



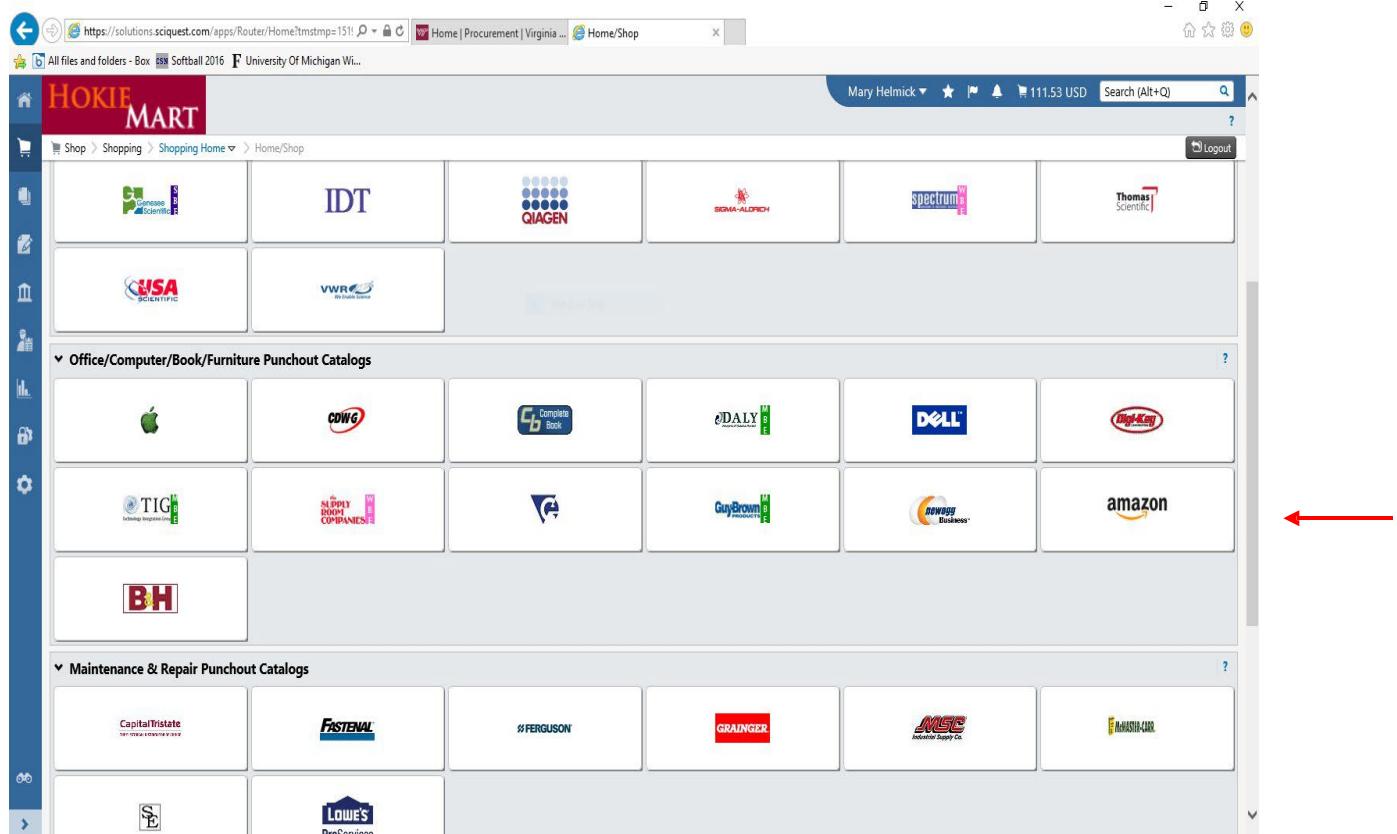
HokieMart Punchout Catalog

Functional Overview Including Helpful Hints



Last Updated April 12, 2018

Amazon PunchOut Catalog in HokieMart



The screenshot shows the HokieMart PunchOut Catalog interface. The page is organized into sections: 'Office/Computer/Book/Furniture Punchout Catalogs' and 'Maintenance & Repair Punchout Catalogs'. Each section contains a grid of vendor logos. A red arrow points to the 'amazon' logo in the first section. The interface includes a sidebar with various icons and a top navigation bar with user information like 'Mary Helmick' and a search bar.

Remember! The HokieMart Amazon PunchOut Catalog is set to reject any order that exceeds \$2000 (departmental delegation limit). No personal items should ever be ordered through the HokieMart ordering system.

The HokieMart Amazon PunchOut Catalog is powered by the centralized university Amazon Business Account. The first time you try to use the punchout catalog, Amazon will provide you step by step instructions for joining Virginia Tech's centralized Amazon Business Account. The following table can assist you with this process as well.



Amazon Business First Time Set-up Guide

1. You will receive an email inviting you to join your organization's Amazon Business account. Click on accept the invitation. Invitations are time sensitive.
2. If you do not receive your invitation, please check your spam folder. The email will come directly from Amazon Business.
3. Choose the scenario below that applies to you and follow the instructions

Scenario 1: Create a new business user account

[Start shopping](#)

- If you don't have an existing Amazon account tied to your work email address, you will be provided step-by-step instructions to create your new account log-in for your organization's Amazon Business account.
- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.

Create an account for business

Your name

Email

Password

Confirm password

[Create account](#)

Scenario 2: Migrate your existing Amazon Account

- If you already have an Amazon account tied to your work email address and utilize this account solely for business purchases, you can migrate this existing account to your organization's Amazon Business account.
- Sign in using the same password that you already use for your existing Amazon.com account.
- To migrate this account, including order history, select the right- hand option: **Use My Existing Account.**

Sign in to the account you will use for business

Your email

Your password

[Sign in](#)

[Forgot your password?](#)

- Confirm that you will be using this account for Business purchases. This will not affect any personal Amazon accounts you have set up with different emails.

Confirm and continue

- Complete your registration and **Start Shopping**.

*If you cannot remember your password, you can click **Forgot your password?** to reset it.*

Amazon Business Customer Service can be reached Monday - Sunday from 8am to 12am Eastern time at (866) 486-2360 or www.amazon.com/gp/help/contact-us

Scenario 3: Separate Business & Personal Shopping

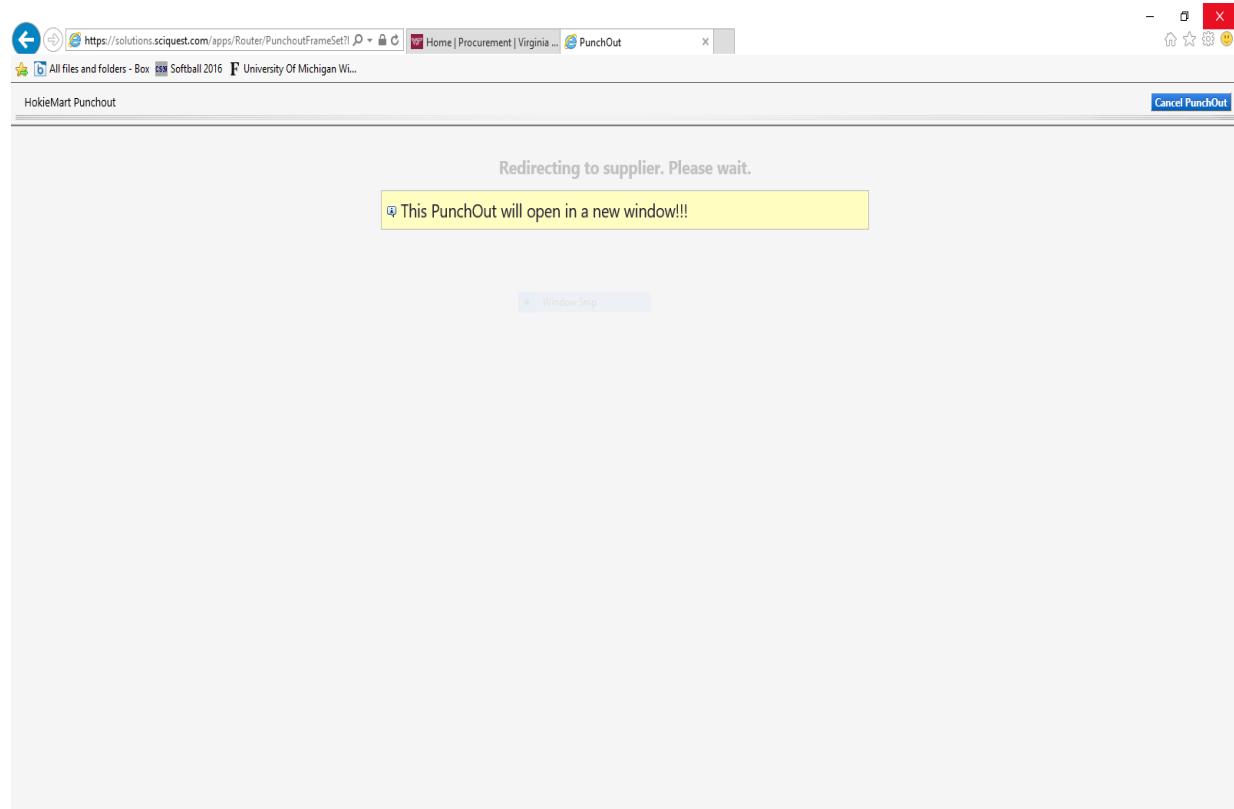
- If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Amazon recommends changing your existing account to a personal email address in order to associate your work email with a new account for business.
- After clicking accept the invitation, sign into your account with your existing password.
- When prompted to **Choose an Account option**, select **Create a Separate Account**.
 - Update the email on your existing account to a personal, non-work email address. *The new email address cannot be associated with an existing Amazon.com account.*
 Complete the registration steps to create your new account for business.
- Complete the set up for a new account following steps in Scenario 1.

