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 both Workday and Amazon.

Set Up Amazon Incentives Account

workday

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

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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.

	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 or the next page. This step is crucial for the correct activation of your Account.					
	Phone number"					
	VUMC					
	vumc.org					
	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.					
	60 Athletes Way N					
	Address Line 2 (optional)					
	Citut* Stata* 7ID Coda*					
	Mt Juliet TN 37122					
	How much do you plan to spend on Amazon.com Gift Cards over the next 12 months?*					
	\$1,001 - \$250,000					
	How do you plan to use the gift cards?*					
I						
	Distributing to your customers as incentives for V					
	I agree to <u>Amazon Corporate Gift Card</u> <u>Purchase & Distribution Terms</u> <u>v See a summary of the terms</u>					
	Distributing to your customers as incentives for I agree to <u>Amazon Corporate Gift Card</u> <u>Purchase & Distribution Terms</u> <u>v See a summary of the terms</u>					

Amazon Gift Card Purchases

MENU



Purchasing Gift Cards

workday

In Workday, select Menu > Requisitions.
 If you do not see Requisitions in your
 Menu, see the guide <u>here</u> 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: Requisition type = Blanket for Gift card purchases.
- 3. Select **Request Non-Catalog Items** under Ordering Methods. If the selection is greyed out, see your Requisition Details in step #2.
- 4. Choose **Service** as the Request Type.
- 5. Complete the Request Details of the requisition, Including:

Supplier: AMAZON.COM SALES INC/ACI GIFT CARD LLC

Price: Total of all gift cards being ordered. This can be for this order, or for the fiscal year. Note, however, this invoice is prepaid and creates a balance available in your Incentives Program account.

Memo: Enter Business Purpose here.

Menu		×
Apps	Shortcuts	
Your Save	d Order	
Ē	Requisition: 1	Requisition Details
	Personal Information	Requesting for Charlie Brown
<u></u>	Team Performance	Company Vanderbilt University Medical Center
		Currency USD (\$)
		Requisition Type Blanket Order
		3 more worktags <u>view all worktags</u>
	2	Start Requisition Edit Details
	3 Re Ad no	e <mark>quest Non-Catalog Items</mark> Id an item or service to your cart that is t in Item master

4	Request Type	O Goods	Service	
				_

Request Details			Additional Details
Request Description *			Start Date
Purchase of Gift Cards for		Q (c)	MM/DD/YYYY
			End Date
Supplier X AMAZON.COM SALES INC/ACLIGIET CARD LLC	Supplier Contract	:=	MM/DD/YYYY
			Price
Commodity Code			
	∷≡		
Spend Category*			Memo
× SC350 Subject Participation		:=	Enter business purpose here

Amazon Gift Card Purchases



6. Click **Add to Cart**. Do <u>not</u> add any additional suppliers to this requisition.

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7. Select your cart and click **Checkout**.

workday

- 8. Verify the information is correct and select **Submit**.
- Once the PO is issued (you have a PO number), contact jsonhic@amazon.com to request a 'Pro Forma Invoice'.
- 10. Once the invoice is paid and the funds are available, log into your **Incentives Program** to request gift cards for any denomination and quantity. **Note** that **physical gift cards** should only be shipped to VUMC business addresses. **Electronic gift cards** will use the template available when ordered, to detail the amount, user, email, and sender for each card.





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.