# Create Amazon Requisition

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed order products from the Amazon punch-out catalog using the University of Nebraska BusinessPrime account. It will also cover Amazon search tips, Amazon order history and analytics, and Amazon lists.

Two of the many benefits of ordering from Amazon via the Ariba interface are:
1. Eliminates the need to use a PCard for Amazon purchases.
2. Eliminates the need for duplicate Amazon Prime accounts (e.g., departmental, college-level, etc.).

PLACE AN ORDER

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile on Firefly home page.
2. Click the "SAP Ariba – Procure to Pay" on the Ariba landing page.
3. Click the "Amazon Business & Office Supplies" tile in the Guided Buying interface.
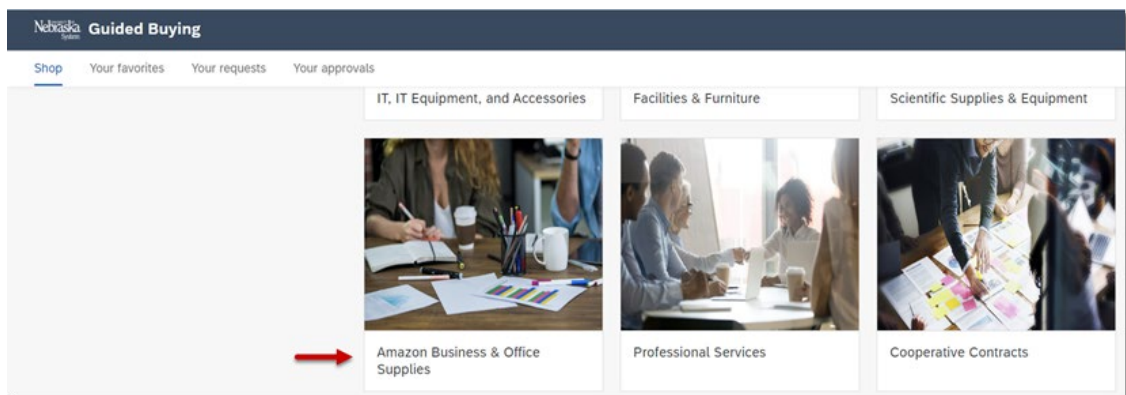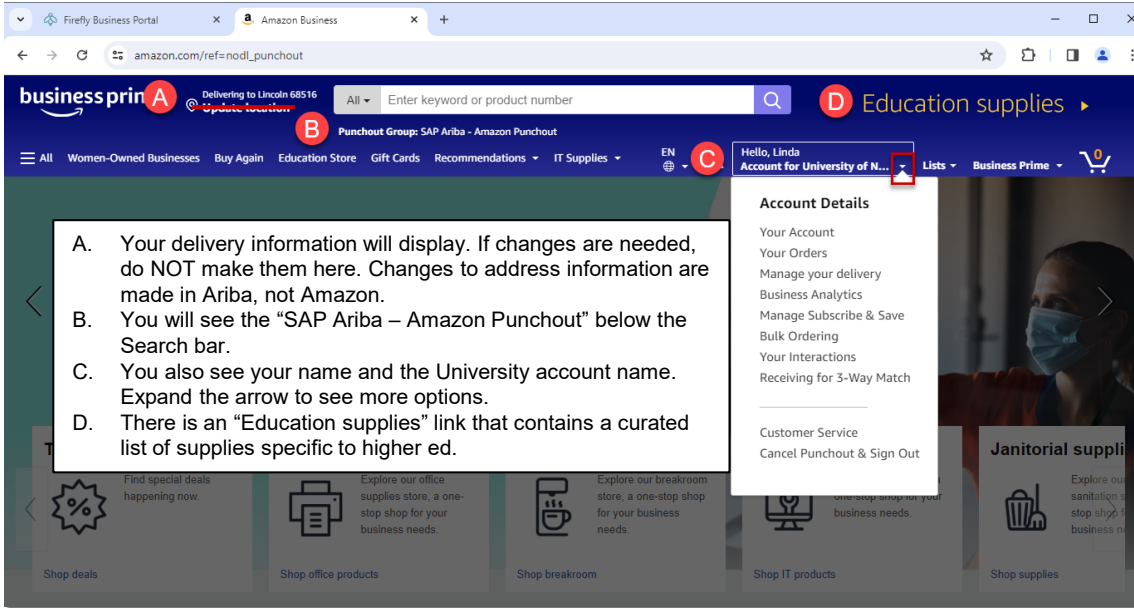

