

Create Amazon Requisition

Updated: August 29, 2024

PURPOSE

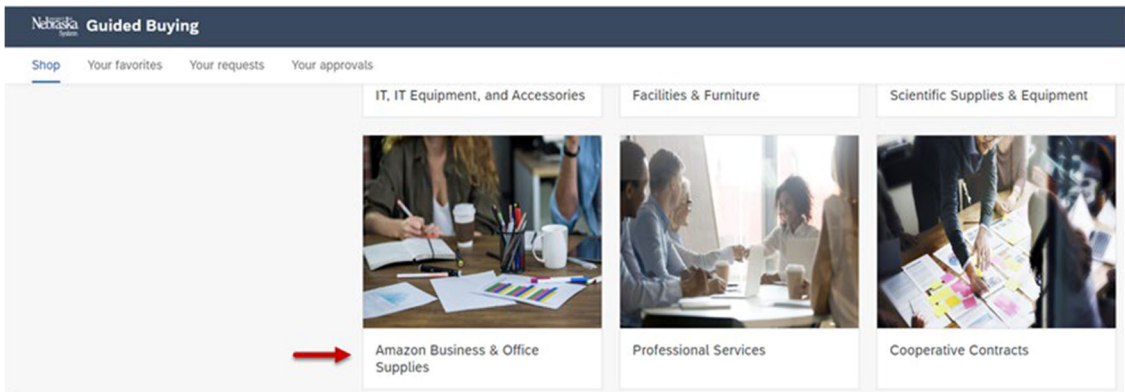
This Quick Reference Guide (QRG) is designed to show the steps needed order products from the Amazon punch-out catalog using the University of Nebraska BusinessPrime account. It will also cover Amazon search tips, Amazon order history and analytics, and Amazon lists.

Two of the many benefits of ordering from Amazon via the Ariba interface include eliminating the need:

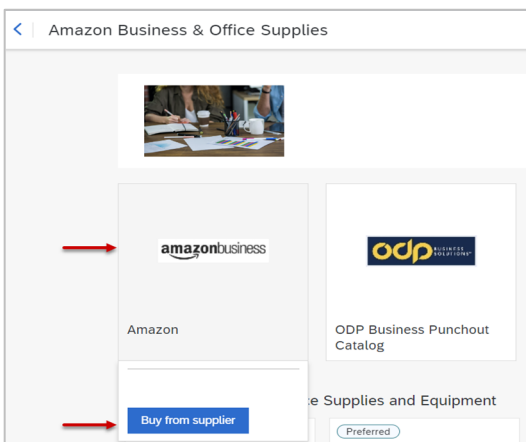
- to use a PCard for Amazon purchases.
- for duplicate Amazon Prime accounts (e.g., departmental, college-level, etc.).

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.



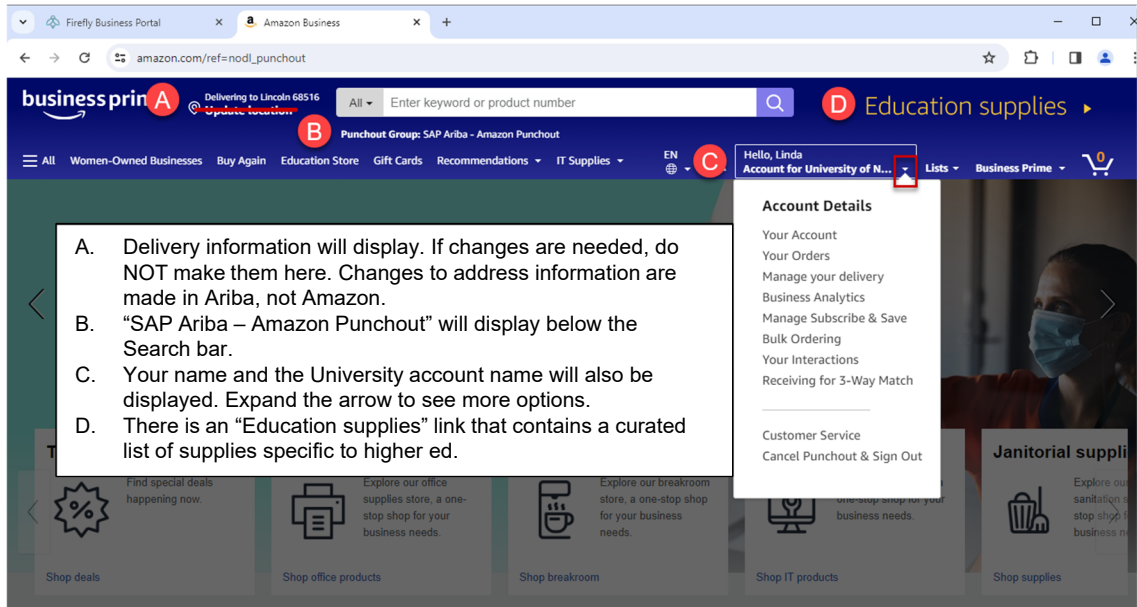
4. Either hover over the “amazonbusiness” tile and click the blue “Buy from supplier” button or click the tile itself and click the blue “Buy from supplier” button to be directed to Amazon BusinessPrime.



