

# Amazon Business Instructions

Purchases through UADA’s Amazon Business platform can be made on a P-card, or through a requisitioned Purchase Order in Workday’s supplier punchout. General instructions on each process can be found below.

## P-Card:

### 1. Requesting an Amazon Business Profile

- a. Send your request to [purchasing@uada.edu](mailto:purchasing@uada.edu). Please send your UADA email, phone number and ship-to addresses for your profile set-up.
- b. You will receive and accept an invitation by email to join Amazon Business.
- c. Once the invitation is accepted you will create your own password. You can now make purchases on Amazon Business!

### 2. Shopping/Checking Out on Amazon Business with a P-Card

- a. Go to Amazon.com to reach the Amazon Business site.
- b. **Enter your UADA credentials and password**
- c. You will then be directed to the Amazon Home Page where you can shop and place your order.
- d. When you have finished selecting your items and are ready to check out, you may see a prompt on the right-side of the screen, suggesting the set-up of a Recurring Delivery for your items (**please do not set up recurring deliveries.**) Instead, click **Buy New**, which will bring up a standard Add to Cart button.
- e. A pop-up will ask if you would like to view the **cart**, or **proceed to Checkout**.
- f. Clicking “Proceed to Checkout” will lead the user to the Business order information tab, prompting input for Item Use/Justification, and Comments for approver. While these are not mandatory fields, the Procurement Team may have questions about your order. Providing details in these fields will help us understand the nature and use case for your purchase. Clicking “Continue” will advance checkout to the shipping address selection.

#### 2 Business order information

 **Your order requires approval**

You can place the order but please note that it may not comply with your organization buying policies.  
[View admin notes \(1\)](#)

**Item Use/Justification** (optional)

**Comments for approver** (optional)

100 characters left

[Add an additional approver?](#)

Continue

g. Select Shipping Location from the list. You can search official addresses in the “Search Addresses” field. If no selection is made, orders will be delivered to the UADA procurement office in Fayetteville, by default.

Be sure to include a Recipient Name, so that deliveries can be made to appropriate UADA personnel. If no name is included, the official location name will be the default addressee for the order. Once a selection is made, click “Use this Address.”

### 3 Choose a shipping address

**Does this order need to be delivered to a recipient other than the name in your address book?**

**Deliver To:**  This will be applied to only this order.

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**Search addresses:**

**Group P-Card Users - UADA addresses** [Shipping to more than one address?](#)

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**1) Select an official address from the below list** 2549 N HATCH AVE, FAYETTEVILLE, AR, 72704-5160, United States, Phone: 4795029701 [Edit address](#) | [Edit delivery preferences](#)

h. Select a Payment Method by inputting your official P-card number. If the card has been saved in Amazon already, you can select it from a default list.

i. Review the order’s payment and shipping information and submit for approval.

### 5 Review items and shipping

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

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

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**⚠ Your order requires approval**

- You can place the order but please note that it may not comply with your organization buying policies [View admin notes \(1\)](#)▼
- To add comments for your approver or to add an approver, go to the Business order information step

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**Submit order for approval** **Order total: \$35.93**

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

k. Upon completion of checkout, users will receive a confirmation email that includes a link to a detailed order summary.

l. Clicking this link will direct the user to an itemized summary of their order. This document will need to be saved as a PDF, to be used as an attachment during the WorkDay verification process.

### 3. Verification of Purchases

a. When your Amazon order is shipped, a p-card transaction will be created in Workday, which will need to be verified, using the workday application: “Verify Procurement Card Transactions.” All Amazon transactions **must** be verified by the 5th business day in the month following the transaction.

***For questions about this process, please contact [purchasing@uada.edu](mailto:purchasing@uada.edu)***

#### **Master Gardener Tax Exempt Purchases:**

A subgroup exists for tax exempt purchases for resale items that are purchased using Master Gardener funds in Workday.

While the Master Gardeners will not have direct access to this portal, Cooperative Extension staff, primarily administrative personnel, and staff agents, will be assigned access to this subgroup. Additional users can be requested by emailing [purchasing@uada.edu](mailto:purchasing@uada.edu).

#### **Commodities available for tax exempt purchase:**

Tax exemption is only allowable for purchases made on behalf of Master Gardeners when the purchase is for items intended for resale. UADA will collect sales tax on these items at the time of sale. Below is a commodity level list of items allowable for tax exempt purchase, *if the items will be sold directly to the public or become an integral part of items sold to the public*. If requested items are supplies to be used in growing plants and conducting sales are not exempt from tax, and must be purchased through the taxable Amazon P-card user group.

