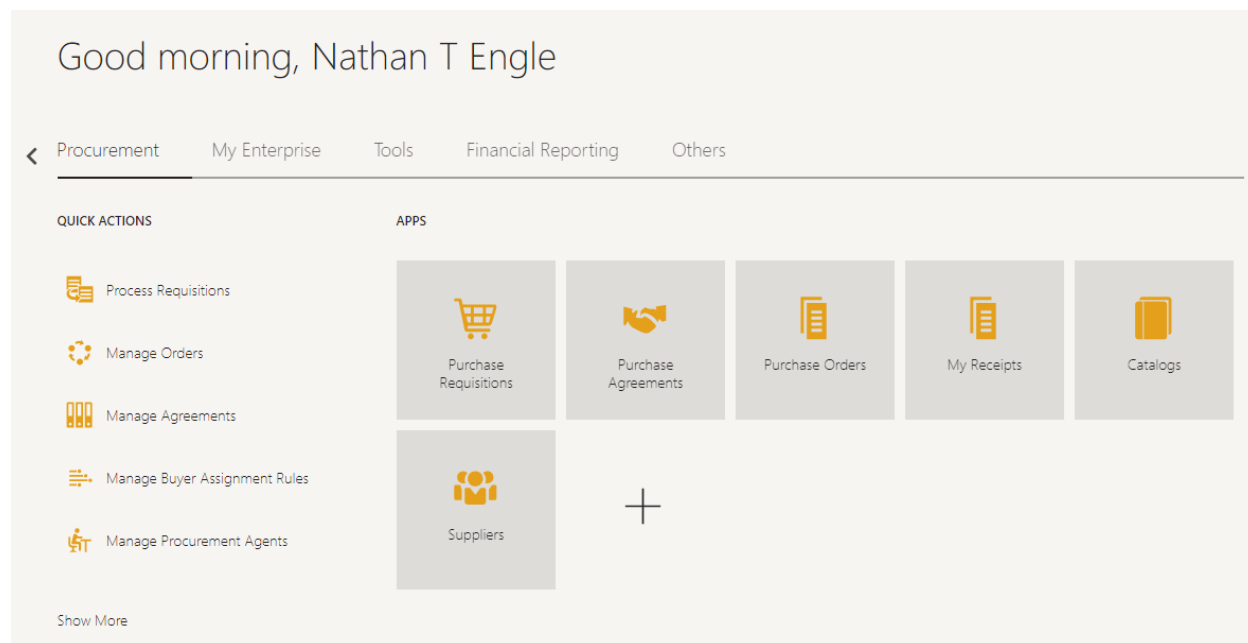


Procedures for Amazon Business

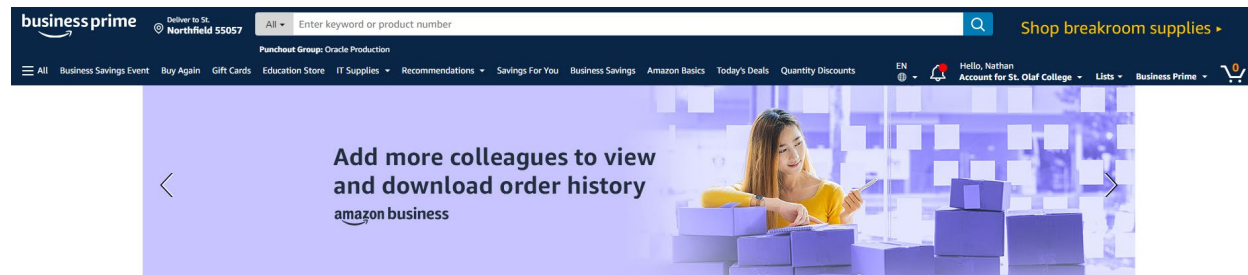
Login to Oracle and go to the “Procurement” tab and then the “Purchase Requisitions” tile.





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.

Checkout (1 item)

1 Group Oracle Production Change
Group under St. Olaf College

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: 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."

The screenshot shows the Amazon checkout page for one item. The order details are as follows:

- 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 Payment method:** Pay by Invoice. [Change](#)
 ^ Add a promotional code
- 5 Review items and shipping:**
 - Warning:** This order requires approval.
 - Info:** There are 2 important messages about your order.
 - ▼ If your hours ever change at an address, click [Edit delivery preferen...](#)
 - ▼ If tax exemption is applied to this order, you acknowledge your tax exemption...

Order Summary:

- Subtotal (1 item): \$17.96
- Shipping & handling: \$0.00
- Total before tax: \$17.96
- Estimated tax to be collected: \$0.00
- Order total: \$17.96**

Submit order for approval button is highlighted in yellow.

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

The screenshot shows the "Edit Requisition" screen for PR10009. The requisitioning BU is St. Olaf College. The description is "LIFE SAVERS Wet-O-Green Breath Mint Bulk Hard Candy, Party Size, 44.93 oz Bag (Pack of 2)".

Requisition Lines Table:

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete
1	LIFE SAVERS Wet-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		

Below the table, there are sections for "Line 1: Details", "Delivery" (with fields for Requester, Urgent, Requested Delivery Date, Deliver-to Location Type, Deliver-to Location, and Deliver-to Address), and "Billing".

At the bottom, there is a "Project Costing Details" table with columns: Project Number, Task Number, Expenditure Item Date, Expenditure Type, Expenditure Organization, Contract Number, Funding Source, Charge Account, Budget Date, Percentage, Quantity, Amount (USD), Funds Status, and 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.