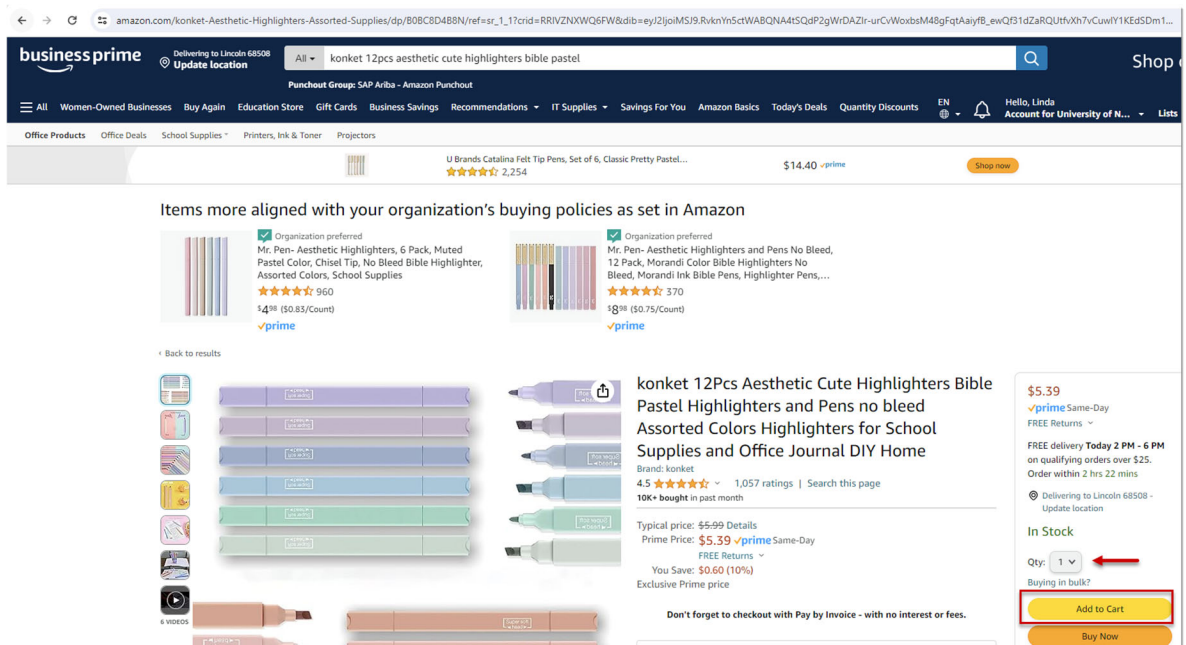
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- The Amazon BusinessPrime page opens. There are several ways to differentiate the University's BusinessPrime account from a personal or other accounts business accounts.



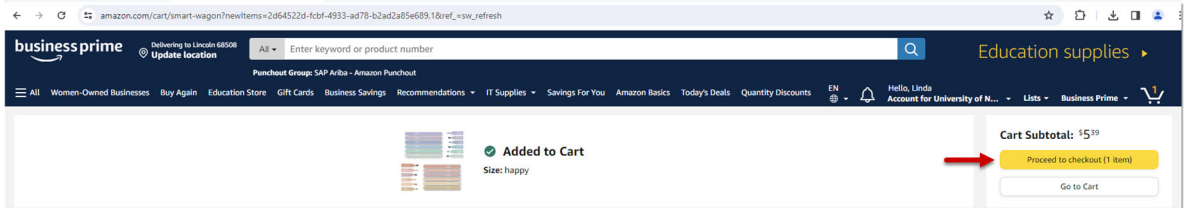
- Perform a search for the item(s) to be purchased (e.g., pens). Refer to the "Amazon Search Tips" section in this document.
- Indicate the quantity.
- Click "Add to Cart".



