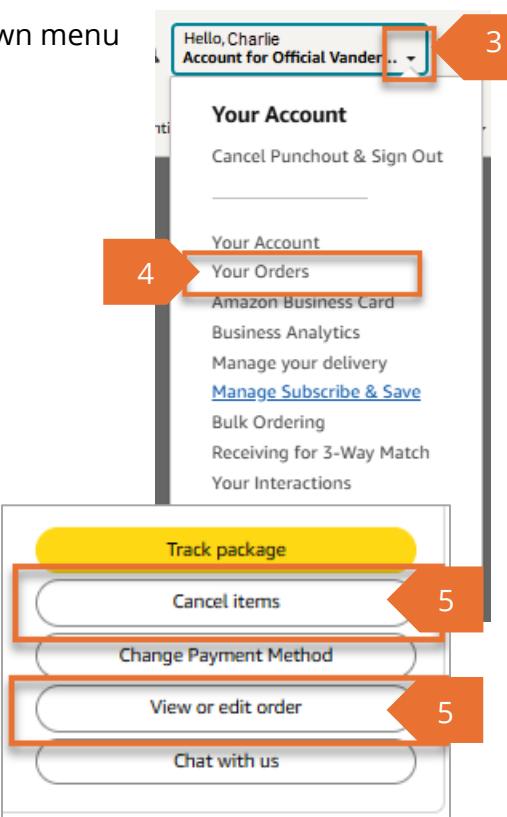


2. **Connect** to Amazon Punchout.



3. From the Amazon Business page, select the drop-down menu for **Your Account**.

4. Select **Your Orders**.



5. From Your Orders page, select to **Cancel Items** or **View or Edit Order**. **Note:** Selecting **View or Edit Order** will also allow you to cancel the order. To make changes, you will have to cancel the current order and begin a new order.



6. Select a **Cancellation Reason**.
7. Select **Cancel selected items in this order**. You will receive a cancellation email from Amazon.

Are you sure you want to cancel this order?

Items Ordered		Price
1 of: Physics Teaching Hook Weight, Double Hook Weight Set Sturdy Chrome Steel Versatile ±2% Accuracy Easy to Use Portable 10g for General Science [Luggage]		\$10.29 <input checked="" type="checkbox"/>
Condition: New		
Sold by: Lanxued (seller profile)		
- 1 item(s) Gift options: None		
Reason for cancellation (optional): <input type="button" value="Select Cancellation Reason"/>		
<div style="border: 1px solid #ccc; padding: 5px; width: 300px;"> <p>Select Cancellation Reason</p> <p>Order Created by Mistake</p> <p>Item(s) Would Not Arrive on Time</p> <p>Shipping Cost Too High</p> <p>Item Price Too High</p> <p>Found Cheaper Somewhere Else</p> <p>Item Sold by Third Party</p> <p>Need to Change Shipping Address</p> <p>Need to Change Shipping Speed</p> <p>Need to Change Billing Address</p> <p>Need to Change Payment Method</p> <p>Other</p> </div>		
Cancel selected items in this order Return to order summary		

8. Once canceled in Amazon, **delete** the items from your Workday cart.

View Cart

Company	Requester	Requisition Type	Total Amount	Currency	
Vanderbilt University Medical Center	Charlie Brown (0123456)	Supplies	\$10.29	USD	
1 item		Edit			
Physics Teaching Hook Weight, Dou...	1	Description	Physics Teaching Hook Weight, Double Hook Weight Set Sturdy Chrome Steel Versatile ±2% Accuracy Easy to Use Portable 10g for General Science		
		Supplier Item Identifier	B0D97985KL		

Amazon Returns

When returning items purchased with your Amazon Business account, the return must be processed through Amazon Business Punchout.

