How to – Make a basic Amazon order

From MyMemphis, go to the Finance tab and choose Tigerbuy Production

This will bring you to the shopping home page. Click on the Amazon business Punch Out Catalog button:

A screen comes up telling you the punchout will open in a new window.
The Amazon home page opens in a separate window.

You will shop as normal, putting items into your cart.

*Important note: The catalog has been set up to show allowable product categories, however some items fall into an allowable category, but are not appropriate for your area or purpose. It is your responsibility to ensure your purchases comply with all University policies and guidelines.*

Blocked items are generally items that should be purchased from a different vendor.

Once you have chosen your items, go to your cart to get ready for checkout. The cart shows your items, quantities, and prices. You can adjust quantities or remove items from the cart.

When all is as you wish, click Proceed to Checkout. This is going to take you to the Amazon checkout page.
Sections 1, 2, and 3 will autofill. Leave 1 and 2 alone. If this is your first Amazon punchout order, you will get the Default company address in Section 3. **THIS IS OK.** You will choose the address you need when you complete the order in Tigerbuy. Click **Use this address.**

Section 4 choose **Pay by Invoice.** Click **Use this payment method.**
Section 5 allows you to choose your shipping day or a pickup location. You will get the warning message that your order requires approval. That approval will happen in Tigerbuy. Click **Submit order for Approval**. This is going to take your cart / order and send it back to your Tigerbuy shopping cart to finish building your **Requisition**.

If you want to leave without bringing your items into Tigerbuy, close the Amazon window and click the blue **Cancel Punchout** button.

Your Tigerbuy Shopping cart now has all of your Amazon items in it. You will have several chances to edit your items and your order information. The cart is for keeping items or removing them. Details of the purchase will happen in the Requisition stage.
You will want to give your cart a name, such as “new office” or “grant supplies” to help you and your approver recognize it. This will assist your approver with approving your request via email.

You have the ability to take action on the line items in your cart. Click the ellipses (…) on the line to see your options. Click the selection squares on the far right to act on several lines at once. When everything is ready to go, click the blue Proceed to Checkout button. That will move to the Requisition stage.

You now have a Draft Requisition with an assigned Requisition number. All details are available for your review. Any errors will be called out in the top right section. You can edit sections using the pencil or ellipses links top right of each section.

Check that your ship to is correct

Delivery is not editable for Amazon catalog purchases

Bill to should be accounting
Scroll down to check your FOAP allocations for the overall order. Use the pencil or ellipses buttons to edit this. You can reallocate individual lines using the ellipses on each line.

If you’ve set up Code Favorites in your profile, use the heart to access the list. Use the plus sign (+) to add another list to split the entire order into multiple accounting codes.

If your order is ready, click the blue **Place Order** button.

Your Requisition has now been submitted for approval. It will go through the budget check and route to your financial manager for approval.

Your approved requisition will flow through Procurement and Banner will create an Encumbrance on your budget and issue a PO number. Tigerbuy will then send the PO to Amazon electronically.

When you physically receive the items, you will need to **Receipt** them in the system (see Receipting instructions)

Should you need to make a **Return**, please see Return instructions.