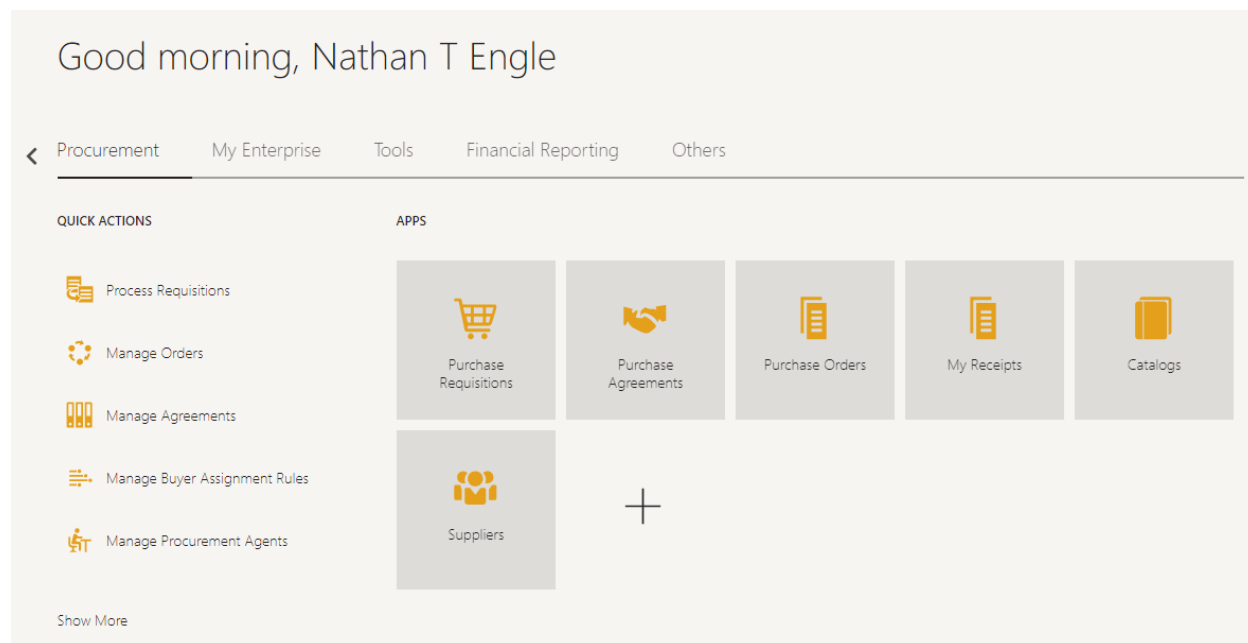# Procedures for Amazon Business
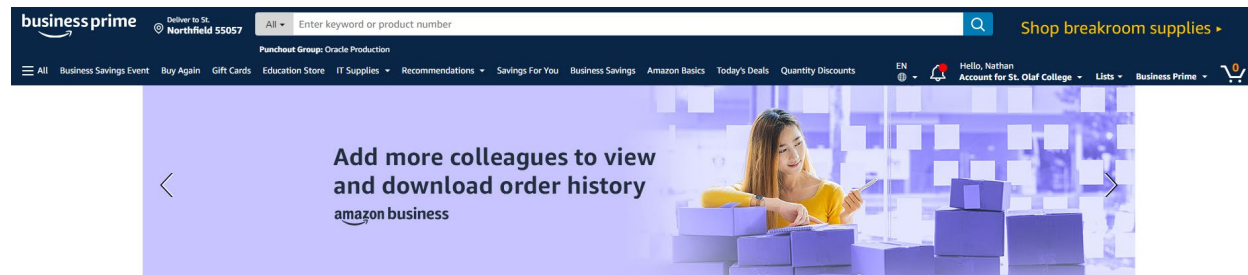
Login to Oracle and go to the "Procurement" tab and then the "Purchase Requisitions" tile.

Select the Amazon punch-out.

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

Checkout (1 item) 🔒

1	**Group**	Oracle Production Group under St. Olaf College	Change
2	**Business order information**	Disabled	

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: | Enter Recipient Name | This will be applied to only this order.

Group *Oracle Production* addresses

⦿ **St. Olaf College** 1520 SAINT OLAF AVE, NORTHFIELD, MN, 55057-1574, United States, Phone: 507-786-3502 Edit address

╋ Add a new address

[Use this address]

---

4   **Payment method**

5   **Items and shipping**

[**Use this address**]

Choose an address to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Subtotal (1 item):	--
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	**$17.96**

How are shipping costs calculated?

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

amazon   Checkout (1 item)   🔒

1	**Group**	Oracle Production Group under St. Olaf College	Change
2	**Business order information**	Disabled	
3	**Shipping address**	St. Olaf College 1520 SAINT OLAF AVE NORTHFIELD, MN 55057-1574	Change

4 **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

● 📄 **Pay By Invoice**
💼 Provided by your organization

Other payment methods

＋ 📃 Add a business checking account
Use your US based business checking account.
Learn more

＋ 📃 Add a personal checking account
Use your US based personal checking account.
Learn more

[Use this payment method]

[Use this payment method]

Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items:	$17.96
Shipping & handling:	$0.00
Total before tax:	$17.96
Estimated tax to be collected:	$0.00
Order total:	**$17.96**

How are shipping costs calculated?

Select "Submit order for approval."

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

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.