Change your email address

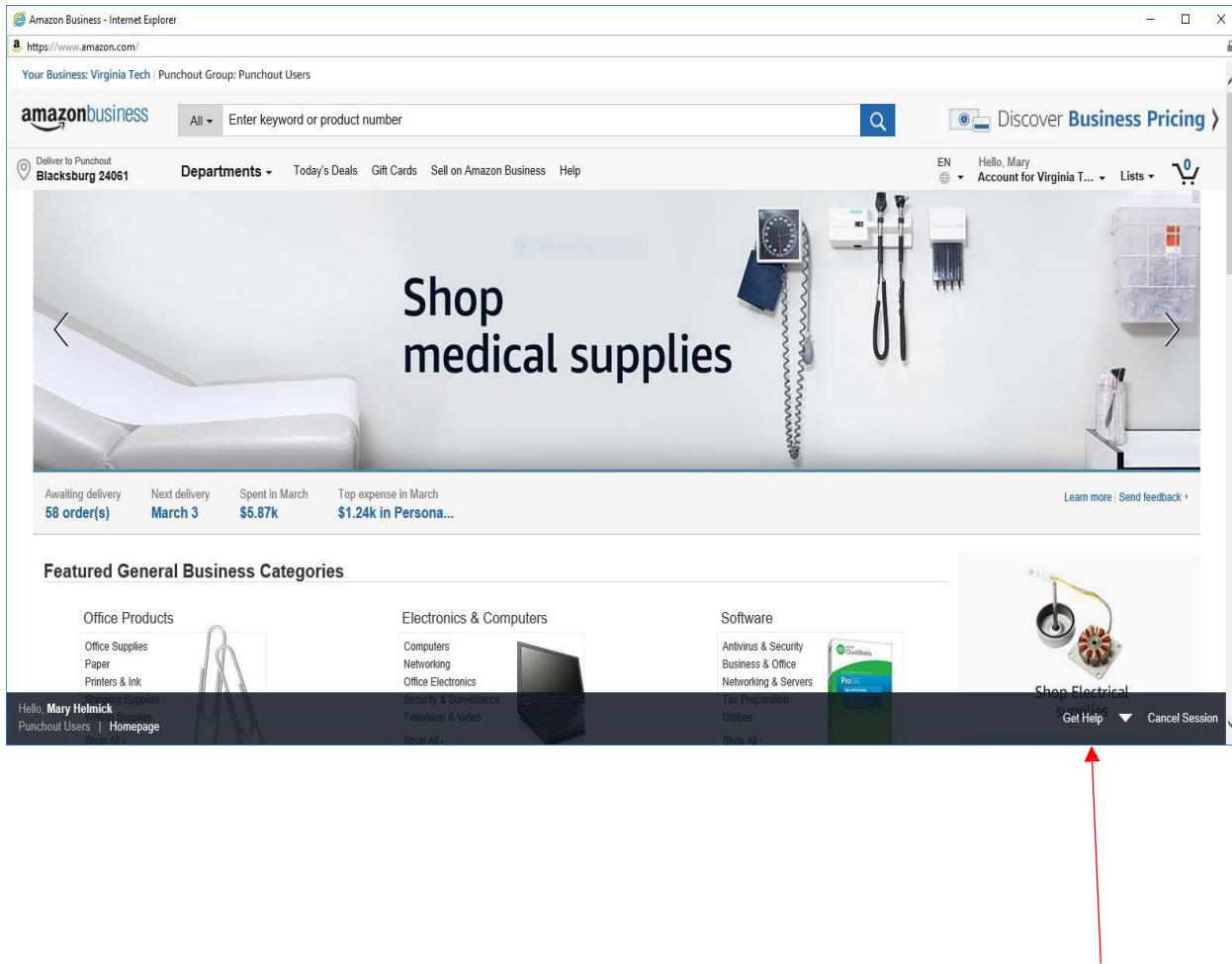
To save your current account information, change the email address used to log into the account. You can continue making purchases using this account. Your password will stay the same.

Current email	user@company.com
Change email to	e.g. name1example@gmail.com
This will be the email used to log into your personal account.	
Confirm new email	e.g. name1example@gmail.com
Save and continue	
Next, we will create your Amazon business account.	

Note that the PunchOut Catalog will open in a new window. Be sure your pop-up blocker is turned off or accept to open in a new window when prompted.



The Amazon PunchOut Catalog will look familiar to anyone who is familiar with buying from an amazon.com website. The shopper's experience is very similar to retail Amazon. The exception is that after completing the Amazon checkout for your purchase, you are redirected back to HokieMart for HM cart checkout, requisition approvals and PO processing. Only HokieMart purchase orders electronically transferred to Amazon will be fulfilled and shipped.

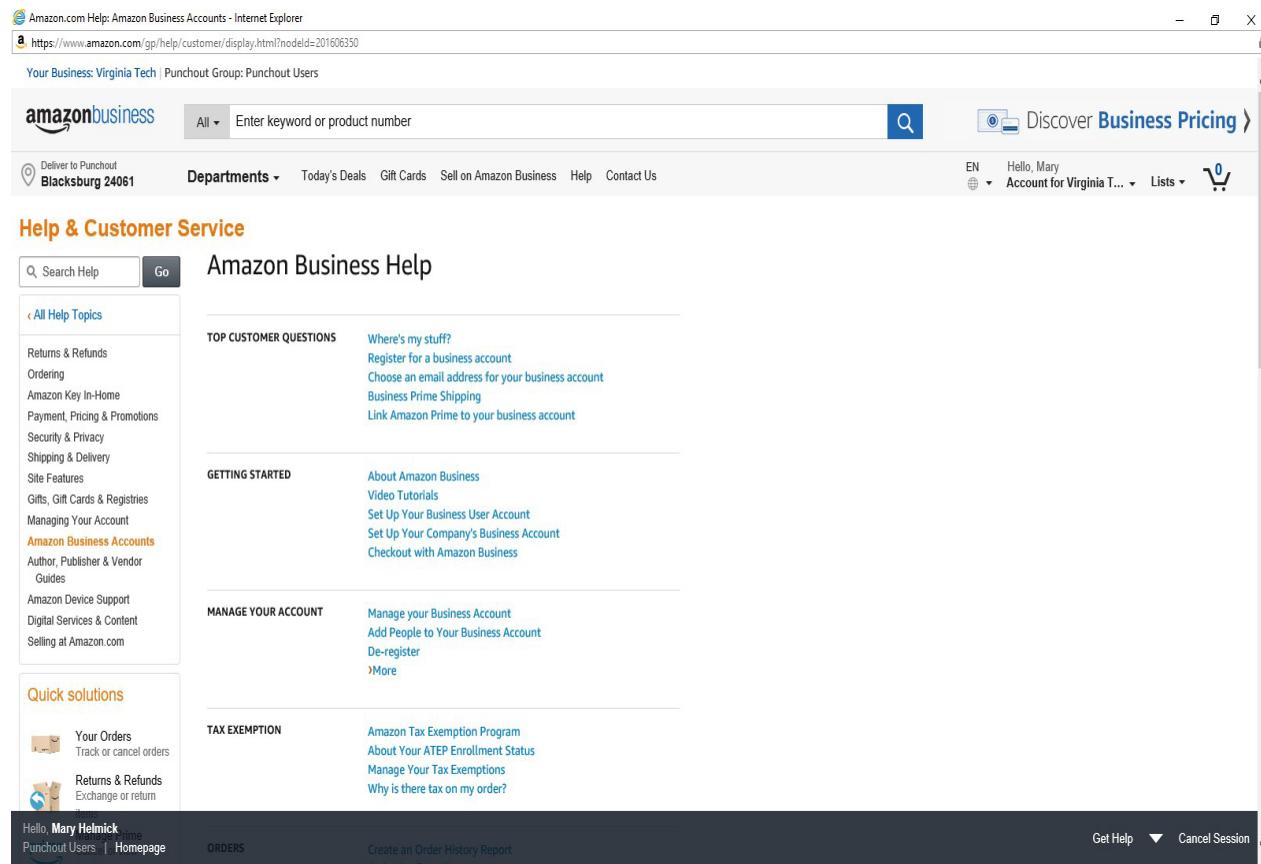


The screenshot shows the Amazon Business - Internet Explorer interface. The URL is <https://www.amazon.com/>. The page is titled "Your Business: Virginia Tech | Punchout Group: Punchout Users". The main content features a banner for "Shop medical supplies" with an image of medical equipment. Below the banner, there are statistics: "Awaiting delivery 58 order(s)", "Next delivery March 3", "Spent in March \$5.87k", and "Top expense in March \$1.24k in Persona...". A "Discover Business Pricing" button is visible. The navigation bar includes "Departments", "Today's Deals", "Gift Cards", "Sell on Amazon Business", and "Help". The user profile shows "Hello, Mary" and "Account for Virginia T...". The bottom section displays "Featured General Business Categories" with links for "Office Products", "Electronics & Computers", and "Software". The "Electronics & Computers" section includes a link to "Shop Electrical". A red arrow points to the "Get Help" link in the "Shop Electrical" section.

