Amazon Gift Card Purchases

workday | **VUMC BUSINESS EDUCATION**

VUMC purchases for **Amazon Gift Cards** are purchased through **Amazon's Incentives Program.** The guide below includes instructions for setting up your Amazon Incentives account as well as how to complete the purchase in Amazon.

Set Up Amazon Incentives Account

Amazon Incentives requires you set up individual Amazon Incentive accounts to purchase gift cards.
Use the **Account Registration Link** to set up your account.

Accounts should reflect the following organization and address information:

1. Company Name: **VUMC**
2. Company website: **VUMC.org**
3. Industry: **Healthcare**
4. Company Address: **60 Athletes Way N**
   Mt. Juliet, TN 37122
5. **How much spending**: select from list
6. **How plan to use**: select from list
7. Check the box to **Agree**.
8. Click **Continue** to create your account.

amazon incentives

Let's start creating your Amazon Incentives account

First name*

Last name*

Job title*

Work email address*
If you do not have an Amazon account associated with this email address, please create one on the next page. If you already have an account, make sure to Sign-In on the next page. This step is crucial for the correct activation of your Account.

Phone number*

1 — Company name*
VUMC

2 — Company website*
vumc.org

3 — Please select the industry that best describes your business*
Healthcare

Company legal address*
Have multiple locations? Use the address shown on your official tax documents. Cannot ship orders to PO Boxes.

4 — 60 Athletes Way N

Address Line 2 (optional)

City*
Mt Juliet

State*
TN

ZIP Code*
37122

How much do you plan to spend on Amazon.com Gift Cards over the next 12 months?*

5 — $1,001 - $250,000

How do you plan to use the gift cards?*

6 — Distributing to your customers as incentives for

7 — ☑ I agree to Amazon Corporate Gift Card Purchase & Distribution Terms
v See a summary of the terms

8 — Continue to Create Account

Need Assistance? Contact us

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Purchasing Gift Cards

1. Log into your Incentives account and **populate your cart.**
2. Select **Proceed to Checkout** to continue the checkout process.
3. Choose a shipping address.

   ➤ **Physical gift cards should be shipped to VUMC recognized business addresses ONLY**

   ➤ Digital purchases do not require submission of a shipping address and will skip this step.

4. Continue by selecting **Pay with credit card** as your payment method. Enter your PCard number.
5. Review your cart and place your order.

This process is only for the purchase of Amazon Gift Cards. Further guidance for branded gift cards, such as Door Dash, Starbucks, etc. is pending.