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

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 In Workday, select Menu > Requisitions.
 Note: if you do not see Requisitions in your Menu, see the guide here to add apps.

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- 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.
- 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.

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				Request items from	n Supplier v	websites	
Connect to	Supplie	r Website					Ä
Company Vanderbilt Universit	y Medical Cen	Reques Iter Charlie E	ter Brown (0123456)	Currency Requisition Type USD Supplies			
Supplier Websites 2	items					Ŧ	□ . ⁻
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description		
	\bigcirc	ePlus				Connect	•
	\bigcirc	Amazon Punchout		AMAZON CAPITAL SERVICES INC (PUNCH OUT)	4	Connect	
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er				EN Hello, Charlie)fficial Vande		,

Shop End of School Year savings

Cart Subtotal: \$1029

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6. Once completed, select Proceed to Checkout.

All 🚽

Enter keyword or product numb

At the Amazon checkout page, use the Placeholder address.
 Note: the actual delivery address was selected on your requisition in Workday.
 ³ Choose a shipping address

Punchout Group: Workday Prod = All Buy Again Today's Deals Business Savings Gift Cards
Top Categories IT Supplies
Savings For You App Center Custom Products



business prime



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

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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 approv By placing your order, you agree	val e to the	amazon	Your Account Help
	Amazon Business Accounts Ter Conditions and Amazon's privad	<u>ms and</u> <u>y notice</u> .	Sending cart to your proc system.	urement
	Items:	\$10.29	You are being redirected to your procurement solur shipped until we receive an approval from your pro	tion. Your items will not be curement system.
	Shipping & handling:	\$0.00	Need help? Please contact us at 866-486-2360 or h	here.
	Promotion Applied: Total before tax: Estimated tax to be collected:*	-\$0.51 \$9.78 \$0.00)	
	Order total:	\$9.78		

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.



- 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		12	Quantity * 1 Unit of Measure * Each	Unit Cost 10.29 No Charge	10.29	2525 WEST END AVE (LOC00248) × > 2525 W END STE 750 (LOC98262)	 2525 WEST END AVE NASHVILLE, TN 37203 United States of America
4								•

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







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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.

 Access the Amazon Punchout by selecting Continue Shopping > Connect to Supplier Website from your Workday cart.

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2. **Connect** to Amazon Punchout.

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Supplier Website	es 2 items					₹ 6
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
		ePlus				Connect

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

 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.**

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

Are you sure you want t	o cancel this order?		
Items Ordered			Price
1 of: Physics Teaching Hook We	ight, Double Hook Weight Set Stu	rdy Chrome Steel Versatile $\pm 2\%$ Accuracy Easy to Use Portable 10g for General Science [Luggage]	\$10.29 🗹
Condition: New			
Sold by: Lanxued (seller profile)			
 1 item(s) Gift options: None 			
Reason for cancellation (optional):	Select Cancellation Reason Select Cancellation Reason Order Created by Mistake Item(s) Would Not Arrive on Time Shipping Cost Too High Item Price Too High	6	Cancel selected items in this order Return to order summary
	Found Cheaper Somewhere Else		
	Item Sold by Third Party		
	Need to Change Shipping Address		
After viewing product detail pages,	Need to Change Shipping Speed	ick to pages you are interested in.	 View or edit your
	Need to Change Billing Address		history
	Need to Change Payment Method		
	Other		

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

View Cart						X	PDF
Company F Vanderbilt University Medical Center C	Requester Charlie Brown (0123456)	Requisition Type Supplies	Total Amount \$10.29	Currency USD	Ē		
1 item Physics Teaching Hook Weight, Dou 1 \$10.29	Edit Description	Physics Teaching to Use Portable 1	g Hook Weight, Dou 10g for General Sci	ble Hook Weight Set Sturdy Chrome Steel Versatile ±2% Accuracy Eas	y [
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Supplier Item Identifier	B0D97985KL	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		<u> </u>	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

## **Amazon Returns**

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

- 1. Type **Create Return** in the Workday Search bar.
- 2. Select the **Create Return** task.

	Q	create return	$\otimes$
2	Ē	Create Return Task	

**Amazon Business Purchases** 



- 3. From the **Create Return** window, select whether you want to search for the return by **Purchase Order**, **Supplier Contract**, or **Receipt**.
- 4. Select the **Appropriate option** from the drop-down menu.

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5. Select OK.

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**Note**: The return will be processed with Amazon by Supply Chain. You will receive notification with the appropriate return number and information once processed.

## 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.

I'm not sure



VUMC's business shopping only Personal shopping only. A mix of VUMC business and personal shopping