Helpful Hint: While in the Amazon PunchOut, selecting the “Get Help” link opens up a webpage with many help categories.

These are examples of the Amazon Business help categories available to you when clicking the “help” button located at the bottom of the Amazon Punchout page:

- Top Customer Questions
- Getting Started
- Manage Your Account
- Tax Exemption



Amazon.com Help: Amazon Business Accounts - Internet Explorer
https://www.amazon.com/gp/help/customer/display.html?nodeId=20106350

Your Business: Virginia Tech | Punchout Group: Punchout Users

amazonbusiness

All Enter keyword or product number

Discover Business Pricing >

Departments Today's Deals Gift Cards Sell on Amazon Business Help Contact Us

EN Hello, Mary Account for Virginia T... Lists

Delivery to Punchout Blacksburg 24061

Help & Customer Service

Amazon Business Help

Search Help Go

All Help Topics

Returns & Refunds
Ordering
Amazon Key In-Home
Payment, Pricing & Promotions
Security & Privacy
Shipping & Delivery
Site Features
Gifts, Gift Cards & Registries
Managing Your Account
Amazon Business Accounts
Author, Publisher & Vendor Guides
Amazon Device Support
Digital Services & Content
Selling at Amazon.com

Quick solutions

Your Orders Track or cancel orders
Returns & Refunds Exchange or return

TOP CUSTOMER QUESTIONS

Where's my stuff?
Register for a business account
Choose an email address for your business account
Business Prime Shipping
Link Amazon Prime to your business account

GETTING STARTED

About Amazon Business
Video Tutorials
Set Up Your Business User Account
Set Up Your Company's Business Account
Checkout with Amazon Business

MANAGE YOUR ACCOUNT

Manage your Business Account
Add People to Your Business Account
De-register
More

TAX EXEMPTION

Amazon Tax Exemption Program
About Your ATEP Enrollment Status
Manage Your Tax Exemptions
Why is there tax on my order?

Hello, Mary Helmick | me
Punchout Users | Homepage

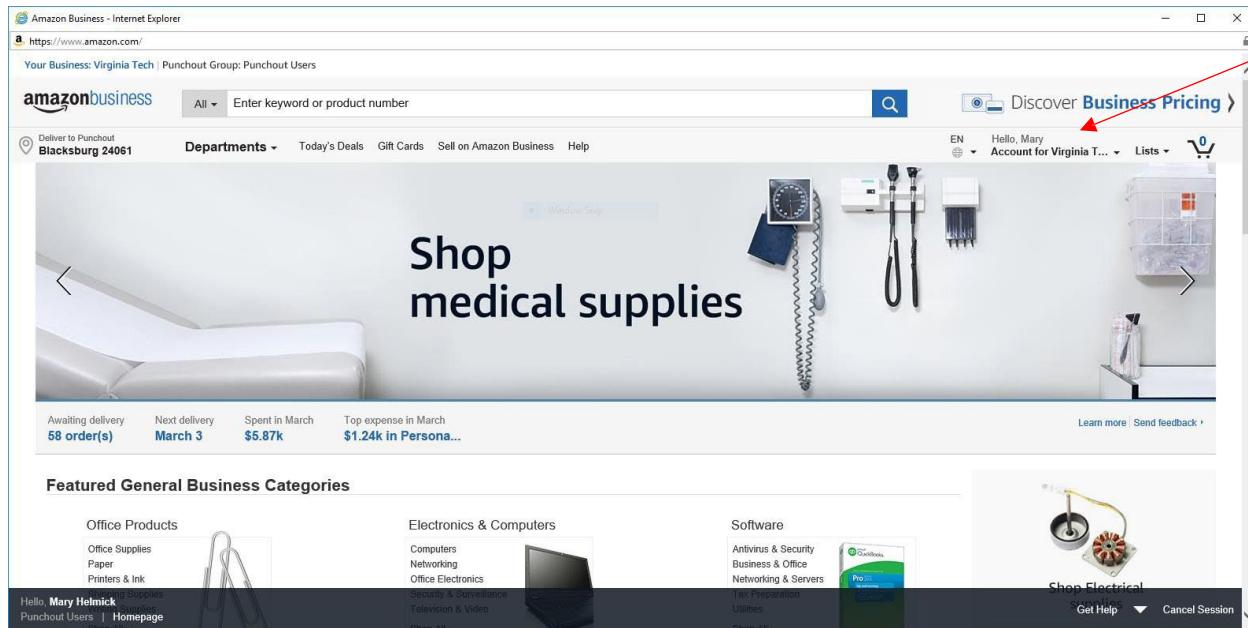
ORDERS Create an Order History Report

Get Help Cancel Session

Helpful Hint: While navigating within the Amazon PunchOut Catalog, you will find you don't have a browser “back button”. If you need to navigate backwards, right mouse -click and choose back. This issue has been reported to Amazon as a functional improvement needed.

While in the Amazon HokieMart PunchOut Catalog, you can also navigate to your Amazon Business Account including Order History as shown below.

Helpful Hint: Even though the system allows you to change your name and email address in your Amazon Business Account, you should not do this because your name and email address must agree with your name and email in HokieMart to keep the connection between the two systems.



Amazon Business - Internet Explorer
https://www.amazon.com/
Your Business: Virginia Tech | Punchout Group: Punchout Users

amazonbusiness

All Enter keyword or product number

Discover Business Pricing

Deliver to Punchout
Blacksburg 24061

Departments Today's Deals Gift Cards Sell on Amazon Business Help

Shop medical supplies

Awaiting delivery 58 order(s) Next delivery March 3 Spent in March \$5.87k Top expense in March \$1.24k in Persona...

Learn more | Send feedback

Featured General Business Categories

Office Products Electronics & Computers Software

Office Supplies Computers Antivirus & Security Utilities

Paper Networking Business & Office

Printers & Ink Office Electronics Networking & Servers

Shop All

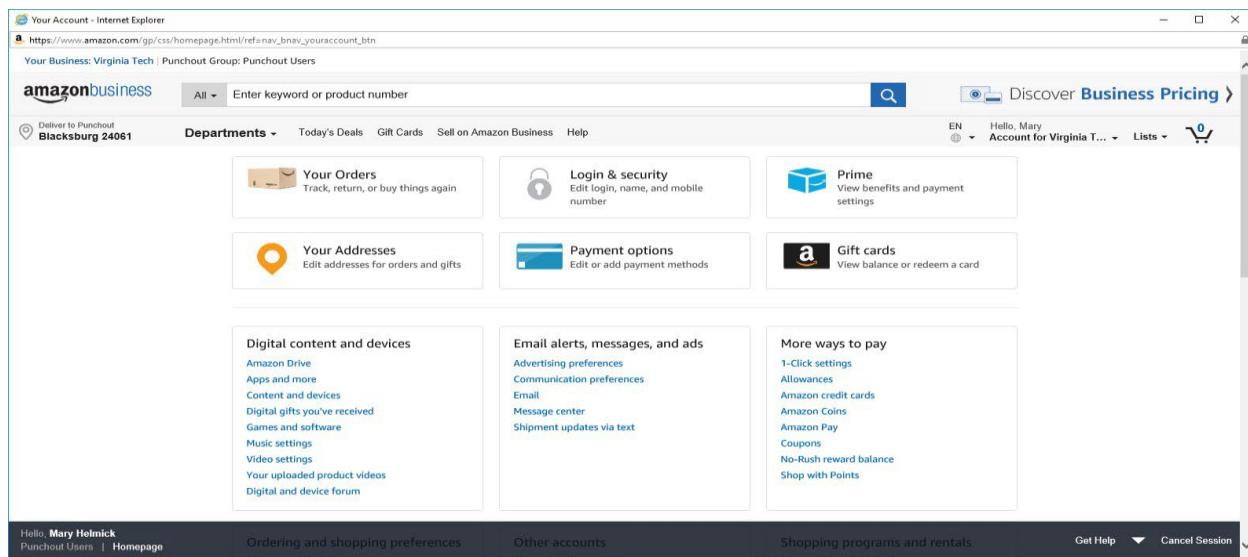
Shop All

Shop All

Shop Electrical

Get Help Cancel Session

Hello, Mary Holnick
Punchout Users | Homepage



Your Account - Internet Explorer
https://www.amazon.com/gp/css/homepage.html?ref=nav_bnav_youraccount_btn
Your Business: Virginia Tech | Punchout Group: Punchout Users

