



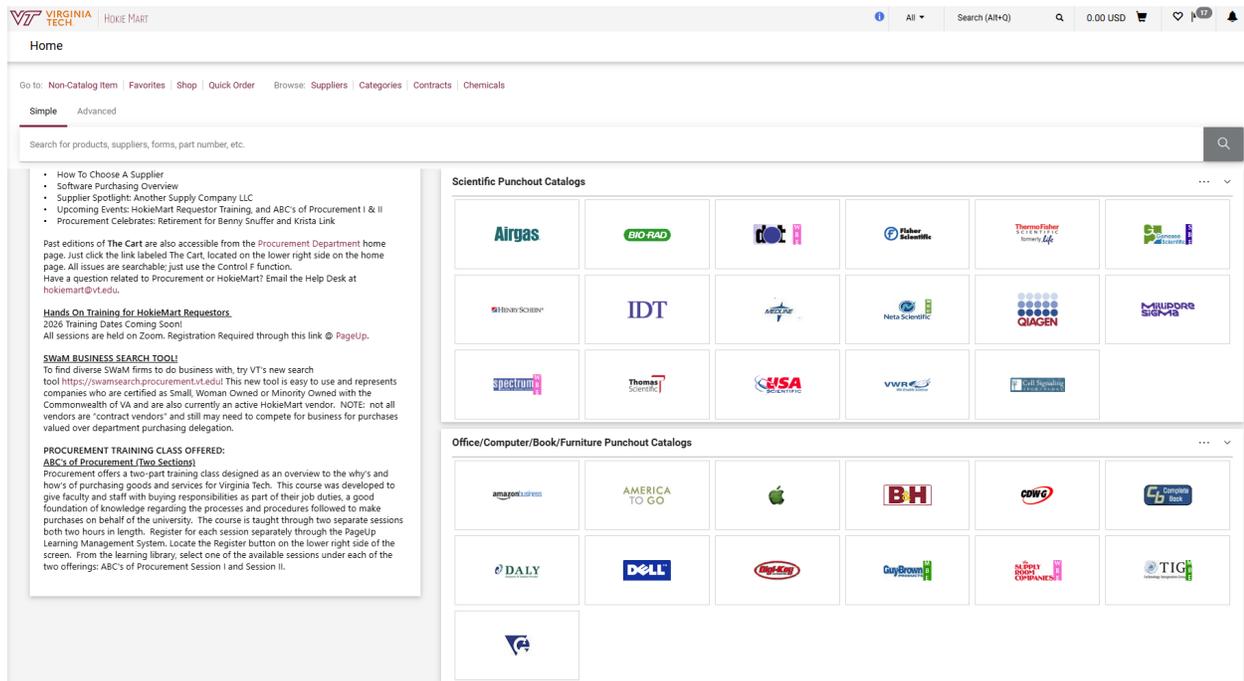
HokieMart PunchOut Catalog

Functional Overview Including Helpful Hints



VIRGINIA TECH.

Amazon PunchOut Catalog in HokieMart



Home

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Shop](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc.

Scientific Punchout Catalogs

- Airgas
- BIO-RAD
- JCO
- Fisher Scientific
- ThermoFisher
- Corning
- Hydrex
- Hydrex
- IDT
- AMERICAN
- Neta Scientific
- QIAGEN
- MINIPURE
- SPECTRUM
- Thomas Scientific
- USA
- VWR
- Full Spectrum

Office/Computer/Book/Furniture Punchout Catalogs

- amazon business
- AMERICA TO GO
- Apple
- BH
- COWI
- Carroll
- DALY
- DELL
- Logitech
- DayBroom
- IN-STEP
- TIG
- Logitech

PROCUREMENT TRAINING CLASS OFFERED:
ABC's of Procurement (Two Sections)
 Procurement offers a two-part training class designed as an overview to the why's and how's of purchasing goods and services for Virginia Tech. This course was developed to give faculty and staff with buying responsibilities as part of their job duties, a good foundation of knowledge regarding the processes and procedures followed to make purchases on behalf of the university. The course is taught through two separate sessions both two hours in length. Register for each session separately through the PageUp Learning Management System. Locate the Register button on the lower right side of the screen. From the learning library, select one of the available sessions under each of the two offerings: ABC's of Procurement Session I and Session II.

