

# AMAZON BUSINESS

PUNCHOUT CATALOG GO LIVE

CREATING THE NEXT®



# INTRODUCTION

AMAZON IS HERE!

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## SCHEDULE



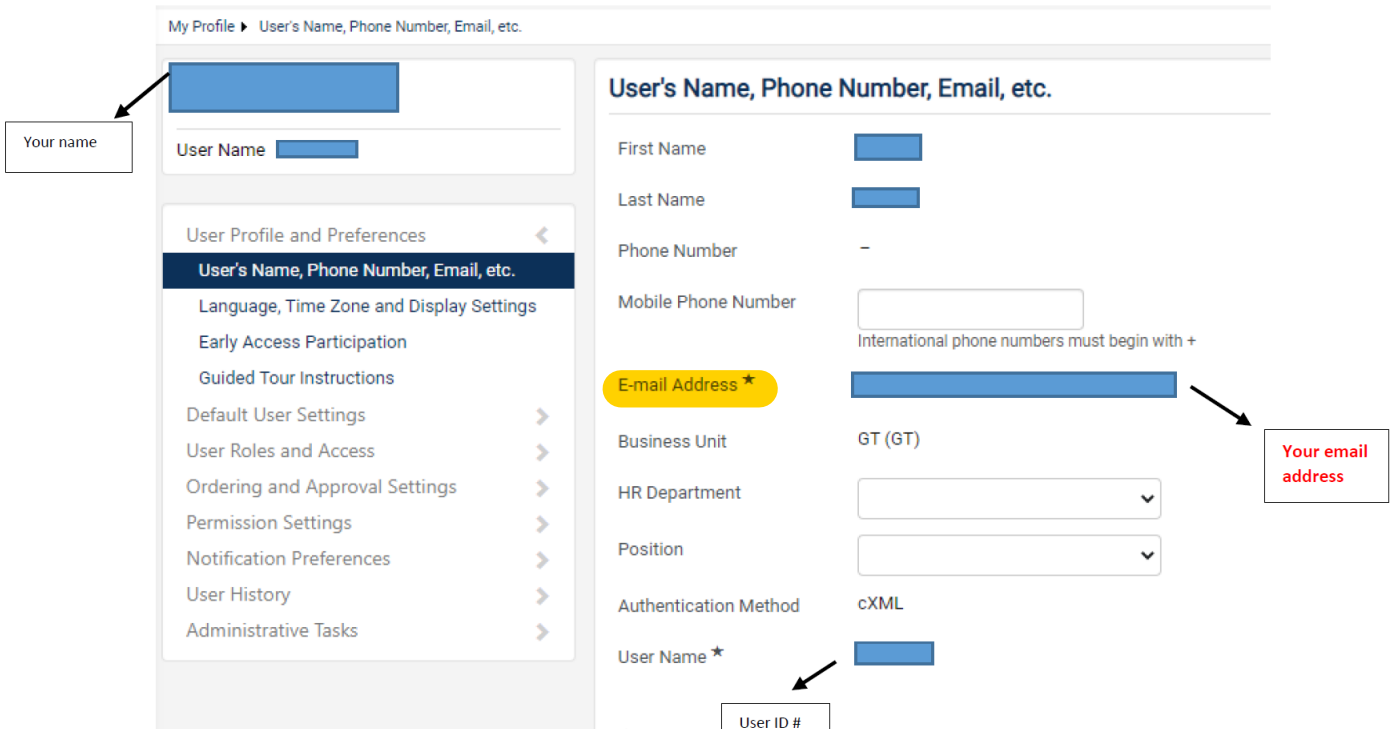
- Monday, March 19, 2018
- Punchout Catalog made available in Jaggaer!