amazonbusiness

All Enter keyword or product number

Discover Business Pricing

Deliver to Punchout
Blacksburg 24061

Departments Today's Deals Gift Cards Sell on Amazon Business Help

Your Orders

Your Addresses

Payment options

Gift cards

Digital content and devices

Email alerts, messages, and ads

More ways to pay

Get Help Cancel Session

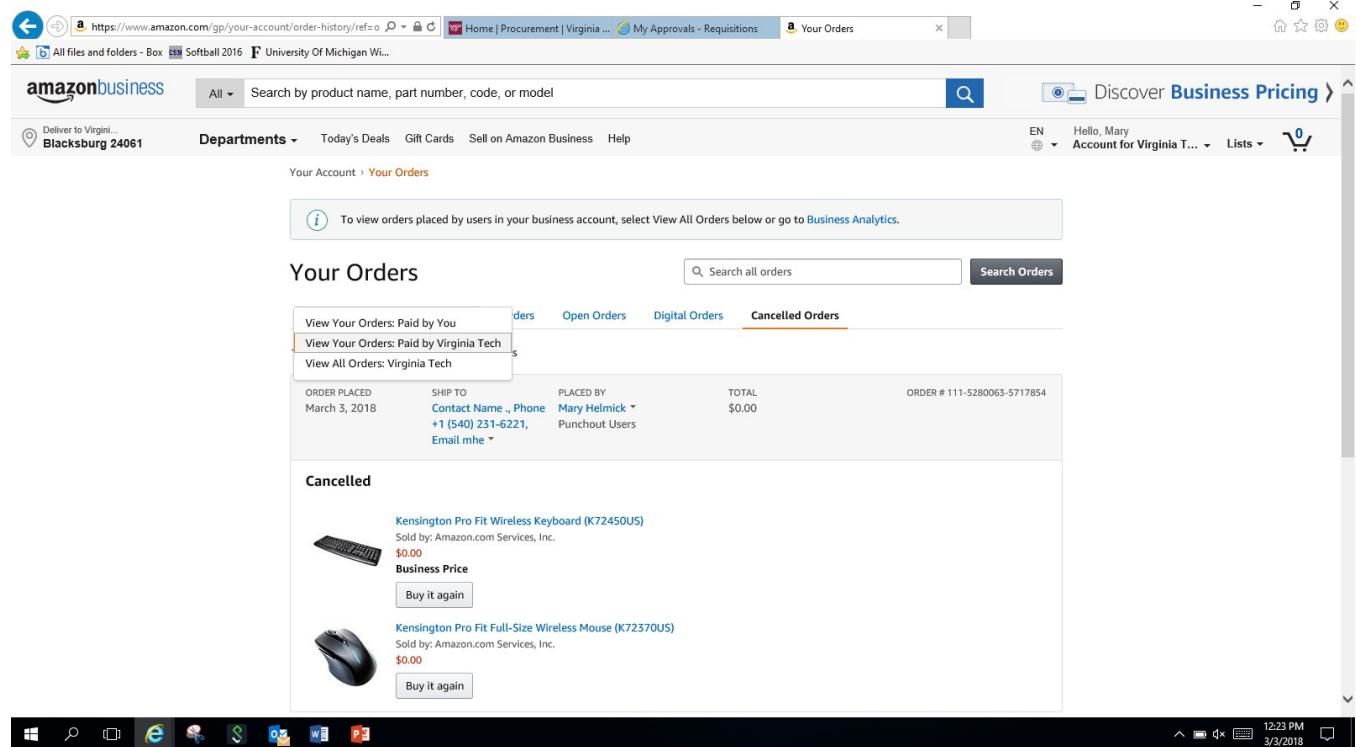
Hello, Mary Holnick
Punchout Users | Homepage

Ordering and shopping preferences

Other accounts

Shopping programs and rentals

Helpful Hint: The order history you see in your Amazon Business Account shows the items you have ordered within the PunchOut Catalog. If you move those items to the HokieMart Cart and then delete the cart or change the order within HokieMart, those changes will not reflect in your Amazon Business account "Your Orders". There may be more items or different orders listed in your Amazon Business account compared to your HokieMart requisition history.



The screenshot shows the 'Your Orders' page on the Amazon Business website. The page header includes the Amazon Business logo, a search bar, and navigation links for 'Departments', 'Today's Deals', 'Gift Cards', 'Sell on Amazon Business', and 'Help'. The user is logged in as 'Hello, Mary' with an account for 'Virginia Tech'. A shopping cart icon shows 0 items.

The main content area displays 'Your Orders' with tabs for 'View Your Orders: Paid by You', 'Open Orders', 'Digital Orders', and 'Cancelled Orders'. The 'Cancelled Orders' tab is selected, showing a single order for a 'Kensington Pro Fit Wireless Keyboard (K72450US)'.

Cancelled Order Details:

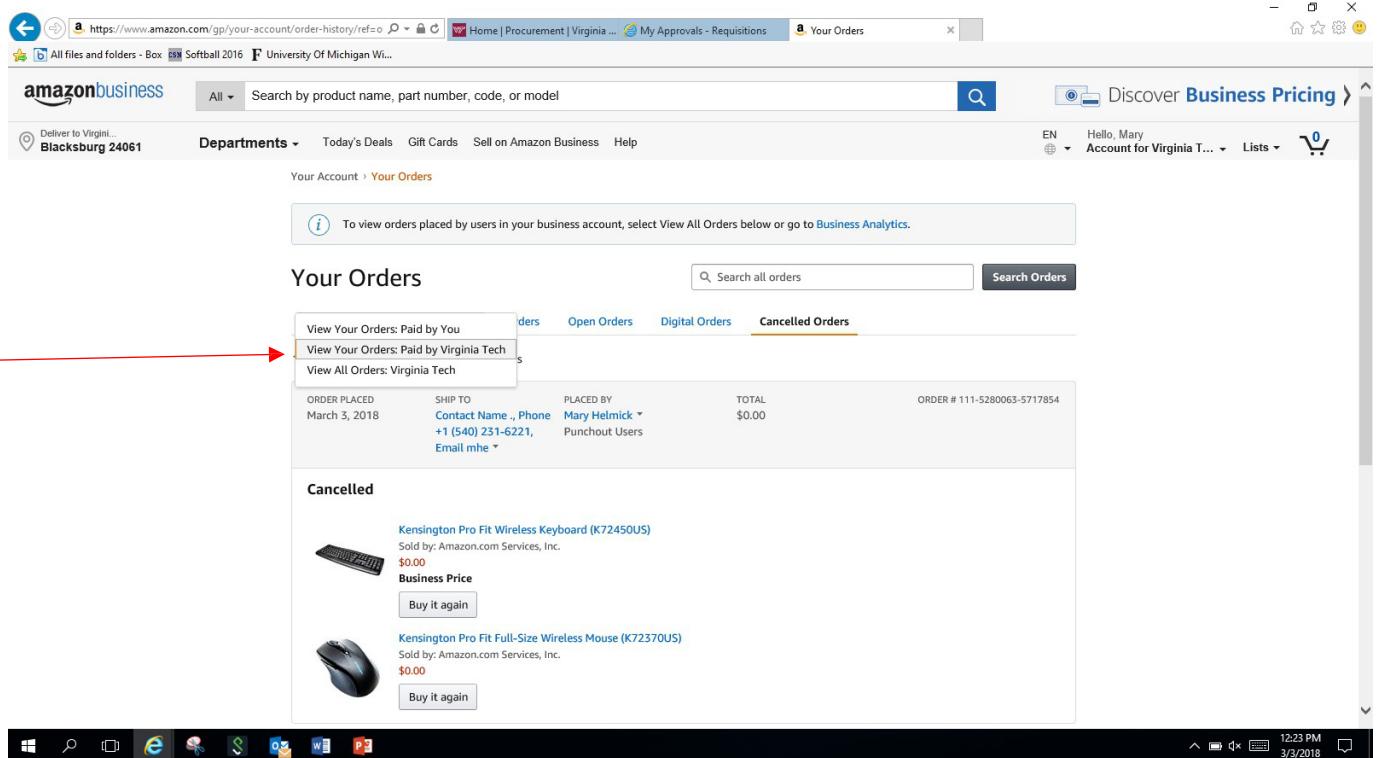
- ORDER PLACED: March 3, 2018
- SHIP TO: Contact Name, Phone: +1 (540) 231-6221, Email: mhe
- PLACED BY: Mary Helmick
- TOTAL: \$0.00
- ORDER #: 111-5280065-5717854

The order was paid by 'Virginia Tech' and placed by 'Punchout Users'. Below the order details, there are two items listed under 'Cancelled':

- Kensington Pro Fit Wireless Keyboard (K72450US)**
Sold by: Amazon.com Services, Inc.
\$0.00
Business Price
[Buy it again](#)
- Kensington Pro Fit Full-Size Wireless Mouse (K72370US)**
Sold by: Amazon.com Services, Inc.
\$0.00
[Buy it again](#)