Remember, the HokieMart Amazon PunchOut Catalog is set to reject any order that exceeds two thousand dollars (\$2,000), the 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 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



- 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 login 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

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

[Forget 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

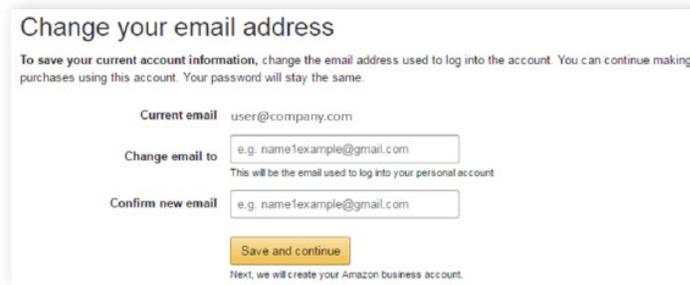
- Complete your registration and Start Shopping.

If you cannot remember your password, select **Forgot your Password?** to reset it.

[Amazon Business Customer Service](#) can be reached Monday – Sunday from 8 AM to 12 AM Eastern Time at (866) 486-2360.

Scenario 3: Separate Business and Personal Shopping

- If you have an existing Amazon account tied to your work email and utilize this account for business and 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 the accept 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 setup 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
This will be the email used to log into your personal account