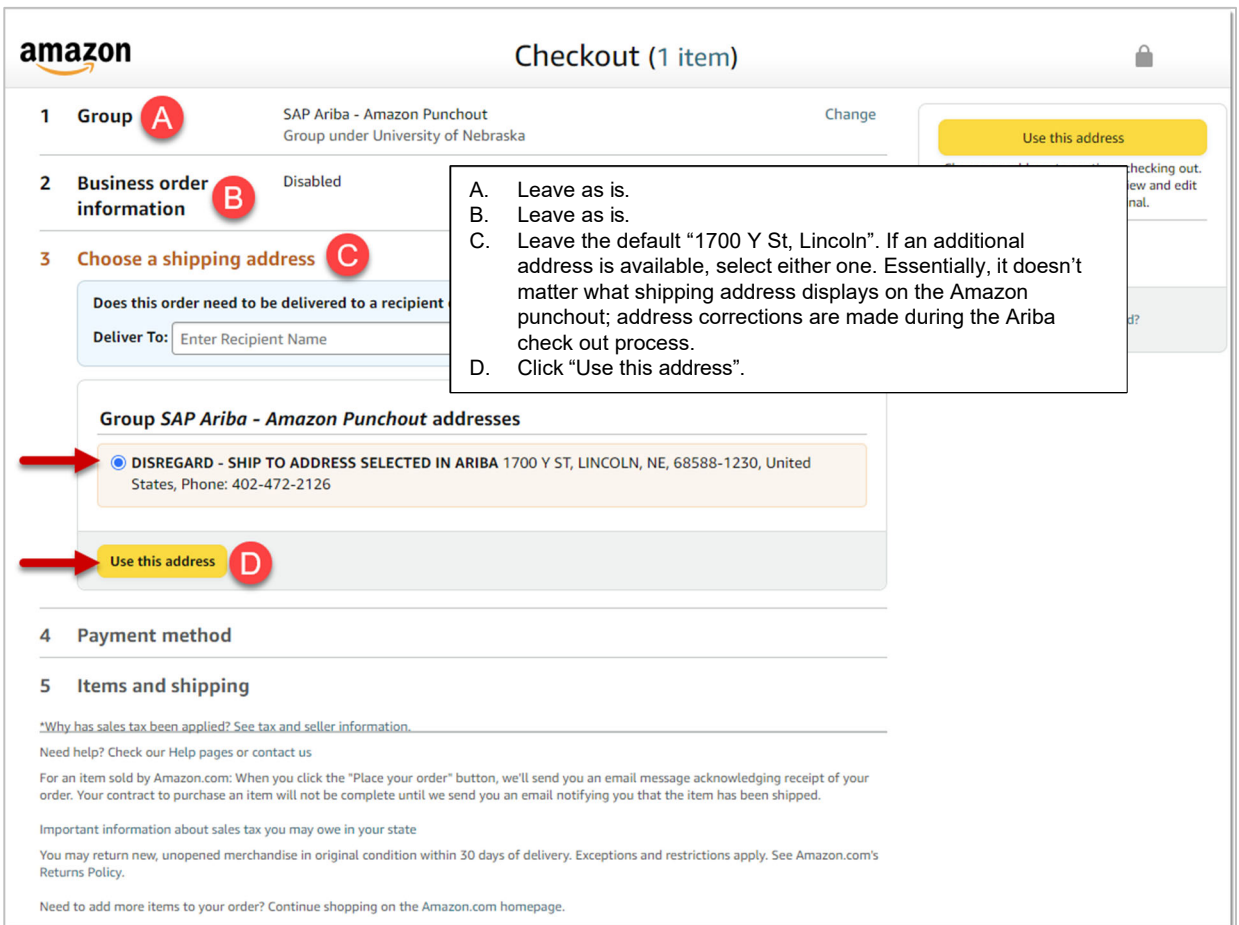
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9. A summary of the shopping cart displays. Click the “Proceed to checkout” button.



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.)



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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”.

The screenshot shows the Amazon checkout page for one item. The 'Choose a payment method' section is highlighted, showing 'Pay By Invoice' as the selected option. A red arrow points to the 'Use this payment method' button at the bottom of the section.

12. Review the order and click one of the “Submit order for approval” buttons to be directed back to Ariba Guided Buying.

The screenshot shows the 'Review items and shipping' page. A red arrow points to the 'Submit order for approval' button in the top right corner. The page displays an order summary with a total of \$5.39 and a note that the order requires approval.

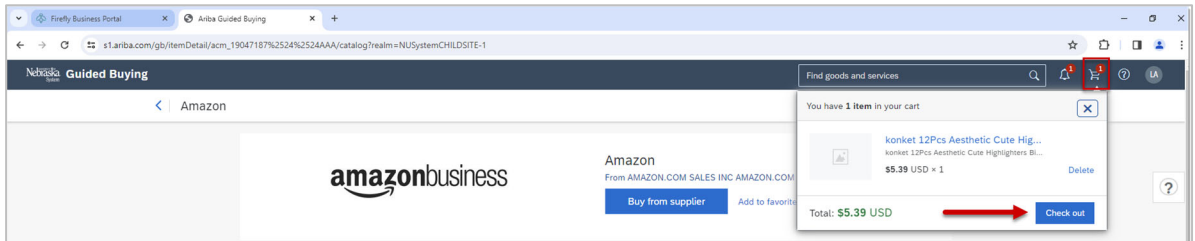
Order Summary	
Items:	\$5.39
Shipping & handling:	\$0.00
Total before tax:	\$5.39
Estimated tax to be collected:	\$0.00
Order total:	\$5.39

At this point, the 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.