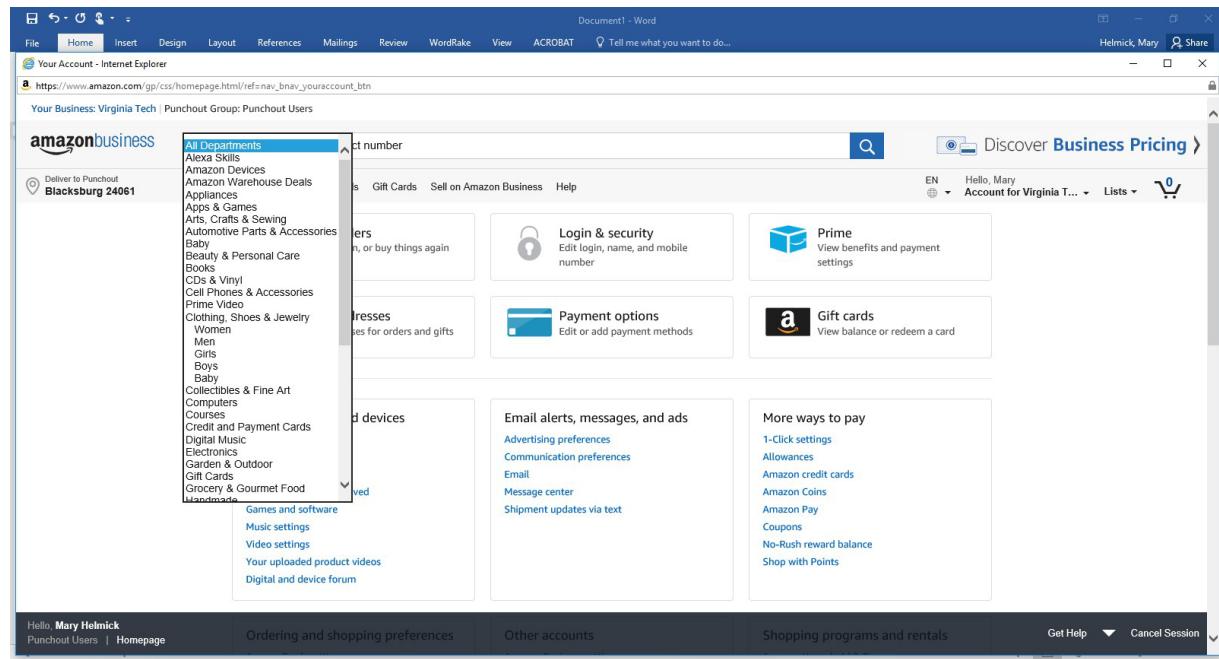
The taskbar at the bottom of the browser window shows various pinned icons, and the status bar indicates the date and time as 3/3/2018, 12:23 PM.

Helpful Hint: If no orders appear in the “Your Orders” section of your Amazon Business account, try selecting the dropdown list and choose “Virginia Tech Orders”. The default in this drop-down list is always set to “View Orders Paid by you” so you may have to change this selection to Virginia Tech every time. This issue has been reported to Amazon.



The screenshot shows the 'Your Orders' page on the Amazon Business website. The URL in the address bar is <https://www.amazon.com/gp/your-account/order-history/ref=...>. The page title is 'Your Orders'. The navigation bar includes 'View Your Orders: Paid by You' (highlighted with a red arrow), 'View Your Orders: Paid by Virginia Tech' (highlighted with a red arrow), 'View All Orders: Virginia Tech', 'Open Orders', 'Digital Orders', and 'Cancelled Orders'. The 'Cancelled Orders' tab is selected. The main content area shows a single cancelled order for a Kensington Pro Fit Wireless Keyboard (K72450US) and a Kensington Pro Fit Full-Size Wireless Mouse (K72370US). The order was placed on March 3, 2018, and shipped to 'Contact Name, Phone +1 (540) 231-6221'. The total amount is \$0.00. The order number is 111-5280063-5717854. The status is 'ORDER # 111-5280063-5717854'. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

Searching in Amazon is easy and robust.



The screenshot shows the 'Your Account' page on the Amazon Business website. The URL is https://www.amazon.com/gp/css/homepage.html/ref=nav_bnav_youraccount_bnn. The page is titled 'Your Business: Virginia Tech | Punchout Group: Punchout Users'. The left sidebar shows a navigation tree for 'All Departments' including Alexa Skills, Amazon Devices, Amazon Warehouse Deals, Appliances, Apps & Games, Arts, Crafts & Sewing, Automotive Parts & Accessories, Baby, Beauty & Personal Care, Books, CDs & Vinyl, Cell Phones & Accessories, Prime Video, Clothing, Shoes & Jewelry, Women, Men, Girls, Boys, Baby, Collectibles & Fine Art, Computers, Clothing, Credit and Payment Cards, Digital Music, Electronics, Garden & Outdoor, Gift Cards, Grocery & Gourmet Food, Handmade, Games and software, Music settings, Video settings, Your uploaded product videos, and Digital and device forum. The main content area includes sections for 'Order number', 'Discover Business Pricing', 'Login & security', 'Prime', 'Payment options', 'Gift cards', 'Email alerts, messages, and ads', and 'More ways to pay'. The bottom navigation bar includes links for 'Hello, Mary Helmick', 'Punchout Users | Homepage', 'Ordering and shopping preferences', 'Other accounts', 'Shopping programs and rentals', 'Get Help', and 'Cancel Session'.

Helpful Hint: To get the free 2-day prime shipping, select “prime items” as a filter when searching. This will show only prime items eligible for free shipping to select from.

Amazon.com: wireless keyboard - Prime Eligible / Wireless / Keyboards / Keyboards, Mice & Ac... - Internet Explorer

https://www.amazon.com/s/gp/search/ref=sr_nr_p_n_feature_keywords_0fst=as%3Aoff&rh=n%3A12879431%2Ck%3Awireless+keyboard%2Cp_05%3A2470955011%2Cp_n_feature_keywords_three_browse-bin%3A8079836011&keywords=wireless+keyboard&ie=UTF8&qid=1520081318&mid=807

Any Category
Electronics
Computers & Accessories
Computer Accessories & Peripherals
Keyboards, Mice & Accessories
Keyboards

Refine by
Amazon Prime
Clear
 prime

Add-on Item
 Exclude

Seller Type
 Business Seller

Feature Keywords
 Windows
 Full Size
 Backlit
 Gaming
 Ultra Thin
 Spill Resistant
 Apple
See more

Keyboard Interface
Clear
 Wireless
 PS/2
 USB
 Bluetooth
 Infrared

Keyboard Color


 Logitech MK550 Wireless Wave Keyboard and Mouse Combo — Includes Keyboard and Mouse, Long Battery Life, Ergonomic Wave Design
by Logitech
\$42.40 ~~\$79.99~~ prime
Get it by **Monday, Mar 5**
 5,854

 Logitech K360 Wireless Keyboard-Wireless Keyboard
by Logitech
\$24.95 (120 used & new offers)
 4,186

 Logitech K400 Plus Wireless Touch TV Keyboard with Easy Media Control and Built-In Touchpad
by Logitech
\$24.99 ~~\$39.99~~ prime
Get it by **Monday, Mar 5**
 3,209

 Logitech Wireless Keyboard K270 with Long-Range Wireless
by Logitech
\$29.79 prime
Only 15 left in stock - order soon.
 538

 Logitech K350 2.4Ghz Wireless Keyboard
by Logitech
\$36.00 prime
Get it by **Monday, Mar 5**
 1,376

 HP Wireless Elite Keyboard v2
by HP
\$37.99 prime
Get it by **Monday, Mar 5**
 1,465

 Logitech K810 Illuminated Keyboard
by Logitech
\$119.99 prime
Only 1 left in stock - order soon.
 1,100

 Logitech K800 Illuminated Keyboard
by Logitech
\$129.99 prime
Only 1 left in stock - order soon.
 1,000

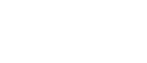
 Logitech K750 Illuminated Keyboard
by Logitech
\$149.99 prime
Only 1 left in stock - order soon.
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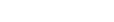
 Logitech K780 Illuminated Keyboard
by Logitech
\$169.99 prime
Only 1 left in stock - order soon.
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Only 1 left in stock - order soon.
 100

 Logitech K750 Illuminated Keyboard
by Logitech
\$169.99 prime
Only 1 left in stock - order soon.
 100