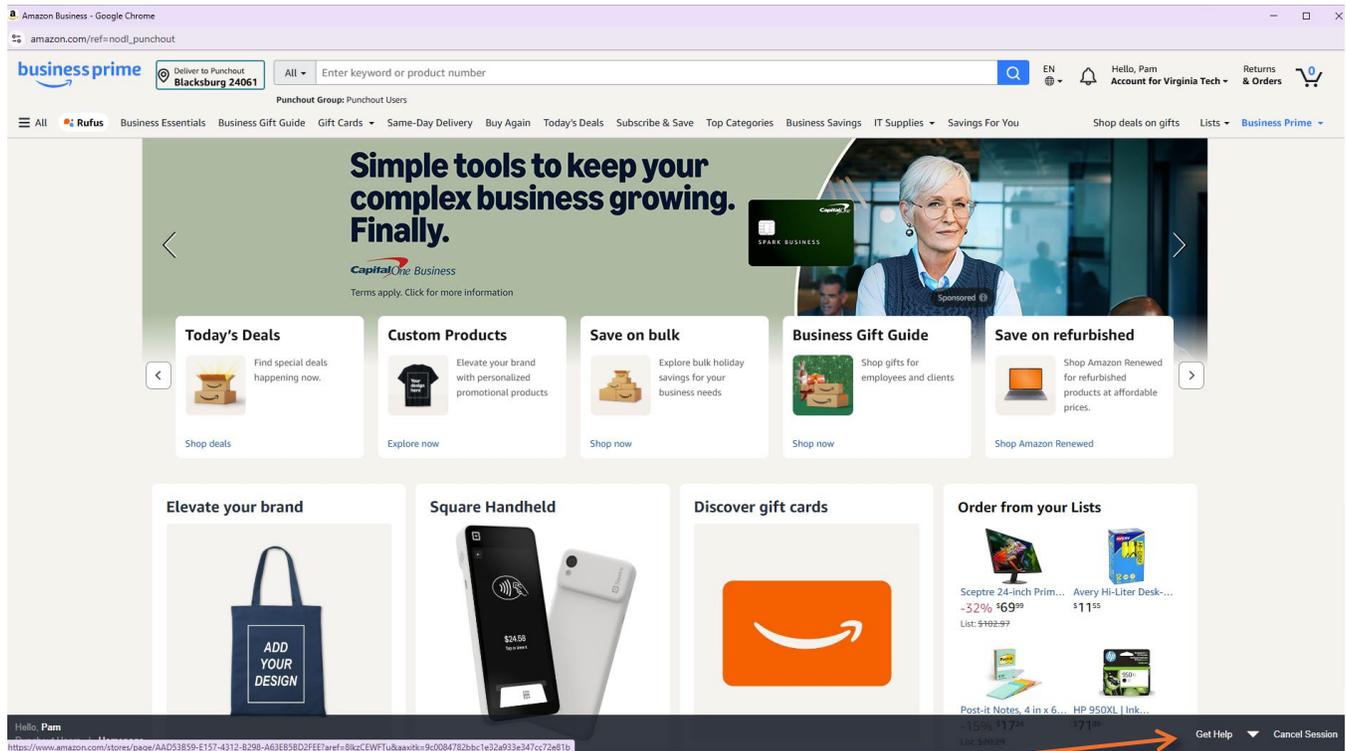
Confirm new email

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 accustomed to 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 cart checkout, requisition approvals, and purchase order (PO) processing. Only HokieMart purchase orders electronically transferred to Amazon will be fulfilled and shipped.



Helpful Hint: While in the Amazon PunchOut, selecting the Get Help link at the bottom of the page opens a webpage with many help categories.

In the help menu, you will have categories to choose from such as Top Customer Questions, Getting Started, Manage Your Account, and Tax Exemption.

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, open the context menu for the page and select Back.

- Using a mouse, you can do this by right clicking the page.
- On a keyboard, use the Shift plus F10 button combination to open the context menu, then choose Back.

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

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 (2) systems.

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.

Helpful Hint: If no order appears in **Your Orders** of the Amazon Business account, try selecting the drop-down 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.

Helpful Hint: To get the free two (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.

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**.

Free two (2) 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. You do not need to add a line to your HokieMart requisition for shipping. Amazon will invoice for the item(s) and for the shipping costs and Virginia Tech Accounts Payable (AP) 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 default ship to address. You can only change shipping addresses in HokieMart to other valid HokieMart ship to addresses.

The only payment method that 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.

Review your order. If your order is ready to move to the HokieMart Cart, choose **Select Order for Approval**.

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

Helpful Hint: On the PunchOut checkout page, there is no back button that allows you to return to shopping. If you need to navigate backwards, open the context menu for the page and select Back.

- Using a mouse, you can do this by right clicking the page.
- On a keyboard, use the Shift plus F10 button combination to open the context menu, then choose Back.

The option to review your order will appear and you will receive three (3) messages.

1. The order requires approval.
2. Save your settings for future orders.
3. Tax exemptions have been applied to your order and by placing this order you acknowledge that you are providing your tax exemption certification to the seller.

Although the PunchOut checkout 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 HokieMart

- Go to your [Amazon business account](#).
- Login with your Virginia Tech email address and your password.
- Although the Amazon Business Account will be completely functional 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](#) 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](#), 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, cut and paste links from an email to the Amazon search field.

Returns

Amazon Business offers different options for returns based on 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 a summary. E-Credit memos are sent to Virginia Tech Accounts Payable for processing just the same as e-invoices are sent to Virginia Tech AP for payment.

Helpful Hint: Do not call the 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 Amazon Business account.

Amazon's Seven (7) Day Price and Quantity Hold – Awaiting HokieMart Approvals

- Orders that are Checked Out or Submitted for Approval in the Amazon PunchOut Catalog and sent to HokieMart for processing and approvals, are guaranteed for a price hold and quantity hold for seven (7) days from the date submitted to the HokieMart shopping cart.
- After seven (7) 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 (7) day hold may also not be honored if:
 - The HokieMart purchase order has different quantities of products compared to the quantity that had been previously selected in the PunchOut.
 - 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 Hint: If you check out your Amazon shopping cart and send it back to HokieMart as a requisition, then later decide to cancel or change quantities and delete your HokieMart cart to start over, please note that Amazon may place a seven (7) day hold on those items for inventory control. This situation will give you the following error message: Your business has reached its limit for this product. You will not be able to complete your purchase. If you report this situation to the [HokieMart help desk](#), [Virginia Tech Procurement](#) can request Amazon release the seven (7) day hold and free up the items for

repurchase. Expect a delay should this happen. Other than having Procurement contact Amazon directly, there is no other know solution for these issues.

Individual Item Curation

Because the Amazon Business account 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 into 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.



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](#)