4. Either hover over the "amazonbusiness" tile and click the blue "Buy from supplier" button or click the tile itself and click the blue "Buy from supplier" button. You will be directed to Amazon BusinessPrime.
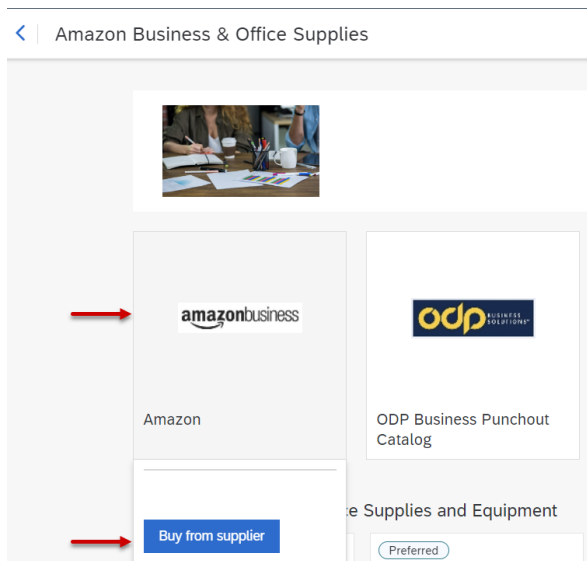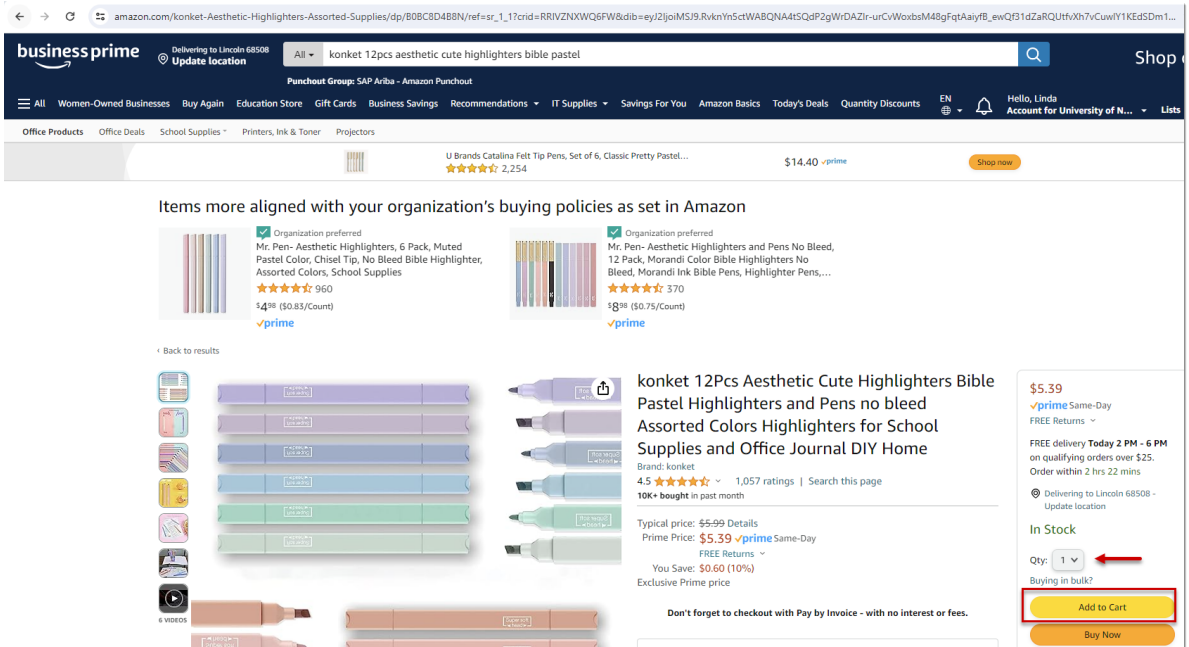
PLACE AN ORDER (CONTINUED)

5. The Amazon BusinessPrime page opens. There are several ways that differentiate the University's BusinessPrime account from your personal or other accounts business accounts.


A. Your delivery information will display. If changes are needed, do NOT make them here. Changes to address information are made in Ariba, not Amazon.
B. You will see the "SAP Ariba – Amazon Punchout" below the Search bar.
C. You also see your name and the University account name. Expand the arrow to see more options.
D. There is an "Education supplies" link that contains a curated list of supplies specific to higher ed.

6. Perform a search for the item(s) you would like to purchase (e.g., pens). There is an "Amazon Search Tips" section later in this document.
7. Indicate the quantity.
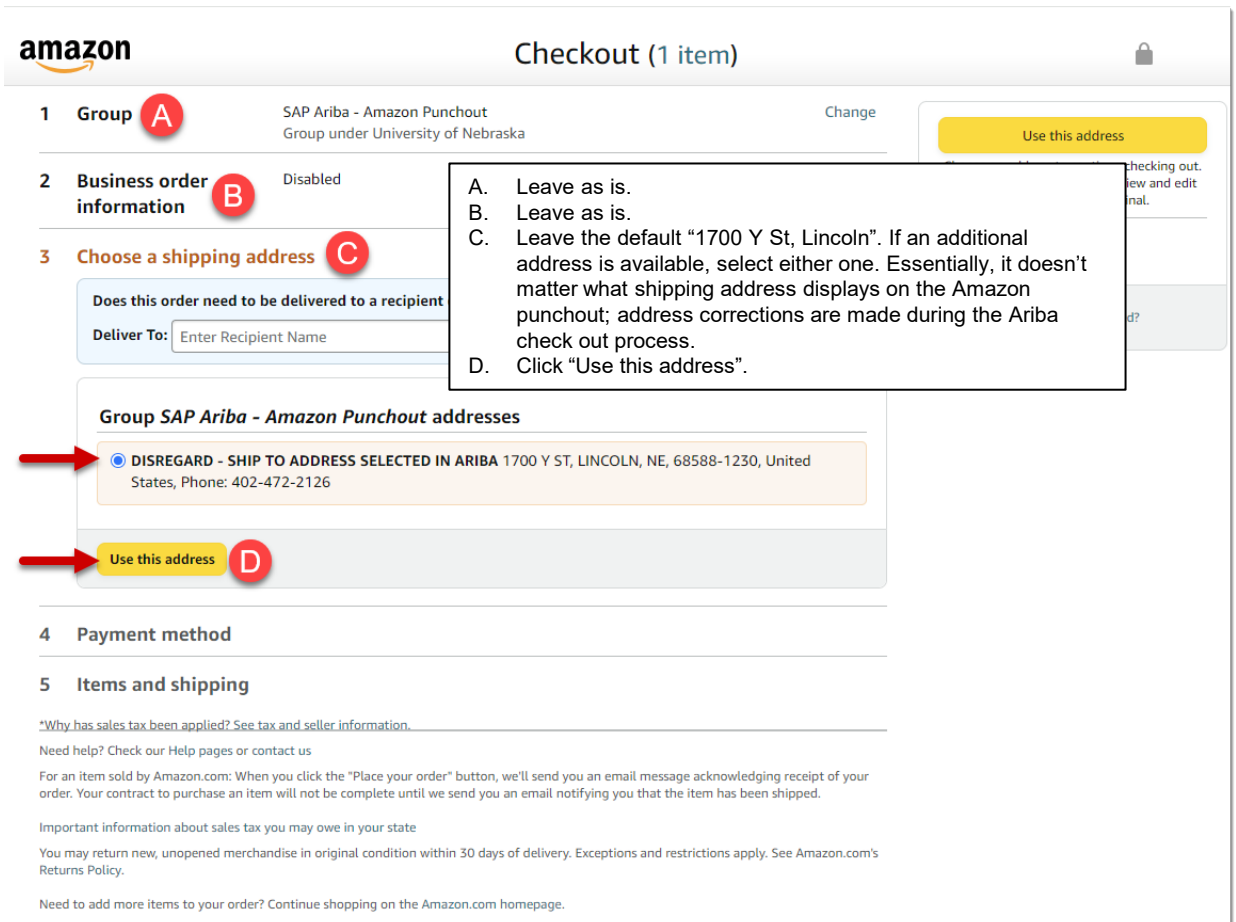8. Click "Add to Cart".