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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.

konket 12Pcs Aesthetic Cute Highlighters ... Submit Save and exit

Checkout / PR4979

Ship to Manage locations	Charge to Manage details	Total cost	\$5.39 USD
1745 VIINE ST LINCOLN, NE 68588 United States	GL Account (0000533101 (Chemicals/Solvents/Enzymes))	Net amount	\$5.39 USD
Need-by Date C	Unloading point D	On Behalf Of	Company Code
March 18, 2024	KEW 429 - L Aden	Linda Aden	1000 (University of Nebraska)

- A. (If needed) Click “Manage locations” to change the “Ship to” address. **Include Unloading Point -Provide specific, detailed delivery information to get the package where it needs to go; include building abbreviation, room number, last name. Shipping information should be at the header ONLY.**
- 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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konket 12Pcs Aesthetic Cute Highlighters ... Total Cost \$5.39 USD **Submit** Save and exit

Checkout / PR4979

Items (1)

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.

Accounting GL Account (0000533101 (Chemicals/Solvents/Enzymes))

Account Type Operating Supplies Bill To 470049123 (UNIVERSITY OF NEBRASKA)
Invoices@nebraska.edu Lincoln, NE 68588-0623 United States

Account Assignment * X (Cost Center/WBS) GL Account 0000533101 (Chemicals/Solvents/Enzymes)

Cost Center 9145100100 (NeBIS Functional) Project/WBS (no value)

Split accounting

Shipping ShipTo (2000-0050879295 (COLLEGE OF ENGINEERING C/O KYLE MARLER))

ShipTo * 2000-0050879295 (COLLEGE OF ENGINE... 1745 VINE ST LINCOLN, NE 68588 United States Unloading point * KEW 429 - L Aden

Need-by Date (i) March 18, 2024 Purchase Group 299 (UNL Dept Buyer)

Comments

Attachments

Others

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.

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 be 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](#).)

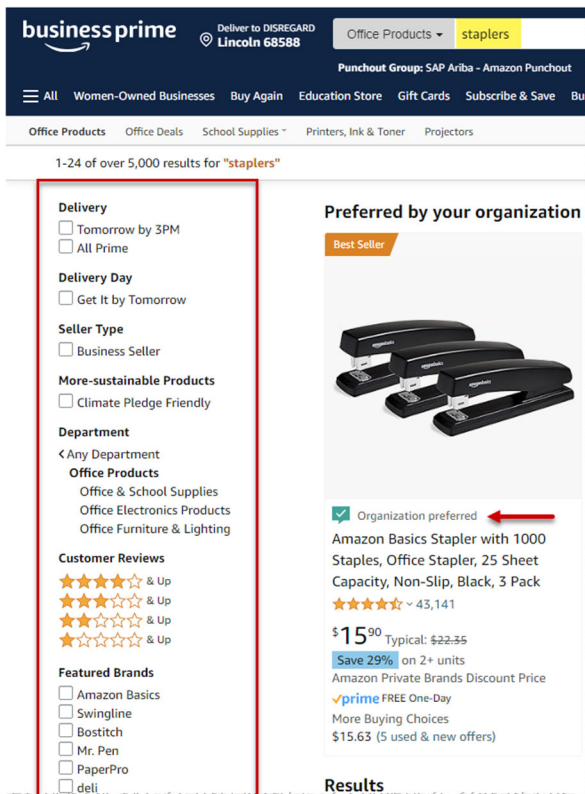
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AMAZON SEARCH TIPS

Use the following tips 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 ordering 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 in the "Additional Information" column.

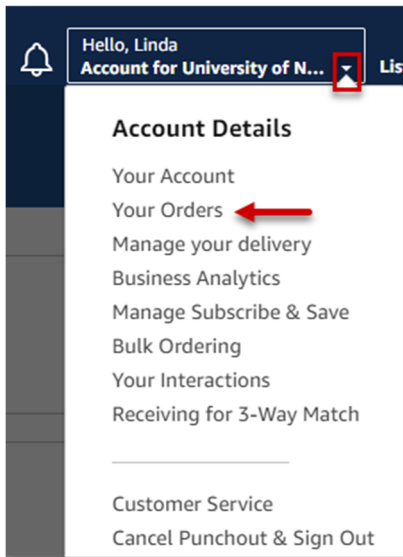
Product information		Additional Information	
Technical Details			
Manufacturer	Amazon	ASIN	B079ZV816K ←
Brand	Amazon Basics	UNSPSC Code	44121615 (Staplers) Report an incorrect code
Item Weight	7.2 ounces	Customer Reviews	4.7 ★★★★★ ~ 43,141 ratings 4.7 out of 5 stars
Product Dimensions	7.25 x 2.63 x 1.69 inches	Best Sellers Rank	#55 in Office Products (See Top 100 in Office Products) #1 in Desk Staplers
Item model number	DLSP-02	Date First Available	April 14, 2018
Color	Black		

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AMAZON ORDERS HISTORY & ANALYTICS

- Orders can be viewed in several ways. Click the dropdown and select "Your Orders".