1. Log into Amazon Business.
2. Select Order History.
3. Select the item(s) you wish to return.
 - **Choose** the reason for the return
 - **Confirm** the return method



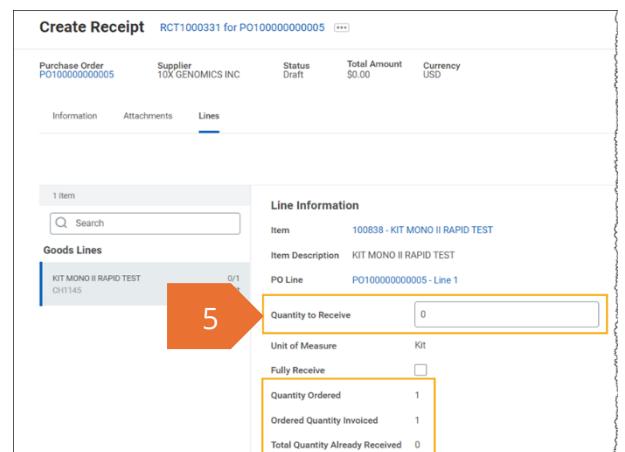
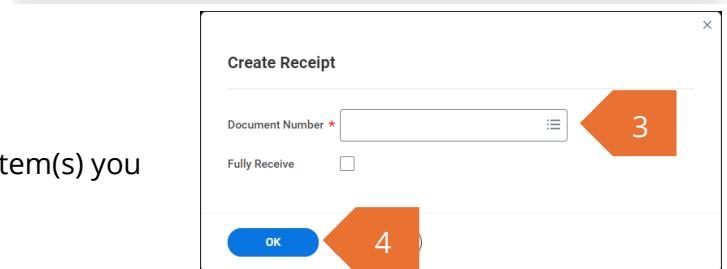
- Once the return is initiated, Amazon will provide a return confirmation number. Keep this number to create a return in Workday.

From the Workday Homepage:

- Type **Create Receipt** in the Workday Search bar.
- Select the Create Receipt Task
- You can enter the **Document Number**, which could be a **Purchase Order** number.
- Select **OK**.
- Input the Quantity to Receive

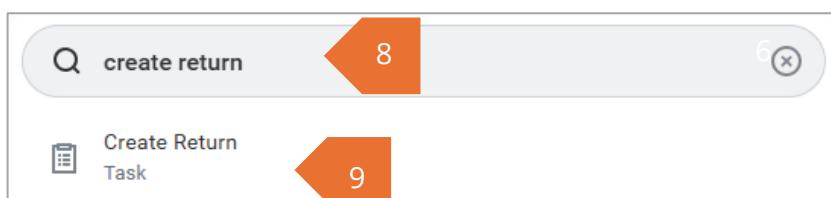
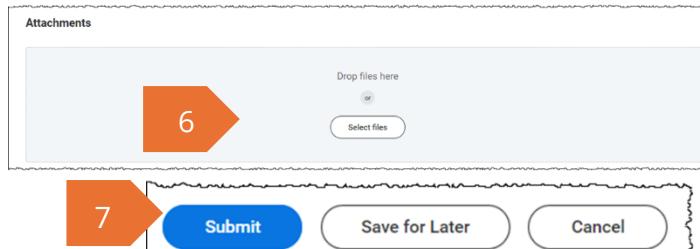
Note: The **Quantity to receive** should be for the item(s) you have returned to Amazon.

- Choose **Select Files** under **Attachments** to upload a packing slip.
- Select **Submit**.



- Type **Create Return** in the Workday Search bar.
- Select the **Create Return** task.
- From the **Create Return** window, select you want to search for the return by **Receipt**.
- Select the **Appropriate option** from the drop-down menu.
- Select **OK**.

Note: Include the Amazon Confirmation number of the return.





Logging in the First Time

1. The first time you log into Amazon through Workday, Amazon will automatically create your Business Prime account with your **vumc.org** email address.
2. If you have previously used your vumc.org email address to purchase from Amazon, you will be prompted to answer the following question the first time you log in through Workday.
3. Choose the 1st option only if you strictly used that account for work purchasing. Choose the 2nd or 3rd option if you've purchased anything personal on that account.

Note: Choosing options 2 or 3 will require you to transition your current Amazon account associated with your VUMC email to a new email that is neither VUMC or currently used for an Amazon Account.

What kind of shopping have you done with this account?

There are a couple more steps needed to join VUMC's Business Amazon account. Your answer here helps us figure out what those steps should be.



- VUMC's business shopping only.
- Personal shopping only.
- A mix of VUMC business and personal shopping
- I'm not sure