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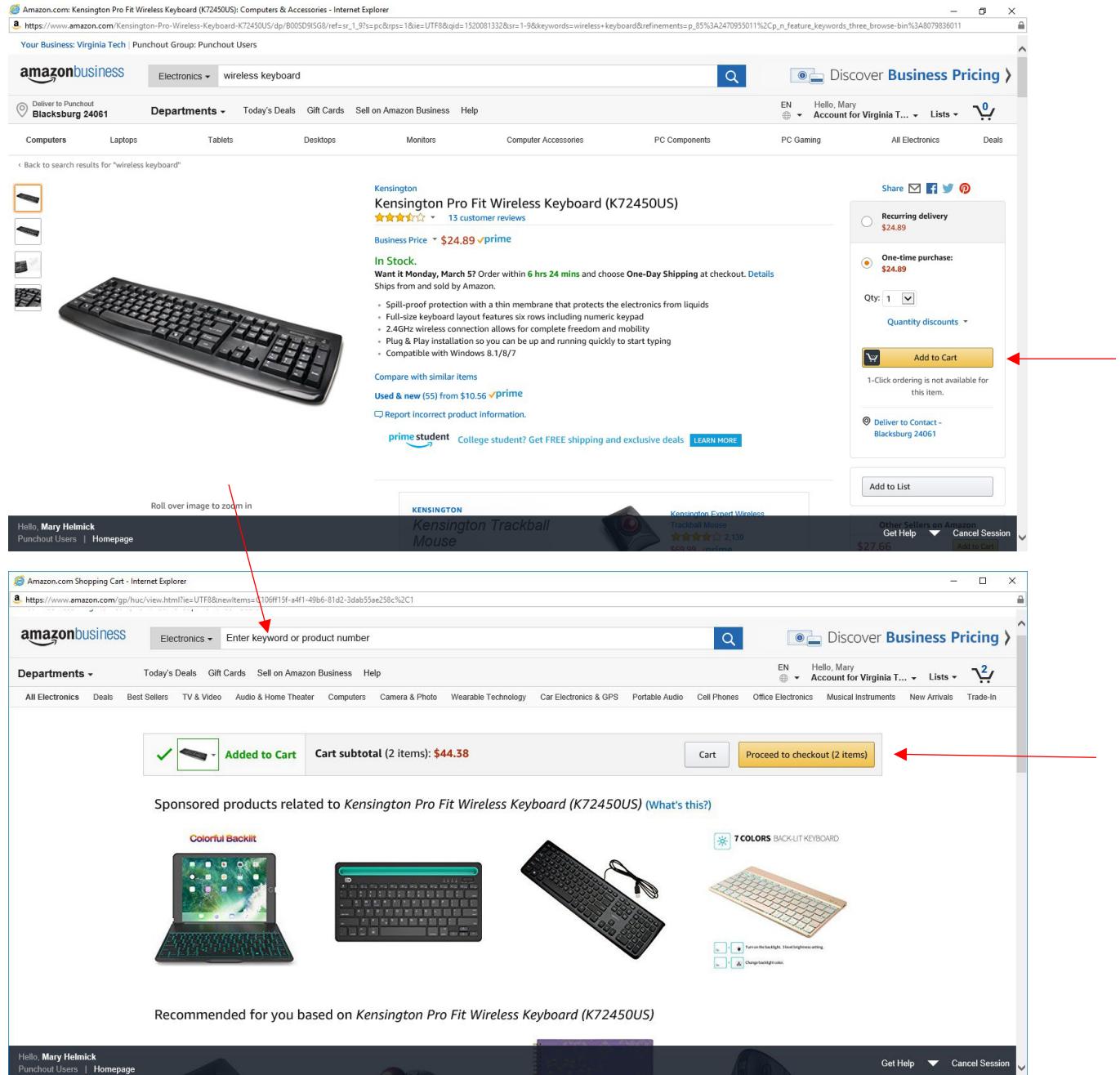
 Logitech K750 Illuminated Keyboard
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\$169.99 prime
Only 1 left in stock - order soon.
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Only 1 left in stock - order soon.
 100

 Logitech K750 Illuminated Keyboard
by Logitech
\$169.99 prime
Only 1 left in stock - order soon.
<img alt="Rating 4.5 stars"

Select Add to Cart when you have selected an item.

After adding an item to the Amazon cart, you can continue shopping by searching for the next item. If you have completed your shopping, you would then select "Proceed to Checkout".



Amazon.com: Kensington Pro Fit Wireless Keyboard (K72450US): Computers & Accessories - Internet Explorer
https://www.amazon.com/Kensington-Pro-Wireless-Keyboard-K72450US/dp/B005D915G0/ref=sr_1_3?ie=UTF8&qid=1520081332&sr=1-9&keywords=wireless+keyboard&refinements=p_85%3A2470955011%2Cp_n_feature_keywords_three_browse-bin%3A8079836011

Your Business: Virginia Tech | Punchout Group: Punchout Users

amazonbusiness Electronics wireless keyboard

Discover Business Pricing

Delivery to Punchout Blackburg 24061 Departments Today's Deals Gift Cards Sell on Amazon Business Help

EN Hello, Mary Account for Virginia T... Lists

Computers Laptops Tablets Desktops Monitors Computer Accessories PC Components PC Gaming All Electronics Deals

Back to search results for "wireless keyboard"

Kensington
Kensington Pro Fit Wireless Keyboard (K72450US)
4.5 stars 13 customer reviews
Business Price \$24.89

In Stock.
Want it Monday, March 5? Order within 6 hrs 24 mins and choose One-Day Shipping at checkout. [Details](#)
Ships from and sold by Amazon.

Spill-proof protection with a thin membrane that protects the electronics from liquids
Full-size keyboard layout features six rows including numeric keypad
2.4GHz wireless connection allows for complete freedom and mobility
Plug & Play installation so you can be up and running quickly to start typing
Compatible with Windows 8.1/8/7

Compare with similar items
Used & new (55) from \$10.56
 Report incorrect product information.

College student? Get FREE shipping and exclusive deals [LEARN MORE](#)

Share

Recurring delivery \$24.89
One-time purchase \$24.89
Qty: 1
 Add to Cart
1-Click ordering is not available for this item.

Deliver to Contact - Blackburg 24061
Add to List

KENSINGTON
Kensington Expert Wireless Trackball Mouse
4.5 stars 2,139 reviews
\$27.66
Other Sellers on Amazon Get Help Cancel Session

Roll over image to zoom in

Hello, Mary Helmick
Punchout Users | Homepage

Amazon.com Shopping Cart - Internet Explorer
https://www.amazon.com/gp/huc/view.html?ie=UTF8&newitems=106ff15f-a4f1-49b6-81d2-3dab55ae250c%2C1

amazonbusiness Electronics Enter keyword or product number

Discover Business Pricing

Departments Today's Deals Gift Cards Sell on Amazon Business Help

EN Hello, Mary Account for Virginia T... Lists

All Electronics Deals Best Sellers TV & Video Audio & Home Theater Computers Camera & Photo Wearable Technology Car Electronics & GPS Portable Audio Cell Phones Office Electronics Musical Instruments New Arrivals Trade-In

Added to Cart Cart subtotal (2 items): \$44.38

Sponsored products related to **Kensington Pro Fit Wireless Keyboard (K72450US)** [\(What's this?\)](#)

Colorful Backlit

7 COLORS BACK-LIT KEYBOARD

Recommended for you based on **Kensington Pro Fit Wireless Keyboard (K72450US)**

Hello, Mary Helmick
Punchout Users | Homepage

Get Help Cancel Session

Free Two-Day Prime Shipping if available (on prime items) will be defaulted on the “Choose your Shipping Options” page or different shipping options will be shown for additional cost.

Helpful Hint: If you select a shipping option that is not free, the shipping expense line will not transfer to HokieMart. No need not add a line to your HokieMart requisition for shipping. Amazon will invoice for the item(s) and for the shipping costs and VT Accounts Payable will pay these shipping costs automatically.

Helpful Hint: Even if you try to change your ship to address, the order will be transferred to HokieMart with your HokieMart default ship to address. You can only change shipping addresses in HokieMart to other valid HokieMart ship to addresses.

Select Shipping Options - Amazon.com Checkout - Internet Explorer
https://www.amazon.com/gp/buy/shipoptionsselect/handlers/display.html?hasWorkingJavascript=1

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Choose your shipping options

Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Contact Name, Phone +1 (540) 231-6221, Email mhe, Procurement, North End Center Ste 2100, 300 Turner St NW, Blacksburg, VA, 24061 United States

- Kensington Pro Fit Wireless Keyboard (K72450US)
\$24.89 - Quantity: 1
Business Price
Sold by: Amazon.com Services, Inc.
- Kensington Pro Fit Full-Size Wireless Mouse (K72370US)
\$19.49 - Quantity: 1
Sold by: Amazon.com Services, Inc.

[Change quantities or delete](#)

Choose your Prime delivery option:

\$10.98 One-Day Shipping — get it **Monday, Mar. 5**

FREE Two-Day Shipping — get it **Tuesday, Mar. 6**

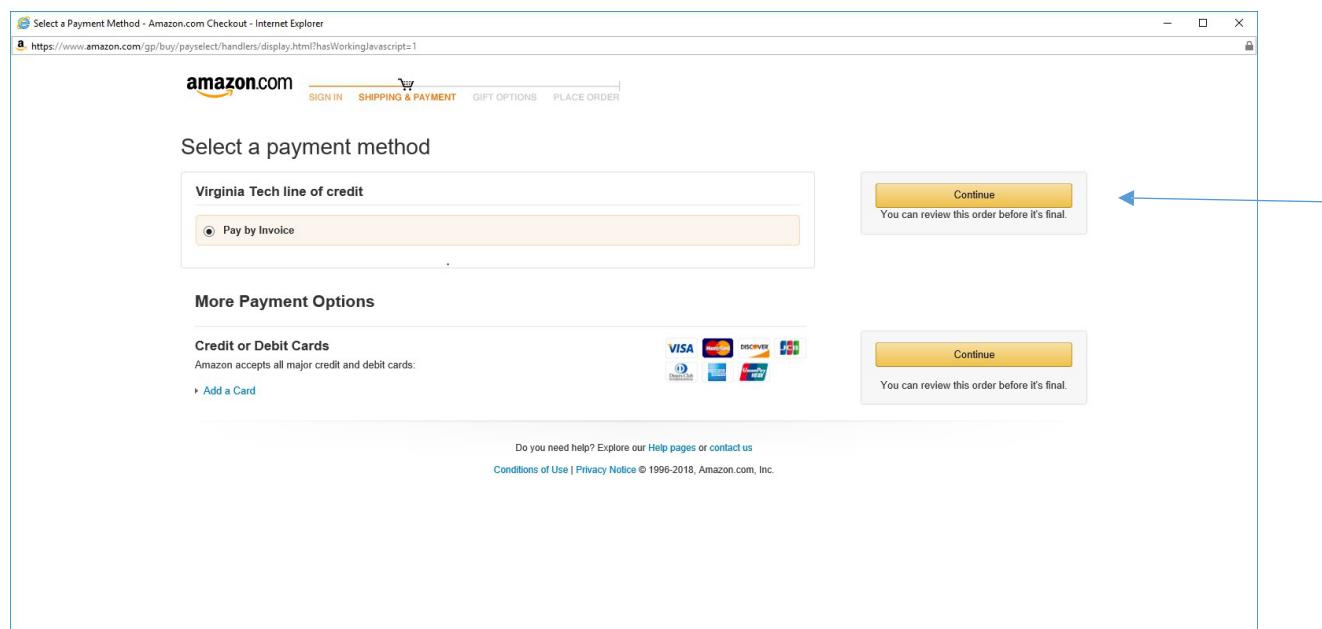
[Continue](#)

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

The only payment method than can be used in any location of the Amazon PunchOut Catalog is “Pay by Invoice”.