- There are various filters to use to locate an order. The order status appears above the item description.

A screenshot of the Amazon 'Your Orders' page. The page shows a filter for 'Paid by University of Nebraska' (A), a time range of 'last 30 days' (C), and an order status of 'Pending Approval' (D). The order details include the date (March 11, 2024), ship to address (DISREGARD - SHIP TO ADDRESS), and total amount (\$5.39). The item description is 'konket 12Pcs Aesthetic Cute Highlighters Bible Pastel Highlighters and Pens no bleed Assorted Colors Highlighters for School Supplies and Office Journal DIY Home'.

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.)

ORDER PLACED	SHIP TO	PLACED BY	TOTAL	ORDER #
March 11, 2024	DISREGARD - SHIP TO ADDRESS SELECTED IN ARIBA	Linda Aden SAP Ariba - Amazon Punchout	\$5.39	112-4406256-0543464

Pending Approval
 This order needs to be approved in your purchasing system

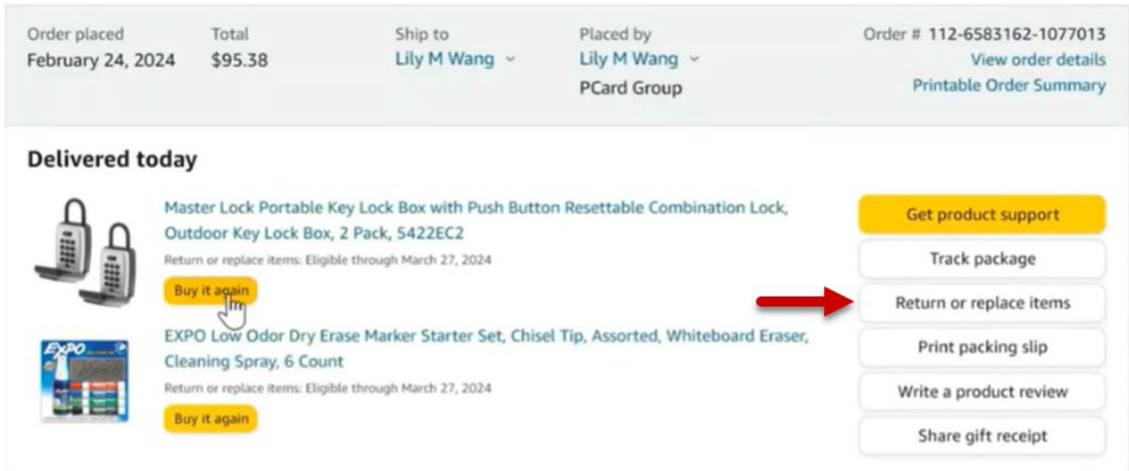
konket 12Pcs Aesthetic Cute Highlighters Bible Pastel Highlighters and Pens no bleed Assorted Colors Highlighters for School Supplies and Office Journal DIY Home
 Sold by: konket
 \$5.39
 Buy it again

Track package
 View or edit order

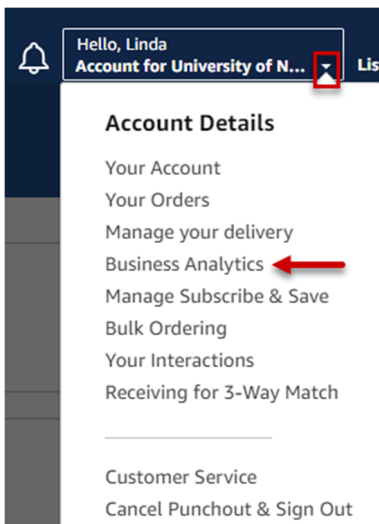
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- An order can be returned by clicking the “Return or replace items” button and follow the instructions on the screen. A return notification will be sent from Amazon. Once the item has been cleared for return, the item can be dropped off at the campus location for depositing outgoing mail.



- Another way of viewing order history is via the “Business Analytics” option.