PLACE AN ORDER (CONTINUED)

9. A summary of the shopping cart displays. Click the "Proceed to checkout" button.
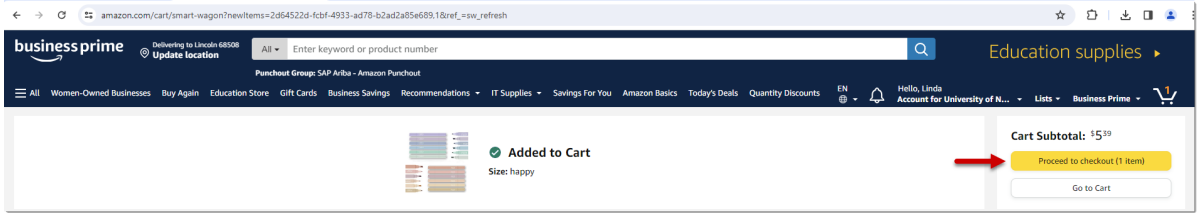
10. The checkout screen opens. Click the "Use this address" button. (NOTE: If more than one shipping address is available, select one; otherwise, leave the default of 1700 Y St, Lincoln.)

A. Leave as is.
B. Leave as is.
C. Leave the default "1700 Y St, Lincoln". If an additional address is available, select either one. Essentially, it doesn't matter what shipping address displays on the Amazon punchout; address corrections are made during the Ariba check out process.
D. Click "Use this address".

PLACE AN ORDER (CONTINUED)

11. The order summary screen opens. No changes need to be made in the "Payment method" section as all Amazon orders are paid via invoice. Click "Use this payment method".
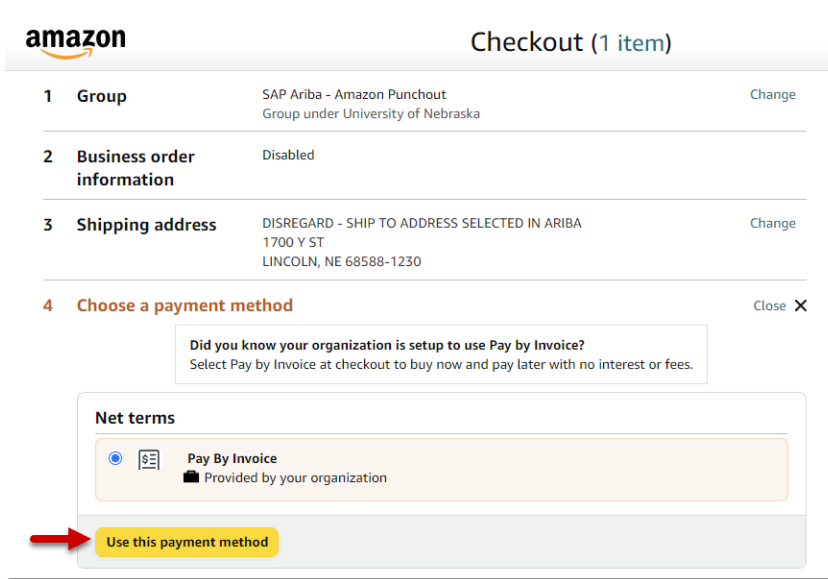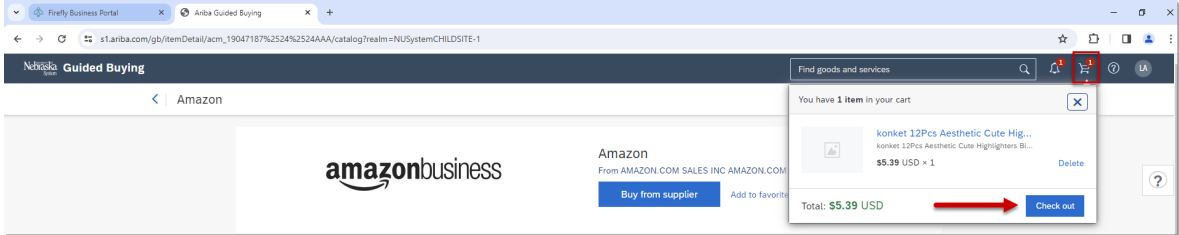

