Procedures for Amazon Business

Login to Oracle and go to the "Procurement" tab and then the "Purchase Requisitions" tile.

	Good morning, Nathan T Engle						
<	Procurement My Enterprise To	ols Financial Re	porting Others				
QUICK ACTIONS APPS							
	Process Requisitions	\ ##		Ē	Ē		
	C Manage Orders	Purchase Requisitions	Purchase	Purchase Orders	My Receipts	Catalogs	
	Manage Agreements		ng contento				
	Manage Buyer Assignment Rules	12 1	+				
	Kanage Procurement Agents	Suppliers	I				
	Show More						

Select the Amazon punch-out.

A Production			
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Requisitions ②		More Tasks 💌	Manage Requisitions 🕎 0
Shop by Category -		Search	Requester Nathan T Engle 💉
Top Categories			
amazon	Marketplace		
Amazon	Verve		

You will then be logged into the Business Prime website.



Search for the items that you are looking to purchase and then check-out when you are done shopping.

amazon		Ch	eckout (1 item)		
1	Group	Oracle Production Group under St. Olaf College	Change	Use this address	
2	Business order information	Disabled		Choose an address to continue of You'll still have a chance to rev your order before it's fi	checking out. iew and edit inal.
3	Choose a shipping	address		Order Summary	
	Does this order need t	to be delivered to a recipient other than the	Subtotal (1 item): Shipping & handling:		
	Deliver To: Enter Rec	ipient Name	This will be applied to only this order.	Total before tax: Estimated tax to be collected:	
	Group Oracle Pro	oduction addresses		Order total:	\$1 <mark>7.9</mark> 6
	St. Olaf College 3502 Edit addres	1520 SAINT OLAF AVE, NORTHFIELD, MN, 55 s	057-1574, United States, Phone: 507-786-	How are shipping costs calculate	d?
	+ Add a new addres	55			
	Use this address				
4	Payment method				

5 Items and shipping

Make sure to select the "Pay by Invoice" option. You will no longer need to pay by purchase card.

		Checkout (1 item)			
Group		Oracle Production Group under St. Olaf College	Change	Use this payment met	thod
Business ord information	ler	r Disabled		Choose a payment method to checking out. You'll still have a review and edit your order before	o continue a chance to ore it's final.
Shipping ad	dress	St. Olaf College 1520 SAINT OLAF AVE NORTHFIELD, MN 55057-1574	Change	Order Summary Items: Shipping & handling:	\$17.90 \$0.00
Choose a pag	yment m	nethod		Total before tax: Estimated tax to be collected:	\$17.9 \$0.0
	Did you Select Pa	know your organization is setup to use Pay by Invoice? ay by Invoice at checkout to buy now and pay later with no interest or fees.		Order total:	\$17.96
Oracle Pro	Add a cree	credit and debit cards		How are shipping costs calculate	d?
Net terms	Pay By In	woice			
Other pay	ment m	ed by your organization ethods			
+	Add a bus Use your Us Learn more	iness checking account S based business checking account.			
+	Add a per Use your US Learn more	sonal checking account S based personal checking account.			
	Group Business ord information Shipping ad Choose a par Choose a par Oracle Pro + •••• Net terms ••••• Other pay + •••• + ••••	Group Business order information Shipping address Choose a payment m Did you Select Pa Oracle Production t Choose a payment m C	Group Oracle Production Group under St. Olaf College Business order information Disabled Shipping address St. Olaf College 1520 SAINT OLAF AVE NORTHFIELD, MN 55057-1574 Choose a payment method Did you know your organization is setup to use Pay by Invoice? Select Pay by Invoice at checkout to buy now and pay later with no interest or fees. Oracle Production credit and debit cards + Add a credit or debit card > Amazon accepts all major credit cards. Net terms Image: Pay By Invoice Image: Pay By Invoice	Group Oracle Production Group under St. Olaf College Change Business order information Disabled Shipping address St. Olaf College 1520 SAINT OLAF AVE NORTHFIELD, MN 55057-1574 Change Choose a payment method Did you know your organization is setup to use Pay by Invoice? Select Pay by Invoice at checkout to buy now and pay later with no interest or fees. Oracle Production credit and debit cards + Md a credit or debit card > Amazon accepts all major credit cards. Net terms • • • • Add a business checking account Use your US based business checking account. Lear more + • Add a personal checking account. Use your US based hersing account. Use your US based personal checking account. Lear more	Group Oracle Production Change Business order Disabled information Disabled Shipping address St. Olaf College Choose a payment method Change Did you know your organization is setup to use Pay by Invoice? Select Pay by Invoice at checkout to buy now and pay later with no interest or fees. Oracle Production credit and debit cards Oracle Production credit and debit cards Image: Pay By Invoice Provided by your organization Other payment methods Provided by your organization Image: Pay By Invoice Provided by your organization Other payment methods Pay By Invoice Image: Pay By Invoice Provided by your organization Other payment methods Image: Pay By Invoice Image: Pay By Invoice Provided by your organization Image: Pay By Invoice Provided by your organization Other payment methods Image: Pay By Invoice Image: Pay By Invoice Provided by your organization Image: Pay By Invoice