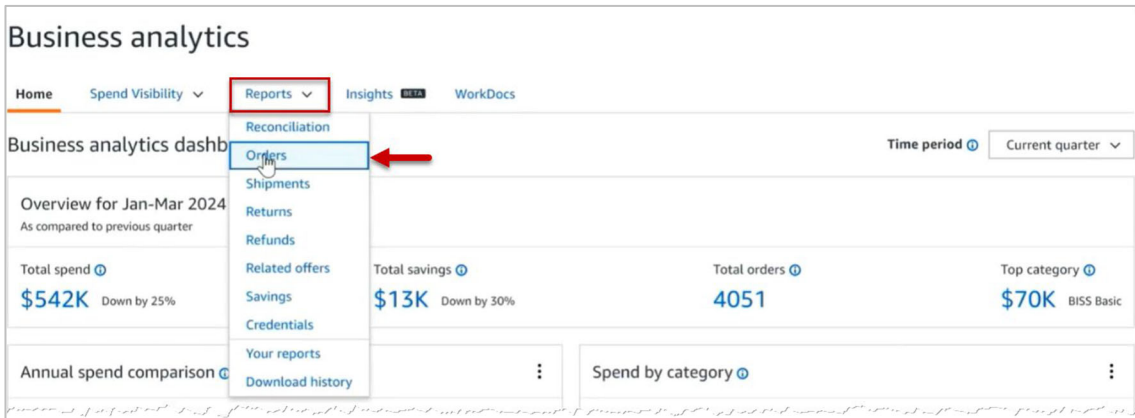


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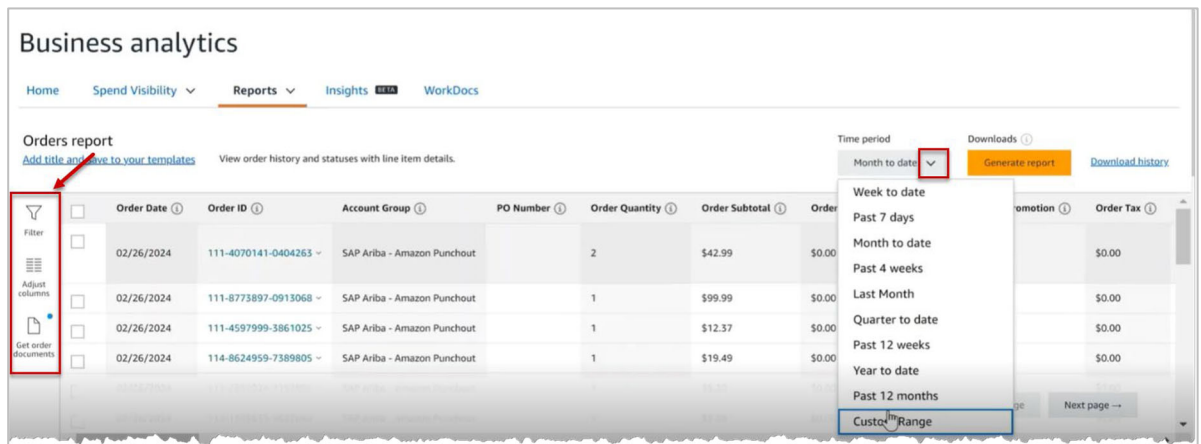
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- Analytics for orders placed will display. Click the “Orders” option from the “Reports” menu.

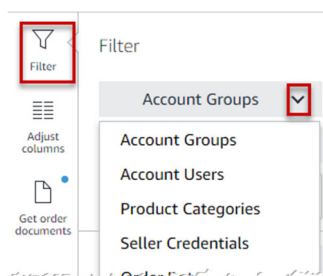
NOTE: reports can also be ran for shipments, returns, refunds, etc.



- 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:** reports cannot be run for future dates. Adjust report results and/or layout by using the “Filter” and “Adjust columns” options on the left.



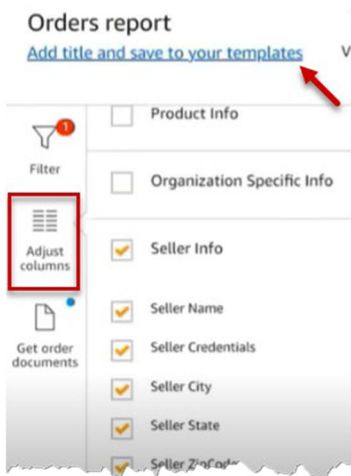
- Click “Filter” and then select a column to filter one by clicking the dropdown to the right of “Account Groups”. Enter desired parameters and click “Submit”.