# ACCOUNT REGISTRATION

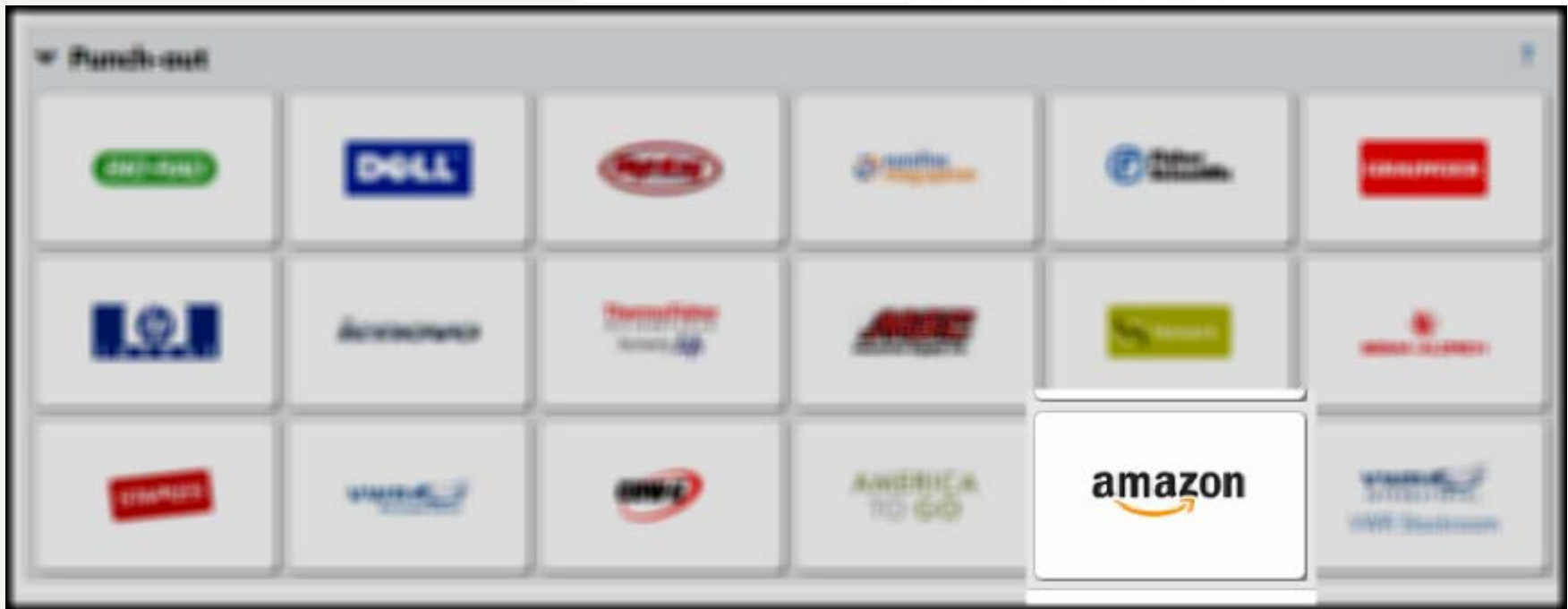
CREATING AN AMAZON BUSINESS  
ACCOUNT

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# VERIFYING YOUR JAGGAER EMAIL



# SHOPPING HOMEPAGE



# ACCOUNT REGISTRATION



**amazonbusiness**

## Welcome to Amazon Business!

Purchase on behalf of **Requisitioner - Pilot using SciQuest-JAGGAER**

Create an account using **gjacob@ucsd.edu** to get started

[Continue](#) By clicking "Continue", you accept the Amazon Business Account Terms and Conditions

**Need help?**  
For questions, contact [Business Customer Service](#)  
[Conditions of use](#) | [Privacy Notice](#)  
©1996-2017, Amazon.com Inc. or its affiliates

Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. The administrator of the account will have the ability to manage or close this account.

**amazonbusiness**

## Create account

**Your name**

**Email**

**Password**

**Re-enter password**

[Create your Amazon Business account](#)

By creating an account, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

Already have an account? [Sign in](#)

# ACCOUNT REGISTRATION



**amazonbusiness**

## Almost complete!

Your account changes have been saved. [gjacob@ucsd.edu](mailto:gjacob@ucsd.edu) will be your account for business.

[Complete](#)

If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account

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**Need help?**  
For questions, contact [Business Customer Service](#)  
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**amazonbusiness**

## Your account has been created

You can now purchase for your business with [gjacob@ucsd.edu](mailto:gjacob@ucsd.edu) through your instance of **SciQuest-JAGGAER**

[Start shopping](#)

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**Need help?**  
For questions, contact [Business Customer Service](#)  
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# RESTRICTIONS

GUIDED BUYING & CURATION

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## RESTRICTED ITEMS



- Several categories are blocked or restricted
- Amazon is responsible for item categorization
- Individual items *cannot* be exempted from a category
- *You are responsible for the purchases made under your account*

## SOFT BLOCKING



- “Category Restricted” Messaging
- Items in these categories *may* not be allowable
- Review all items prior to submitting or approving your cart



### Company restricted

This item may not comply with the purchasing standards for your organization.

# RESTRICTED CATEGORIES



## Company restricted

This item may not comply with the purchasing standards for your organization.

Amazon Devices & Products: Coin	Jewelry & Watches
Amazon Devices & Products: Dash	Kitchen
Baby Products	Lawn & Garden
Beauty	Material Handling
Collectibles & Sports Memorabilia	Media
Credit Cards	Services
Digital Goods & Content	Shoes
Food & Grocery	Vehicle and Automotive
Wireless Devices	Wholesale & Industrial

# EXAMPLE – SOFT BLOCK



### Company restricted

This item may not comply with the purchasing standards for your organization.



Roll over image to zoom in

Homdox

Homdox Car Air Purifier, True HEPA Travel USB Auto Air Cleaner with Cigarette Adapter, Sedan Air Freshener Remove Cigarette Smoke, Odor, Smell, Bacteria for Small Bedroom, Pets Room, Refrigerator, Traveling

★★★★☆ 50 customer reviews | 18 answered questions

Price: \$55.99 ✓prime

5% off 2 item(s) 1 Applicable Promotion

In Stock.

Want it tomorrow, March 15? Order within 2 hrs 8 mins and choose One-Day Shipping at checkout. [Details](#)

Business Seller | Sold by Homdox and Fulfilled by Amazon. Gift-wrap available.

