



Amazon Business and Punch-out Catalog

MARCH 6TH, 7TH AND 9TH, 2018



PUNCH-OUT CATALOG IMPLEMENTATION SCHEDULE

- Testing functionality within Procurement – March 14th
- Beta group testing @ College of Engineering – March 15- Apr 14
- Go Live for all of campus – April 15th



amazonbusiness

VT Centralized
Amazon Business
Account

DRIVES
THE

HokieMart
Amazon Punch-
out Catalog



CENTRALIZED AMAZON PURCHASES - WHY?

\$1.4 Million in spend with Amazon is placed on the university's pcards annually

- Negotiated & Approved Legal Terms of Use
- PRIME 2-Day Shipping available for entire university on PRIME items – no cost to departments for 2018
- Enhanced reporting and compliance for university because purchases will be processed thru HokieMart (punch-out catalog)

VT Centralized Amazon Business Membership

- Requires an invitation: request from dbales@vt.edu
- Members must register with their VT.EDU email address
- Member's name needs to agree with your official name as listed in Banner.

VT Centralized Amazon Business Membership

- EMAIL address should agree with the email address you have in HokieMart
- Payment Method for purchases can only be the University's Pcard **until punch-out catalog is live.**
- No personal Items shall be purchased through the university's Amazon business account.

Join the Centralized Amazon Account NOW!

Pcard
Holders

Who Are Also:

- HokieMart Requestors or
- HokieMart Requestors and Receivers

Email dbales@vt.edu for an invitation and instructions

Join the Centralized Amazon Account
LATER (when punch-out is ready)

**Non-Pcard
Holders**

Who Are Also:

- HokieMart Requestors or
- HokieMart Requestors/Receivers
- You won't be able to do anything until Punchout

Join the Centralized Amazon Account NOW!

**Pcard
Holders Only**

For those who are not
currently HokieMart
requestors,
You will need HokieMart
Requestor Access
once the punch-out catalog
goes live!

Will not Join the Centralized Amazon Account

**Pcard
Holders**

Who are only HokieMart Approvers * are NOT going to gain any value joining the centralized account because they can't access the HM punch-out catalog.

* HokieMart security prefers that approvers not be requestors.

The New Amazon Punch-Out Catalog in HokieMart

- Designed to only allow purchases up to departmental delegation of \$2K (per order)
- Same Amazon shopper experience that we are familiar with.
- New, used and refurbished items will be available for purchase.
- Ship to selections will be limited to valid HokieMart ship to addresses only.

What to Expect in the HokieMart Amazon Punch-out Catalog

- Two-day Prime shipping on all items noted as “Prime items”.
- HokieMart approvals will apply just like any other HokieMart purchase.
- Price Holds and Qty Holds will be honored on in-process HokieMart orders for (7) days awaiting approvals. If a requisition takes longer than (7) days to approve, Amazon will not guarantee price holds and qty holds (items may cost more and may be backordered).

E-Invoicing & E-Payables via the HokieMart Amazon Punch-out Catalog

- All orders through the Amazon punch-out catalog will be e-invoiced.
- e-Invoices will be sent by Amazon when the order is fulfilled and shipped.
- After HokieMart receipting, e-payments will be processed by Accounts Payable.

Your Personal Amazon Accounts - no link to your vt.edu email

- Your vt.edu email address **MAY ONLY** be attached to the centralized Amazon Business Account if you are joining that as a member.
- Prior to joining the VT Amazon business account, you will be given instructions to re-assign a different personal email address to your personal Amazon account if you had previously been using your vt.edu email.

Questions?