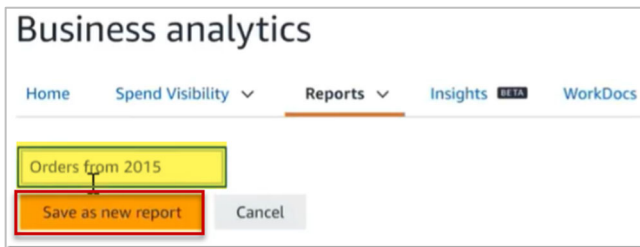
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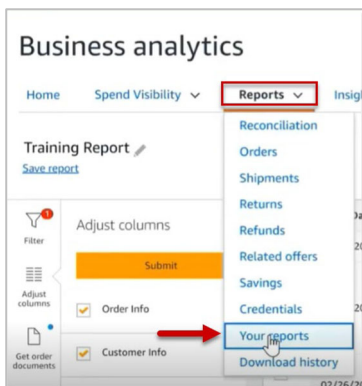
- Because most reports contain 70+ columns, click the “Adjust Columns” option and uncheck unwanted column(s) to remove.



- Once filters have been created and columns adjusted, click the “Generate Report” button to produce a .CSV file of the report.
- The report layout can be saved by clicking the “Add title and save to your templates link” (see arrow in graphic on Step 8).
- Enter a template title for future reference.
- Click the “Save as new report” button.



- Saved reports can be retrieved from Reports > Your reports.



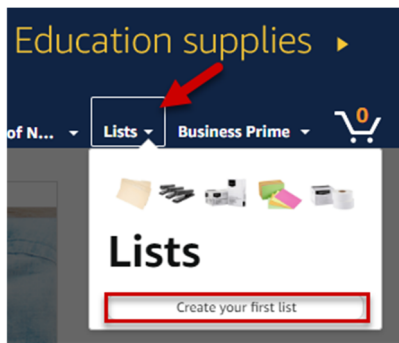
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AMAZON LISTS

Two types of Amazon lists are available: Reorder List and Shopping List. Reorder lists can be created for those items frequently re-ordered; shopping lists can be used as a “holding pen” for items potentially purchased 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”.



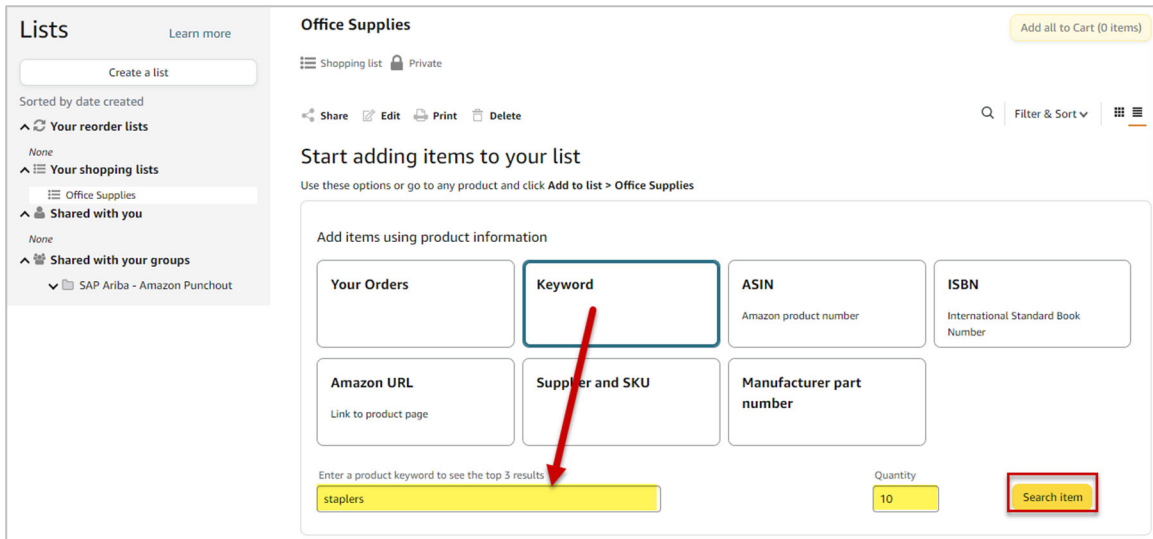
2. Select which type of list to create (e.g., shopping list).
3. Give the list a name.
4. Click “Create List”.

The image shows a screenshot of the 'Create a List' dialog box. The dialog has a title bar with 'Create a List' and a close button. Under the heading 'Choose a list type', there are two options: 'Reorder List' (unselected) and 'Shopping List' (selected). The 'Shopping List' option has a description: 'For items that are bought once. Items are filtered from view after purchase.' Below this, there is a text input field for 'List name' containing 'Office Supplies'. There is also a link for 'Upload a spreadsheet of items (optional)'. At the bottom right, there are two buttons: 'Cancel' and 'Create List', with the 'Create List' button highlighted by a red box.