Select "Submit order for approval."

amazon Checkout (1 item)						
1	Group	Oracle Production Group under St. Olaf College	c	hange	Submit order for appr	oval
2	Business order information	Disabled			By placing your order, you ag Amazon Business Accounts T Conditions and Amazon's priv	ree to the erms and acy notice.
3	Shipping address	St. Olaf College 1520 SAINT OLAF AVE NORTHFIELD, MN 55057-1574	C	hange	Order Summary Subtotal (1 item): Shipping & handling:	\$17.96 \$0.00
4	Payment method	Pay by Invoice Add a promotional code Enter code	C	hange	Total before tax: Estimated tax to be collected: Order total:	\$17.96 \$0.00 \$17.96
5	Review items and shipping				How are shipping costs calculated? Prime shipping benefits have been applied to your order.	
	 There are 2 ir If your hours ever c If tax exemption is 	nportant messages about y hange at an address, click Edit deliv applied to this order, you acknowl	our order. ery preferen edge your tax exemption			

You will then be routed to the "Edit Requistion" screen. Enter the account coding for the order.

A Production						
\equiv \bigtriangledown ST. OLAF COLLEGE		오 🗅 ☆ 🖻 후 №				
Edit Requisition: PR10009 ③		Shop Check Funds Manage Approvals View PDF Save Submit				
Requisitioning BU St. Old College * Description LIFE SAVERS Wint-O-Green Breath Mint Bulk Hard Candy, Party State, 44 53 oz Bag (Pack of 2)	Justification	Requisition Amount 17.96 USD Approval Amount 17.96 USD Funds Status Not reserved Attachments None -				
Requisition Lines						
Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.						
Actions 🔻 View 🔻 Format 👻 📋 🎤 💥 🏢 Freeze 🔛 Detach 🚽 Wrap						
Line Description	Category Name * Quantity	UOM Name Price Amount (USD) Funds Status Delete				
1 LIFE SAVERS Wint-O-Green Breath Mint Bulk Hard Candy, Party Size, 44.93	Office Supplies 1	EA 17.96 USD 17.96 Not reserved 💥				
Total		17.96				
Rows Selected 1 Columns Hidden 8						
▲ Line 1: Details						
▲ Delivery						
* Requester Engle, Nathan Q	Deliver-to Location Type Internal	v				
Urgent No 🗸	* Deliver to Location St. Olaf C	olege Q				
Requested Delivery Date 2/6/2024	Deliver-to Address F1520 St.	Olaf Avenue, Northfield, MN 55057, Rice, United States				
⊿ Billing						
Vew 🕶 Format 💌 🗶 🗇 🔄 Freeze 🔛 Detach. 📣 Wrap						
Project Costing Details						
Project Task Number Expenditure Expenditure Expenditure Contract Funding Number Type Organization Number Source	Charge Account * Budget	Date * Percentage Quantity Amount (USD) Funds Status Delete				

Click on "Submit" for approval. The requisition will then be routed to the cost center manager for approval. Please note that the order will be sent to Amazon once the cost center manager approves the order.