



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.

The screenshot shows the 'amazon incentives' registration page. It is titled 'Let's start creating your Amazon Incentives account'. The form contains the following fields and options:

- First name\*** and **Last name\*** (text input fields)
- Job title\*** (text input field)
- Work email address\*** (text input field) with a note: '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\*** (text input field)
- Company name\*** (text input field) with value 'VUMC' (Step 1)
- Company website\*** (text input field) with value 'vumc.org' (Step 2)
- Please select the industry that best describes your business\*** (dropdown menu) with value 'Healthcare' (Step 3)
- Company legal address\*** (text input field) with value '60 Athletes Way N' (Step 4)
- Address Line 2 (optional)** (text input field)
- City\*** (text input field) with value 'Mt Juliet', **State\*** (text input field) with value 'TN', and **ZIP Code\*** (text input field) with value '37122'
- How much do you plan to spend on Amazon.com Gift Cards over the next 12 months?\*** (dropdown menu) with value '\$1,001 - \$250,000' (Step 5)
- How do you plan to use the gift cards?\*** (dropdown menu) with value 'Distributing to your customers as incentives for' (Step 6)
- ☒ **I agree to [Amazon Corporate Gift Card Purchase & Distribution Terms](#)** (Step 7)
- [v See a summary of the terms](#)
- Continue to Create Account** (yellow button) (Step 8)
- Need Assistance?** [Contact us](#)



## 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.

### Amazon.com Gift Card Claim Codes

Enter your order details

Please enter your order below or upload a file

[Enter the amounts here](#)

[Upload a file](#)

Quantity	Gift Card Value (USD)	Line Total
<input type="text" value="Enter a quantity"/>	<input type="text" value="Enter a gift card value"/>	-
<input type="text" value="Enter a quantity"/>	<input type="text" value="Enter a gift card value"/>	-
<input type="text" value="Enter a quantity"/>	<input type="text" value="Enter a gift card value"/>	-
<input type="text" value="Enter a quantity"/>	<input type="text" value="Enter a gift card value"/>	-
<input type="text" value="Enter a quantity"/>	<input type="text" value="Enter a gift card value"/>	-

[Clear all](#) [Add another line](#)

Add a PO# to your invoice (Optional)

Gift Card Codes	0
Subtotal	\$0.00
Total	\$0.00

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[Proceed to checkout](#)

amazon.com

[SIGN IN](#) [SHIPPING & PAYMENT](#) [PLACE ORDER](#)

Amazon.com Gift Card Checkout for VUMC

### Select a shipping address

**Please note:** We are unable to ship to P.O. Boxes. Additionally, shipments to Puerto Rico are not supported at this time. Contact your [Amazon Incentives Operations](#) with questions.

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Add address

VUMC Staff Name  
60 Athletes Way N  
Mt Juliet, TN 37122  
US

[Edit](#) | [Remove](#)

[Ship to this address](#)

amazon.com

[SIGN IN](#) [SELECT PAYMENT](#) [PLACE ORDER](#)

Amazon.com Gift Card Checkout for VUMC

### Select a Payment Method

☐ Send a payment to Amazon by wire transfer or direct debit (ACH)

☐ Pay with credit card

[Continue](#)

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*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.*