Helpful Hint: Even if you add credit card information, no credit cards or gift cards will be accepted as payment in the Amazon PunchOut Catalog. All orders must be checked out and transferred to HokieMart to be submitted to Amazon as a purchase order and Amazon will e-invoice the university for the purchase.

Your only option is to continue.

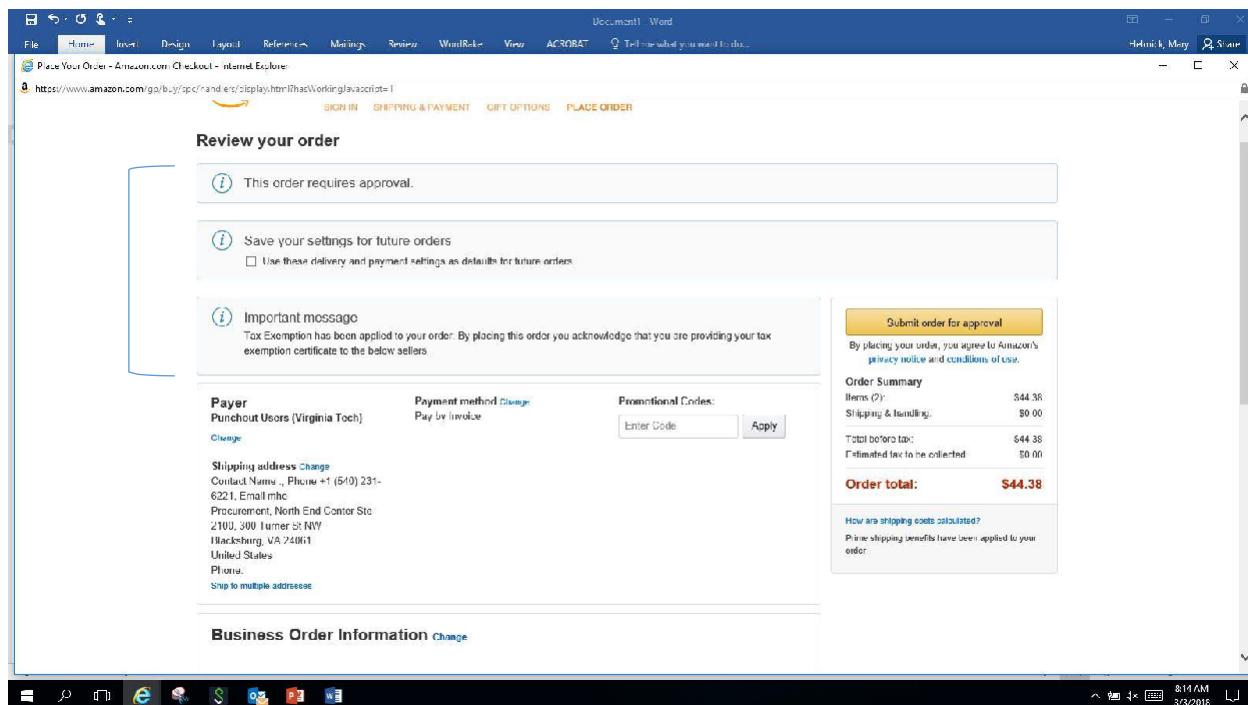


Review your Order. If your order is ready to move to the HokieMart Cart, select “Select Order for Approval”.

Helpful Hint: Note the options to set defaults for your checkout screens in the punchout.

Helpful Hint: on the PunchOut check out page, there is no “back” button that allows you to return to shopping. You can right mouse-click and select “back” when working on a laptop or desktop. Otherwise, your only choice is to complete the checkout process and move the items to HokieMart for processing. This functional issue has been reported to Amazon.

The option to review your order will appear and you will receive three messages. The first states that the order requires approval. The second reminds you to save your settings for future orders. The third is an important message that states that tax exemptions have been applied to your order and that by placing this order you acknowledge that you are providing your tax exemption certification to the below sellers.



Place Your Order - Amazon.com Checkout - Internet Explorer

6221, Email mhe
Procurement, North End Center Ste
2100, 300 Turner St NW
Blacksburg, VA 24061
United States
Phone:
Ship to multiple addresses:

Business Order Information [Change](#)

Estimated Delivery: Depends on Approval
(For example, if approved now, Tuesday, Mar. 6, 2018)

Kensington Pro Fit Wireless Keyboard
(K72450US)
\$24.89 [prime](#)
Business Price [▼](#)
Quantity: 1 [Change](#)
Sold by: Amazon.com Services, Inc.
[Add a gift receipt](#)
and see other gift options
Tax Exemption Applied [Remove](#)

Kensington Pro Fit Full-Size Wireless Mouse
(K72370US)
\$19.49 [prime](#)
Quantity: 1 [Change](#)
Sold by: Amazon.com Services, Inc.
[Add a gift receipt](#)
and see other gift options
Tax Exemption Applied [Remove](#)

Choose your Prime delivery option:

Monday, Mar. 5
\$10.98 - One-Day Shipping

Tuesday, Mar. 6
FREE Two-Day Shipping

[Submit order for approval](#)

Do you need help? Explore our [Help pages](#) or [contact us](#)

Although the Punchout Check out Page gives you options to change your address, when the order is transmitted back to HokieMart, your default HokieMart ship to will carry over to the HokieMart requisition.

You can change quantities of items on this page.

Helpful Hint: To delete an item, choose to change qty and you will have a delete button to select from that screen.

Utilizing the Centralize Amazon Account Outside of the HokieMart

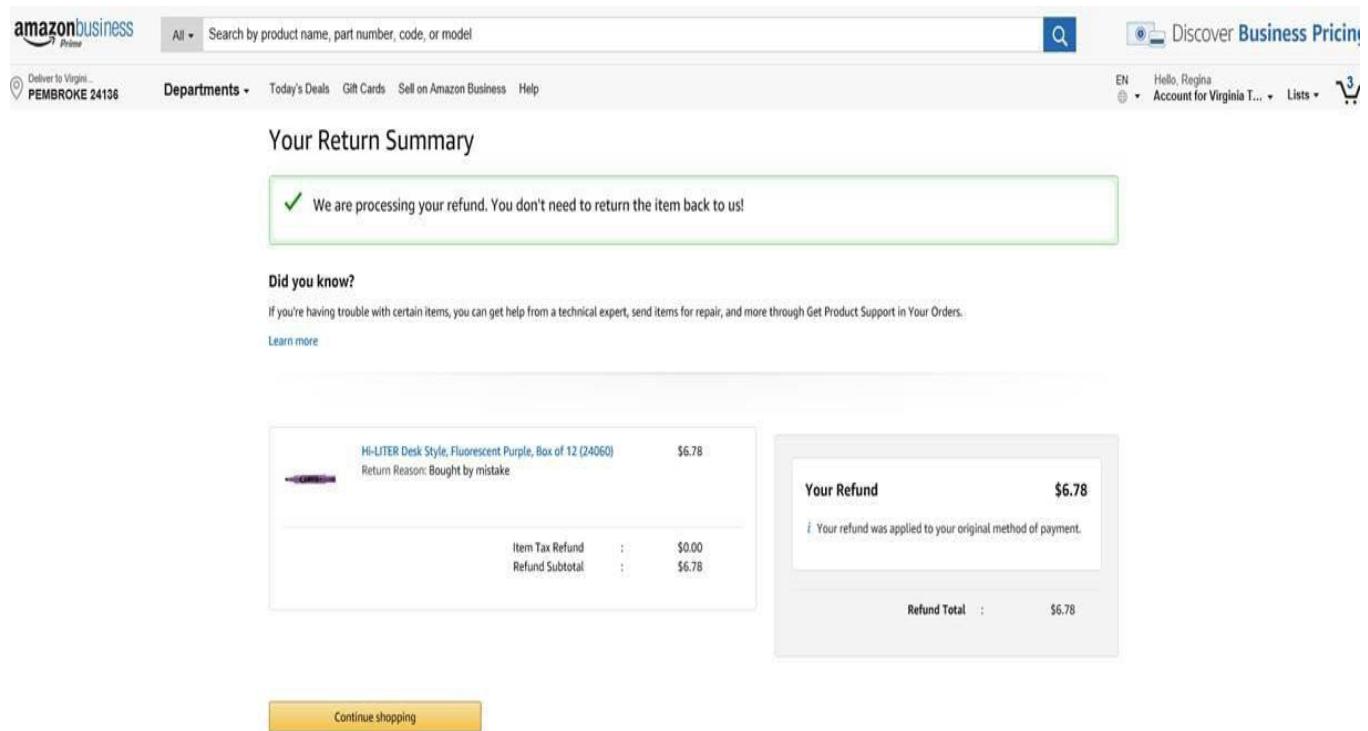
- You can go to your Amazon Business account by navigating to: <http://www.amazon.com>
- Login with your @vt.edu email address and your password.
- Although the Amazon Business account will be completely functional including allowing you to send things to your cart, it will not let you checkout because it requires checkout only through the HokieMart Punchout Catalog.
- You can still use your Amazon Business Account through www.amazon.com to do the following:
 - Check the status of your orders
 - Cancel an order (remember you still must cancel the HokieMart requisition also).
 - Initiate a return of any items you purchased

Helpful Hint: While in the Amazon Business Account via <http://www.amazon.com>, you can move items in to your shopping cart. Next time you enter the HokieMart Punchout Catalog, those items will already be sitting in your cart to complete your order via HokieMart requisition and purchase order. This is also a great way to shop if you are working off an email sent from others with amazon links of products you must order for them. Because it is in a true browser session, the cut/paste of links from an email to the Amazon search field.