#### **Horticulture products such as, but not limited to:**

- Plants, plant plugs
- Seeds & bulbs
- Soil, pro-mix, vermiculite, peat moss, etc.
- Compost
- Fertilizer
- Pots and other plant containers
- Seed-starting kits & supplies
- Plant stakes/labels
- Landscaping cloth
- Freeze protection supplies•Water meters
- Gardening tools
- Gloves, aprons, etc.

#### **Shopping/Checkout:**

While the shopping and checkout experience is identical to any other Amazon purchase, the checkout process for tax exempt purchases includes an option to select whether the purchase should be made in the Tax Exempt group, or the P-card Users group. The tax exempt group should only be selected when all items are subject to exemption from sales tax. Purchases for supplies that will not be resold need to be made separately, under the P-card Users Group.

#### **Shipping Locations:**

In consideration of the needed flexibility in delivery locations for Master Gardener purchases, orders made in this subgroup will have the ability to define unique locations not included in the standard P-card Users group, during the checkout process.

**1** **1 Choose a group** [Learn more](#) 

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> <b>Tax Exempt For Resale ONLY</b> Division of Agriculture of the University of Arkansas	Individual	Individual
<input type="radio"/> <b>P-Card Users - UADA</b> Division of Agriculture of the University of Arkansas	Shared	Individual

**Choose this group**

**Workday Punchout Contract, Purchase Order:**

Since smaller orders can be made on P-card with less front-end effort, it is recommended to only use the Workday supplier contract for those purchases that exceed the standard P-card limit at \$2,500. Additionally, all orders in Amazon are only active for a maximum of seven (7) days before the approval period expires. When using the supplier punchout contract for Amazon purchases, please follow up with approvers to guarantee that the order is processed within allowable timeframes. An overview of this process follows:

**1. Connect to Supplier Website**

To access any of the supplier punchout contracts for purchase in Workday, search task: Connect to Supplier Website. Making this selection will kickoff the standard requisition process, prompting the user to input default accounting and shipping details for the requisition. These defaults can be refined if needed after checking out. Clicking OK will generate a list of available supplier contracts. Clicking “Connect” will navigate the user out of Workday to the prompted supplier website for online shopping.

Connect to Supplier Website 

Company: Division of Agriculture of the University of Arkansas  Requester: Mark Kiefer  Currency: USD 

Supplier Websites 9 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	Staples Contract & Commercial	<input type="checkbox"/>	Staples Contract & Commercial Inc. 	Preferred Supplier for Office Supplies	<a href="#">Connect</a>
	Amazon Business	<input type="checkbox"/>	Amazon Capital Services Inc. 	Amazon Business	<a href="#">Connect</a>

**2. Shopping/Checkout**

Online shopping during the punchout process is identical to navigating any other Amazon purchase. Please note, while shopping on a punchout contract, clicking the “back” button in the web browser can cause a malfunction in the contract integration.

### Checkout:

Once all items to be purchased have been placed in the cart, select Proceed to checkout. Since shipping details and payment methods will be defined by the requisition/PO details in Workday, please do not change the shipping address or payment method listed during the checkout process. Instead, simply select “Submit order for approval.”

**amazon** Checkout (2 items)

1	<b>Group</b>	University of Arkansas System-Wide Workday Punchout Prod (University of Arkansas System)	<a href="#">Change</a>
2	<b>Business order information</b>	Disabled	
3	<b>Shipping address</b>	Workday Address will be used Workday Address LITTLE ROCK, AR 72207-3608	<a href="#">Change</a>
4	<b>Payment method</b>	Add a promotional code	<a href="#">Change</a>

5 **Review items and shipping**

**Checkout defaults have been set for this order**

Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

**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 (2):	\$33.98
Shipping & handling:	\$0.00
Total before tax:	\$33.98
Estimated tax to be collected:	\$2.94
<b>Order total:</b>	<b>\$36.92</b>

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

### 3. Complete Requisition

After selecting “Submit order for approval” the items from the shopping cart will be brought back into Workday and converted into Goods line items. Complete any required accounting details, including spend categories and driver worktags, inputting any internal memos needed for review by approvers. Once all details have been entered, submit the requisition for approval. Once the order has been fully approved the Procurement Team will issue a Purchase Order (PO) which will automatically place your order with Amazon.

### 4. Create Receipt

After the PO is issued, Amazon will ship the order to the delivery address listed on the requisition/PO. Upon receipt of all items, Create Receipt for the PO in Workday. This will signal to the Accounts Payable team that it is OK to remit payment. The invoice process for this purchase will be handled automatically.