Amazon Business Instructions
1. <u>Requesting an Amazon Business Profile</u>

a. Send your request to 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 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. <u>Shopping/Checking Out on Amazon Business with a P-Card</u>

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 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 page, prompting a PO number and additional comments. **NO PO Number is Needed for Checkout.** Click "Continue."

g. Select Shipping Location from the list. Be sure to include the recipient's name.

h. On the next screen you will choose your shipping options. Click "Continue."

i. Select a Payment Method by inputting your official P-card number. **DO NOT select "Pay by Invoice."**

j. Review the order's payment and shipping information, and submit for approval.

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, to use as an attachment during the WorkDay verification process.

3. <u>Verification of Purchases</u>

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