12. Review the order and click one of the "Submit order for approval" buttons. You will be directed back to Ariba Guided Buying.
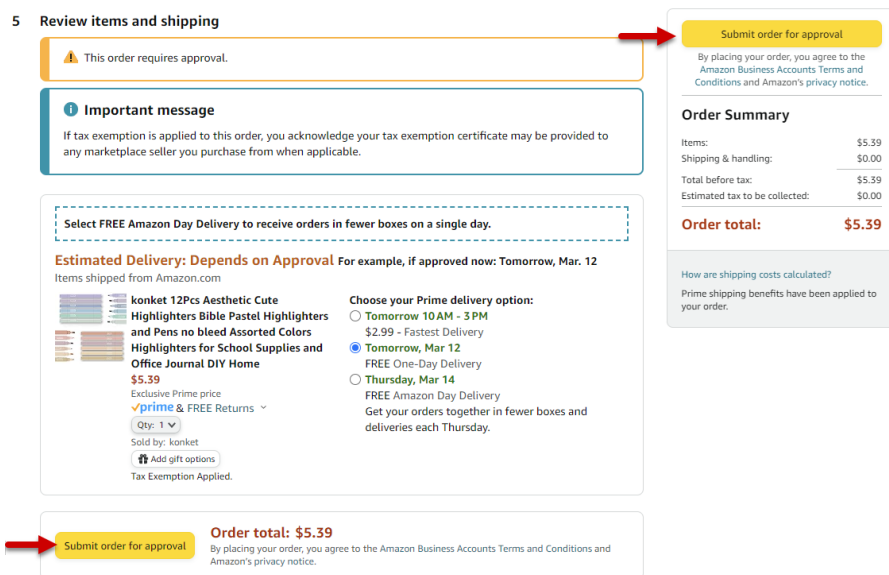
At this point, you cart will be pulled into Ariba as a requisition where ship to, cost object, etc. information can be edited. Once the requisition has gone through funding approval, it will generate a purchase order. An invoice will be generated against the purchase order from which the Amazon order will be paid.

PLACE AN ORDER (CONTINUED)

13. Click the Ariba shopping cart icon to view the Amazon items.
14. Click the "Check out" button.

15. The Ariba request opens. Complete the fields at the DOCUMENT LEVEL as noted below.

A. (If needed) Click "Manage locations" to change the "Ship to" address.
B. (If needed) Click "Manage details" to change the G/L account and cost object assignment (document level).
C. (Required) Select a "Need-by Date" (e.g., a week from the current date). This date does NOT need to match delivery dates in Amazon.
B. (Required) If not already filled in, enter the building and room # followed by the first initial of your first name and your last name

To add comments at the DOCUMENT LEVEL, enter them in the text box. To add attachment(s) at the DOCUMENT LEVEL, upload them in the area provided. For each, indicate whether or not to share with the supplier by checking the checkbox. Click the "Add" button.

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PLACE AN ORDER (CONTINUED)

16. If needed, changes to accounting assignments, ship to addresses, attachments, comments, etc. can also be made at the ITEM LEVEL (see below).
17. Click the "Submit" button.

E. Enter or validate cost object and/or G/L account assignments for the LINE ITEM. (NOTE: Click the "Split accounting" link to split the cost among two or more cost objects.)
F. Enter or validate shipping information for the LINE ITEM.
G. Comments and/or Attachments – Can be added here for the LINE ITEM. Indicate if text should be visible to the supplier.

Once the request has been approved by the funding source approver, a purchase order will be generated. The purchase order will be sent to Amazon so that the Amazon order can invoiced against the purchase order.

(NOTE: For more details about completing an Ariba request, please refer to the list of Quick Reference Guides on the Ariba website.)

AMAZON SEARCH TIPS

The following tips might be useful when searching for products on the University's BusinessPrime site.