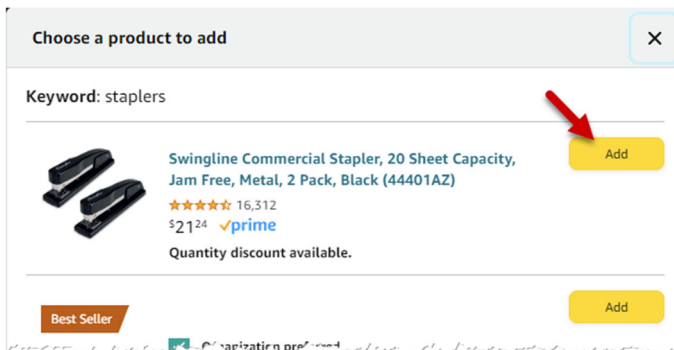
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- Items can be added to lists via several categories (e.g., Keyword, ASIN, Your Orders, etc.). Click a category (e.g., Keyword) and enter required information (e.g., 10 staplers). Click the “Search” Item button.



- 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.



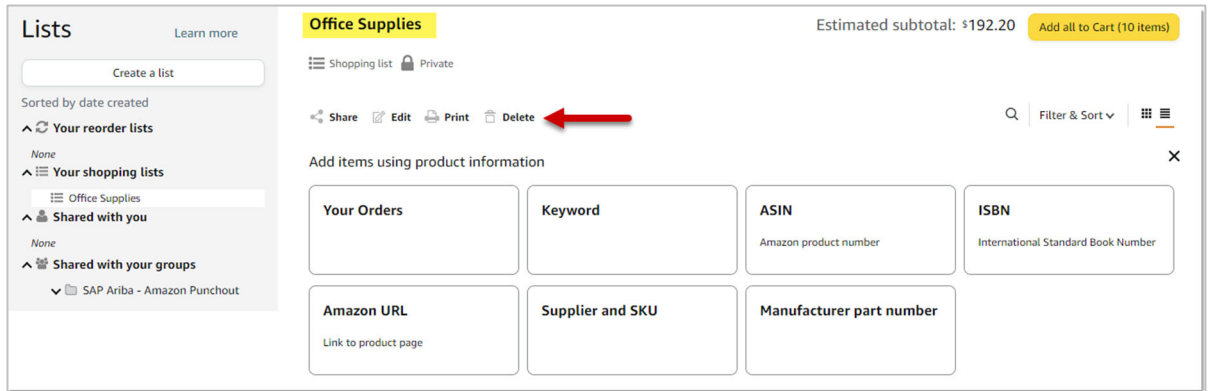
- Ten staplers are now in the list. Click the “Add to Cart” button and order the desired amount at any given time. When ordered from the list, the number will automatically reduce.



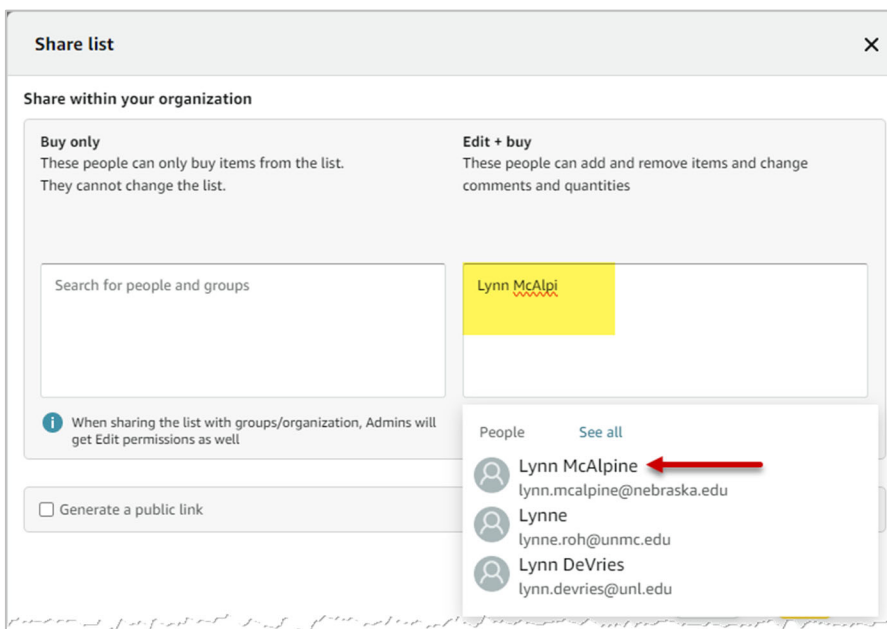
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9. Lists can be shared with others and can also be edited, deleted, or printed.



10. To share a list with others, click the “Share” option. Indicate either “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 displayed.



11. Recipients can be sent an email notification: checked = sends an email, unchecked = no email sent. 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.)