Returns

Amazon Business offers different options for returns based on the item(s) you are returning. To initiate a return, go to “My Orders” in your Amazon Business Account. Select the item(s) you must return. Follow the instructions given by Amazon Business. Once the return is complete, you will get this summary (shown on bottom of page). e-Credit Memos are sent to VT Accounts Payable for processing just the same as e-invoices are sent to VT Accounts Payable for payment.

Helpful Hint: Do not call the 1-888 number for Amazon to initiate a return request. Doing so, you will have to authenticate yourself to the university’s centralized business account and this will be difficult for individuals who may not have details required for authentication. Instead, process return requests online through your individual account on the Amazon Business Account.



The screenshot shows the 'Your Return Summary' page on the Amazon Business website. At the top, there is a search bar and a 'Discover Business Pricing' button. The main content area is titled 'Your Return Summary' and contains a green message box stating, 'We are processing your refund. You don't need to return the item back to us!' Below this, there is a 'Did you know?' section with a link to 'Learn more'. The return details for a 'Hi-LITER Desk Style, Fluorescent Purple, Box of 12 (24060)' item are listed, showing a return reason of 'Bought by mistake'. The refund breakdown shows an 'Item Tax Refund' of '\$0.00' and a 'Refund Subtotal' of '\$6.78'. To the right, a 'Your Refund' section shows a total of '\$6.78' with a note that it was applied to the original method of payment. At the bottom, there is a 'Continue shopping' button.

Hi-LITER Desk Style, Fluorescent Purple, Box of 12 (24060)		\$6.78
Return Reason: Bought by mistake		
Item Tax Refund	:	\$0.00
Refund Subtotal	:	\$6.78

Your Refund		\$6.78
Your refund was applied to your original method of payment.		
Refund Total	:	\$6.78

[Continue shopping](#)

Amazon's 7-Day Price and Quantity Hold – Awaiting HokieMart's Approvals

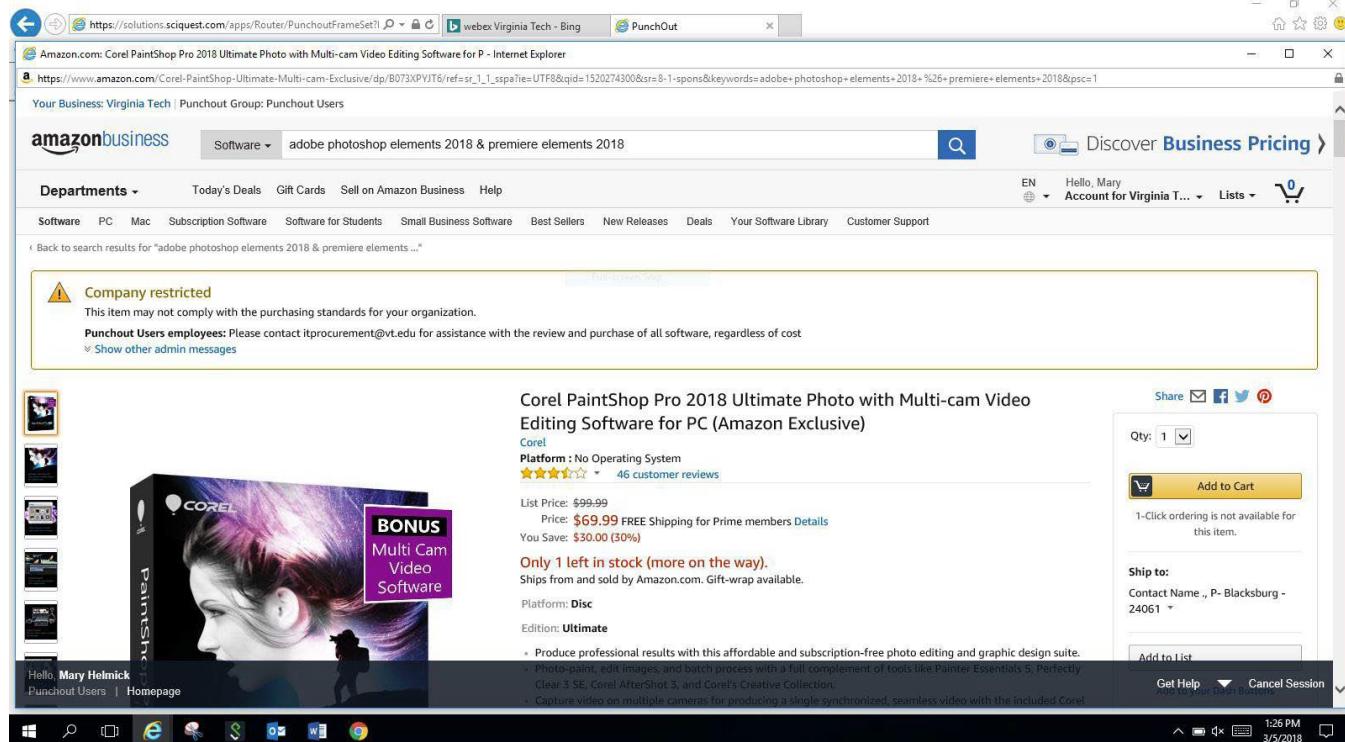
- Orders that are “checked out” or “Submitted for Approval” out of the Amazon PunchOut catalog and sent to HokieMart for processing and approvals, are guaranteed for a price hold and qty hold for seven days from the date submitted to the HokieMart shopping cart.
- After seven days, without an approval, a HokieMart order that is submitted to Amazon for fulfillment may have a different price or be back-ordered in comparison to the price and availability status when the PunchOut order was checked out. This may also cause problems in proper “matching” to e-invoices received.
- The seven-day hold may also not be honored if:
 - If the HokieMart purchase order has different quantities of products compared to the qty that had been selected in the PunchOut.
 - If the shipping method of “Next Day Air” is selected in the PunchOut but a different ship to address was selected on the HokieMart requisition.

Helpful Hints: If you checkout your Amazon shopping cart, sending it back to HokieMart as a requisition and then decide you need to cancel or change qty and delete your Hokiemark cart and start over, there may be a 7-day hold on those items by Amazon for inventory control. This situation will give you the following error message, “Your business has reached its limit for this product” and will not let you complete your purchase. If you report this situation to HokieMart@vt.edu, VT Procurement can request Amazon release the 7-day hold and free up the items for re-purchase. Expect a delay should this happen. Other than having VT Procurement contract Amazon directly, there is no other known solution for these issues.

Individual Item Curation

Because the Amazon Business website contains a broad range of products, some of those are not appropriate to be purchased with university or grant funds OR requires pre- approvals before a purchase is made. To help prompt users when items fall in to a category that may not be able to be purchased through the Amazon Punchout, a “curation notice” has been added. If you receive one of these prompts, please follow the directions given and do not proceed with the purchase unless you have received the correct permission.

Example of an item curation notice:



Company restricted
This item may not comply with the purchasing standards for your organization.
Punchout Users employees: Please contact itprocurement@vt.edu for assistance with the review and purchase of all software, regardless of cost
Show other admin messages

Corel PaintShop Pro 2018 Ultimate Photo with Multi-cam Video Editing Software for PC (Amazon Exclusive)

Corel

Platform : No Operating System

★★★★★ 46 customer reviews

List Price: \$99.99
Price: \$69.99 FREE Shipping for Prime members [Details](#)
You Save: \$30.00 (30%)

Only 1 left in stock (more on the way).
Ships from and sold by Amazon.com. Gift-wrap available.

Platform: Disc
Edition: Ultimate

- Produce professional results with this affordable and subscription-free photo editing and graphic design suite.
- Photo-paint, edit images, and batch process with a full complement of tools like Painter Essentials 5, Perfectly Clean 3 SE, Corel AfterShot 3, and Corel's Creative Collection.
- Capture video on multiple cameras for producing a single synchronized, seamless video with the included Corel Video Studio Pro 2018.

Share [Email](#) [Facebook](#) [Twitter](#) [Pinterest](#)

Qty: 1 [Add to Cart](#)

1-Click ordering is not available for this item.

Ship to:
Contact Name : P- Blacksburg - 24061

Add to List [Get Help](#) [Cancel Session](#)