- When using a generic search term (e.g., staplers) in the "Search" bar, use the filters on the left-hand side of the window to narrow down results. Items determined as being "Organization preferred" are noted above the item title.
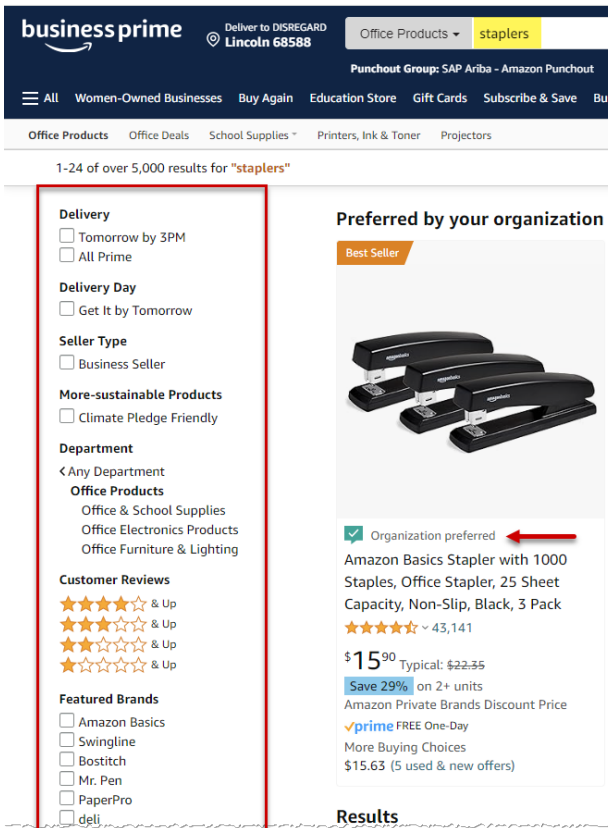
- If you order an item repeatedly and/or need the Amazon product number (ASIN) for any reason, it can be found by selecting an item and scrolling to the "Product Information" section. The ASIN is located in the "Additional Information" column.

Create Amazon Requisition

AMAZON ORDERS HISTORY & ANALYTICS

1. One way of looking at your orders is to click the dropdown next to your name and select "Your Orders".
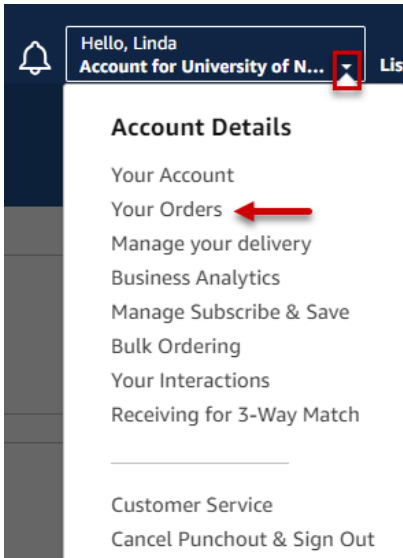
2. There are various filters to use to locate an order. The order status appears above the item description.

A. "Paid by University of Nebraska" should appear in the dropdown.
B. Use filters such as "Not Yet Shipped" to further refine your list of orders.
C. The default time range is 30 days, select another option for older orders.
D. Order status appears at the top (e.g., Pending Approval, Arriving + date, Delivered + date, etc.)

AMAZON ORDERS HISTORY & ANALYTICS (CONTINUED)

3. An order can be returned by clicking the "Return or replace items" button and follow the instructions on the screen. You will receive a return notification from Amazon. Once the item has been cleared for return, the item can be dropped off at the campus location where you deposit outgoing mail.
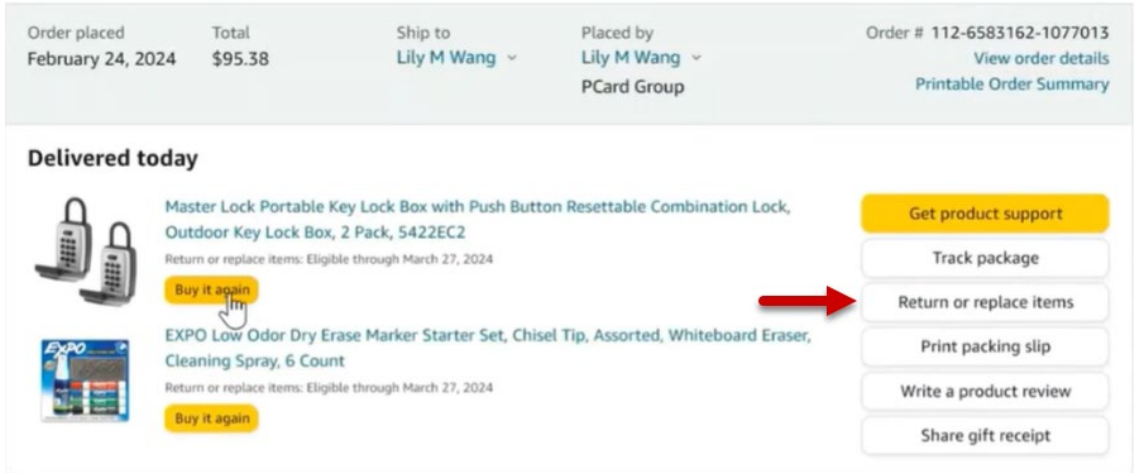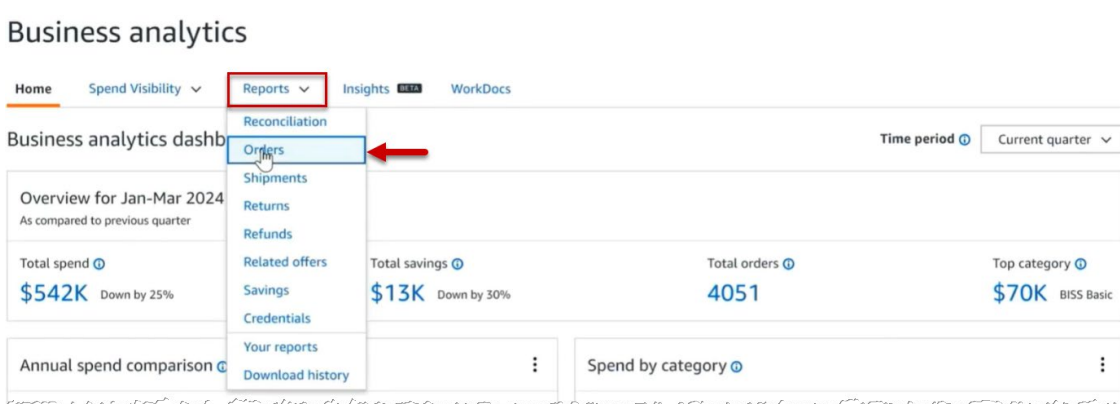