- ✓ Captures 99.97% of allergens with True HEPA filtration including: dust mites, pet dander, plant pollens, and more.
- ✓ With activated carbon treatment, removes formaldehyde within one hour, more than 99%. Reduces odors from pets, cooking, and smoking with this activated carbon.
- ✓ According to the American Academy of Pediatric Allergy and Immunology, Doctors recommend HEPA air filtration to reduce exposure to car asthma triggers.

Share

Qty: 1

[Buying in bulk?](#)

1-Click ordering is not available for this item.

Ship to:

Select a shipping address:

[Add to List](#)

[Add to your Dash Buttons](#)

[Other Sellers on Amazon](#)

## HARD BLOCKING



- Items in these categories cannot be purchased
- Hard stops to prevent item from being added to Cart
- Individual item exceptions are not allowed at this time



### **Company Blocked**

This item has been blocked from purchases by your organization.

# BLOCKED CATEGORIES



## Company Blocked

This item has been blocked from purchases by your organization.

Alcohol	Amazon Devices (other than Echo)
Apparel and Jewelry	Baby Products
Health and Personal Care	Collectibles & Sports Memorabilia and Sport Goods
Laptops, Desktops, Routers, Modems, Software	Credit Cards
Food Service Supplies	Furniture
Home Décor, Appliances, Fixtures, and Security	Kitchen
Downloadable Audio, Music, Video	Luggage
Magazines	Music and Musical Instruments
Raw Materials	Professional Chemicals and Healthcare
Toys and Games	Vehicles
Video and Video Games	Wireless Services

# EXAMPLE – HARD BLOCK



## Company Blocked

This item has been blocked from purchases by your organization.

**BOR Univ System of Georgia by and behalf of the Georgia Inst of Technology employees:** This item is not approved for purchase from Amazon. Email [purchasing.ask@business.gatech.edu](mailto:purchasing.ask@business.gatech.edu) if you have any questions.

**GATechpunchout employees:** This item is not approved for purchase from Amazon. Email [purchasing.ask@business.gatech.edu](mailto:purchasing.ask@business.gatech.edu) if you have any questions.

[Show fewer admin messages](#)



Epic Furnishings

## Deluxe 8" Loft Cotton/Foam Futon Mattress, Full, Twill Huntergreen

★★★★☆ 6 customer reviews | 4 answered questions

Price: **\$171.31** FREE Shipping for Prime members [Details](#)

**Ships when available in 1-2 days.**

Ships from and sold by Amazon.com.

Size: **Full**

Twin **Full** Queen

Color: **Twill Hunter Green**



Share

Qty: 1

1-Click ordering is not available for this item.

**Ship to:**

Select a shipping address:

[Add to your Dash Buttons](#)





# HALTED ORDERS

WHAT HAPPENED TO MY ORDER?

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## HALTED ORDERS



- Orders may be halted
  - Reasons Include
    - Item Availability
    - Price Change (> 5% increase)
    - Item is on backorder and cannot be fulfilled in timely manner (> 45 days delivery)
- See Halted Order email for explanation
- Make adjustments to Purchase Order for any line items that have been halted
- Place a new order if items are still needed

# HALTED ORDER EXAMPLE



Thank you for shopping with Amazon.com. Your item(s) cannot be ordered at this time. Itemized order details are below.

## Your order has been halted

The item(s) listed below cannot be ordered because of an unexpected issue. Please email [corporate-punchout@amazon.com](mailto:corporate-punchout@amazon.com) or call Amazon Business Customer Support at 1 (888) 281-3847.

### Group 1 of 2: Items that will not be shipped

There wasn't enough in stock to fill your order and we couldn't find a replacement. Try ordering it again.

**16.4ft**

**Red:Blue**

**4:1**




[ABelle LED Strip Light Plant Grow Lights 16.4ft 5050 SMD Waterproof Full Spectrum Red Blue 4:1 Growing Lamp for Aquarium Greenhouse Hydroponic Plant Garden Flowers \(5 M\)](#)

2.0 of the above will NOT be ordered.

There wasn't enough in stock to fill your order and we couldn't find a replacement. Try ordering it again.

## SHIPPING & RETURNS



- Amazon Prime for Business!
- Unlimited, Free 2-Day Shipping on eligible items
  - On the item page, look for for the  logo
- Can only ship to Institute-approved addresses
  - These are already loaded in Jaggaer
- Returns must be done through the requester's account
  - Got to 'Your Orders' within Punchout

## INVOICING



- Items will be paid for via e-invoicing
- No need to submit invoices to Accounts Payable
- Receipt required for payment
  - PO value is \$3,000 or greater
  - Line item has been marked “Hold for Receiving”

## SUPPORT



- Orders, Transactions, Shipment, General Amazon-related inquiries
  - [Corporate-PunchOut@amazon.com](mailto:Corporate-PunchOut@amazon.com)
- Procurement or Account Registration questions or problems
  - [Service Now Ticket](#)