4. Another way of viewing order history is via the "Business Analytics" option.
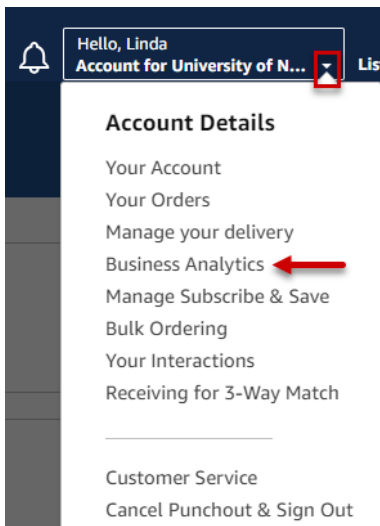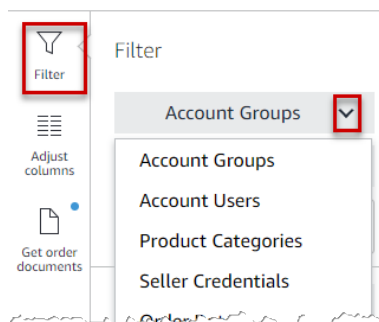
AMAZON ORDERS HISTORY & ANALYTICS (CONTINUED)

5. You will see analytics for the orders you've placed. Click the "Orders" option from the "Reports" menu. (NOTE: You can also run reports for shipments, returns, refunds, etc.)

6. A display of all orders for the default time period "Month to date" displays. Change the time period by selecting another option and click "Submit". (NOTE: You cannot run a report for a future date.) You can adjust report results and/or layout by using the "Filter" and "Adjust columns" options on the left.
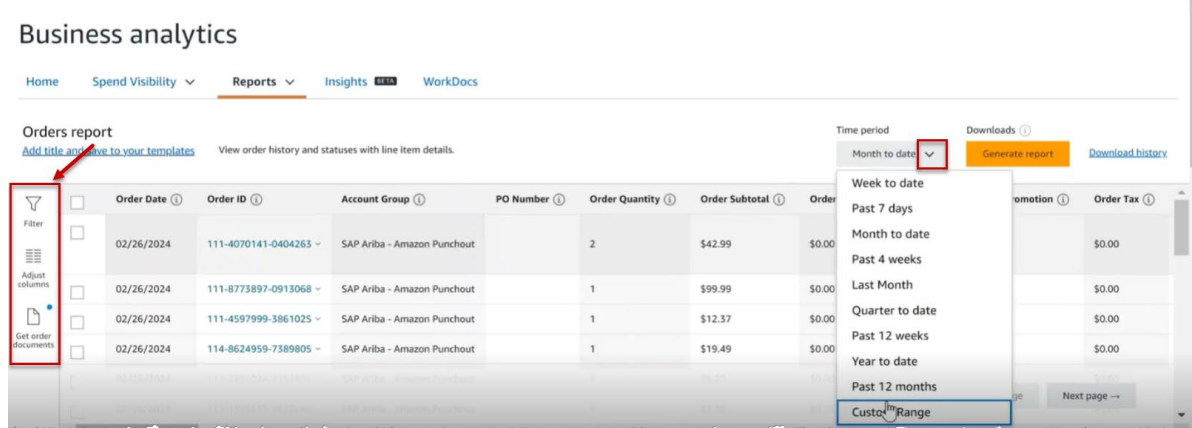
7. Click "Filter" and then select a column to filter one by clicking the dropdown to the right of "Account Groups". Enter desired parameters and click "Submit".
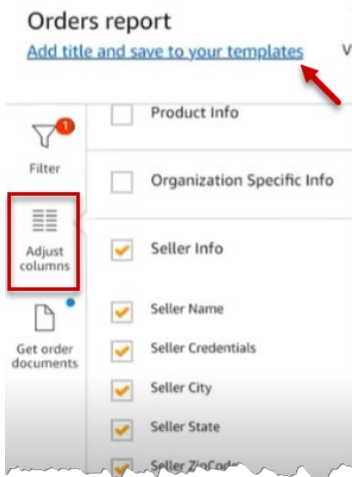
## AMAZON ORDERS HISTORY & ANALYTICS (CONTINUED)

8. Because most reports contain 70+ columns, click the "Adjust Columns" option and uncheck unwanted column(s) to remove.

9. Once filters have been created and columns adjusted, click the "Generate Report" button to produce a .CSV file of the report.
10. The report layout can be saved by clicking the "Add title and save to your templates link" (see arrow in graphic on Step 8).
11. Enter a template title that makes sense to you.
12. Click the "Save as new report" button.
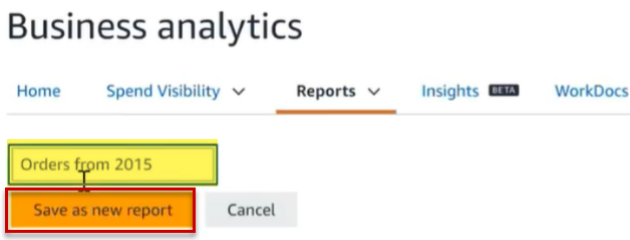
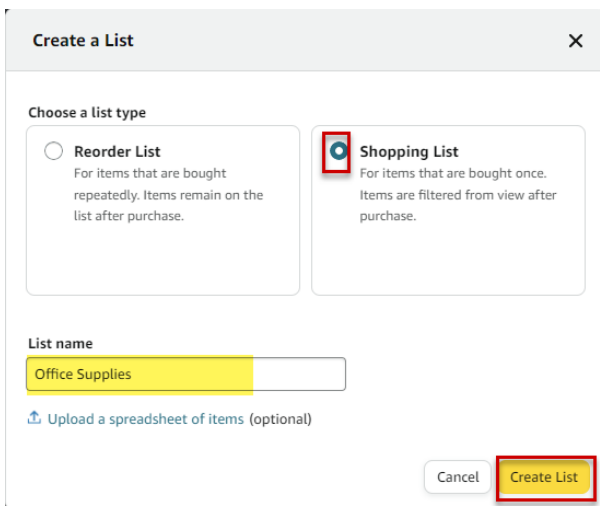13. Saved reports can be retrieved from Reports > Your reports.
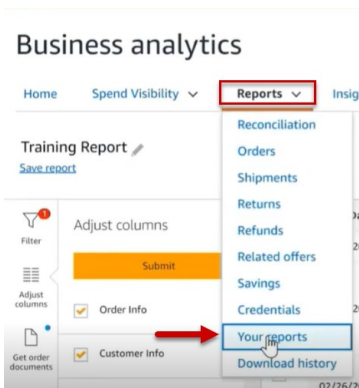
AMAZON LISTS

There are two types of Amazon lists: Reorder List and Shopping List. Reorder lists can be created for those items you frequently re-order; shopping lists can be used as a "holding pen" for items you might be interested in purchasing at a later date. Items on a reorder list stay in the list indefinitely; items on a shopping list are removed once ordered.

1. To create a list, click the "Lists" menu and click "Create your first list".
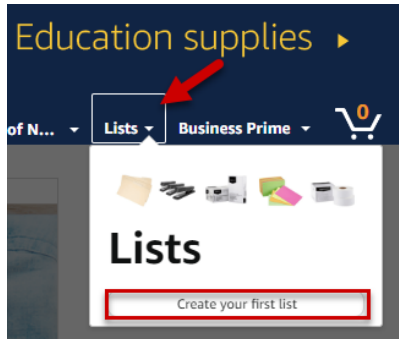
2. Select which type of list you want to create (e.g., shopping list).
3. Give the list a name.
4. Click "Create List".

AMAZON LISTS (CONTINUED)

6. Items can be added to your list via several categories (e.g., Keyword, ASIN, Your Orders, etc.). Click a category (e.g., Keyword) and enter required information (e.g., 10 staplers). Click the "Search" Item button.
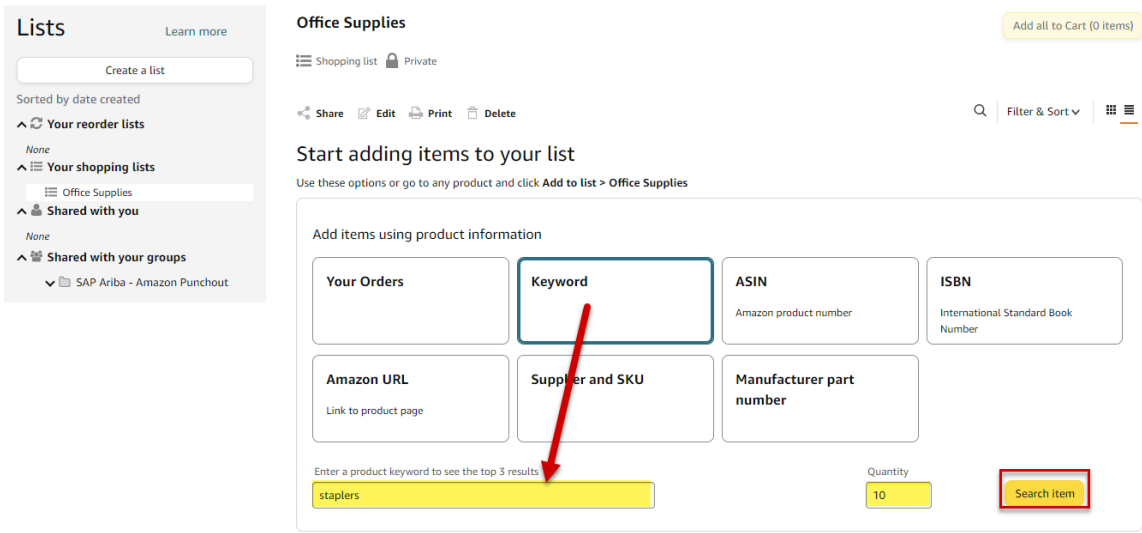
7. The top three results display in the pop-up. If the desired item is on the list, click the "Add" button; otherwise, click the "See all results for "stapler"" link at the bottom of the pop-up and perform a search.
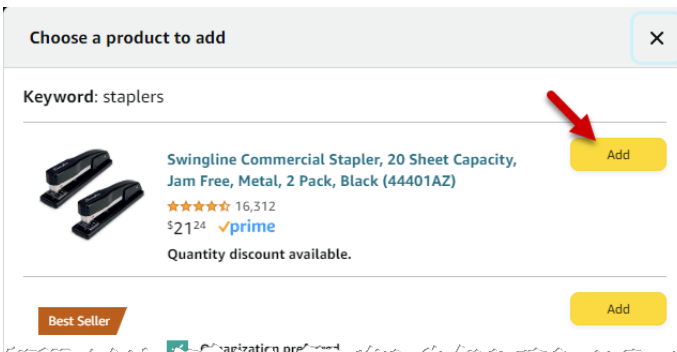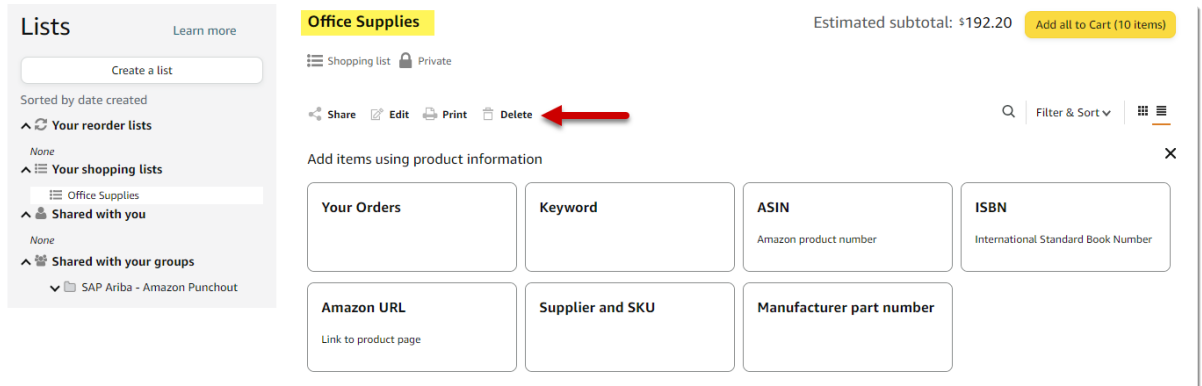

8. You now have 10 staplers in your list. Click the "Add to Cart" button and order as many as you need at any given time. As you order from the list, the number will automatically reduce.
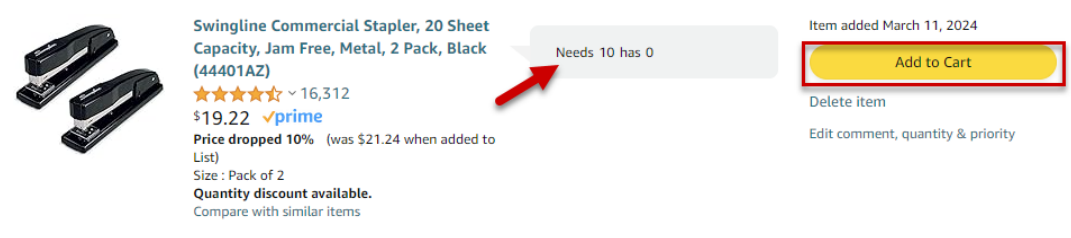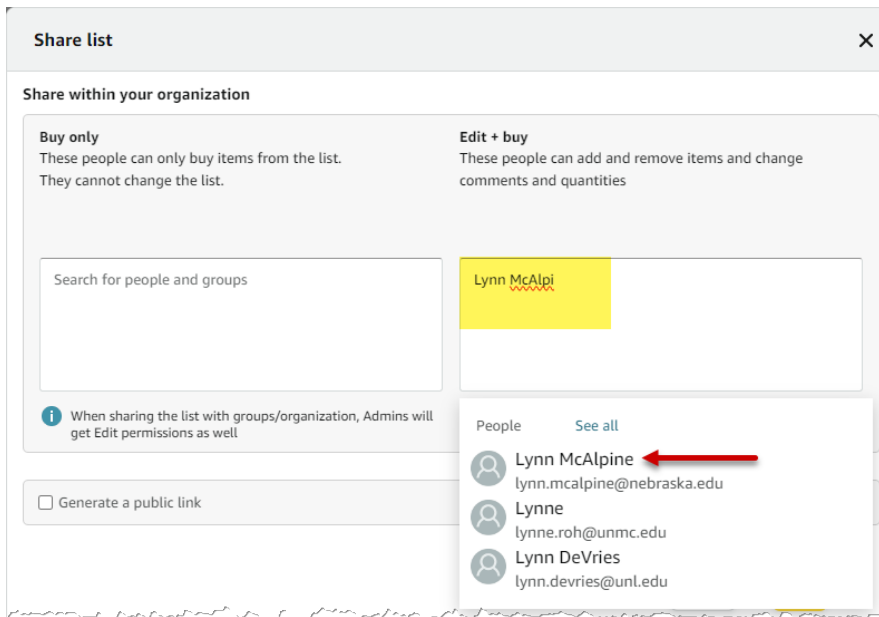
AMAZON LISTS (CONTINUED)

9. You can share you list with others. You can also edit, delete, and print them.

10. To share a list with others, click the "Share" option. Indicate whether you want to the person to have the ability to only buy from the list or to buy and edit the list. Start typing the name of the recipient in the field and select it when it displays.

11. You can elect to send the recipient an email notification (checked = sends an email, unchecked = doesn't send an email). Click "Save". (NOTE: Items will be deducted from the list as they are purchased. When all items have been purchased, the item falls off the shopping list.)