

Amazon Punchout in Workday

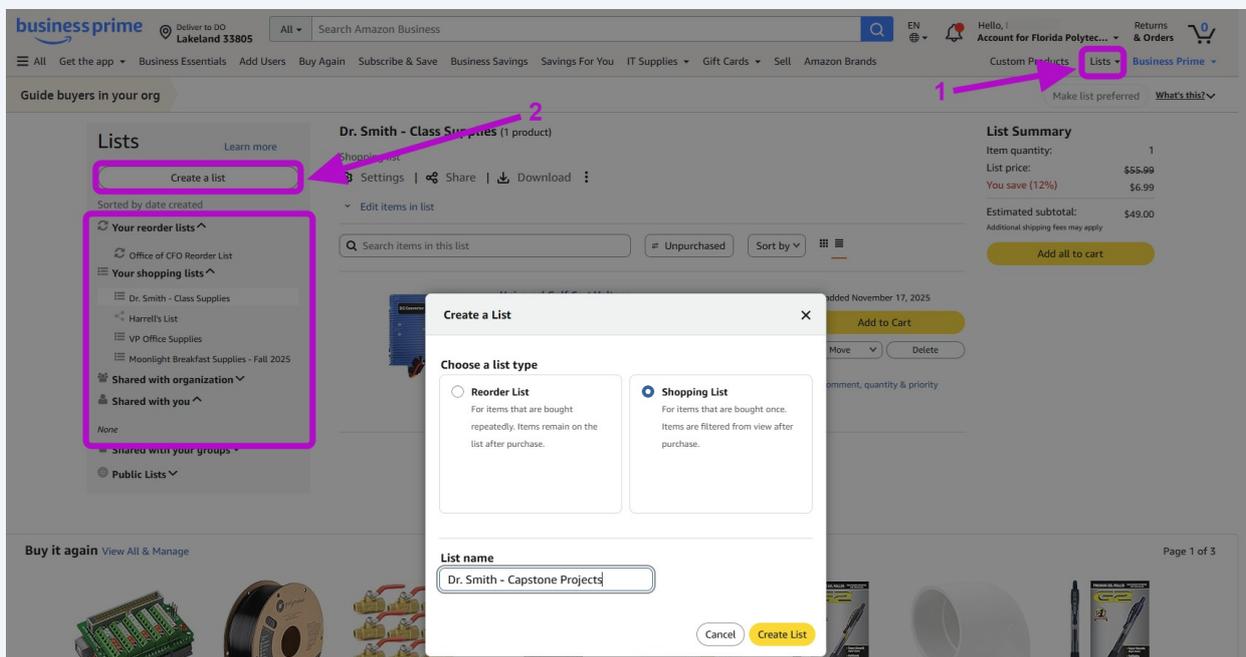
1 If you are ordering on behalf of others - use an Amazon List!

Prior to going into Workday Login to [Amazon](#)

Click "Lists"

Lists can easily be accessed when you are in the punchout.

Make sure you close this pre-work tab **BEFORE** using the Workday Punchout



Workday Initiating Punchout

2

Login to [Workday](#)

The screenshot shows the Workday dashboard for Florida Polytechnic University. At the top, there is a navigation bar with a 'MENU' icon, the university logo, a search bar, and notification icons. Below the navigation bar is a large banner image of a modern building with a curved glass facade. The main content area is titled 'Hi There' and includes a date 'It's Thursday, October 9, 2025'. There are several quick action buttons: 'My Schedule', 'Enter Time for Worker', 'My Org Chart', 'Feedback on My Team', and 'Request Absence'. The dashboard is divided into three main sections: 'Awaiting Your Action' (with a message 'You're all caught up on your tasks.'), 'Team Highlights' (with a blurred image and a 'Team Org Chart' link), and 'Announcements' (with one announcement: 'Simpler. Faster. Better! Amazon Punchout Launches October 20'). There is also an 'Important Dates' section with the message 'You have no important dates coming up.' and a 'Go to Team Calendar' link.

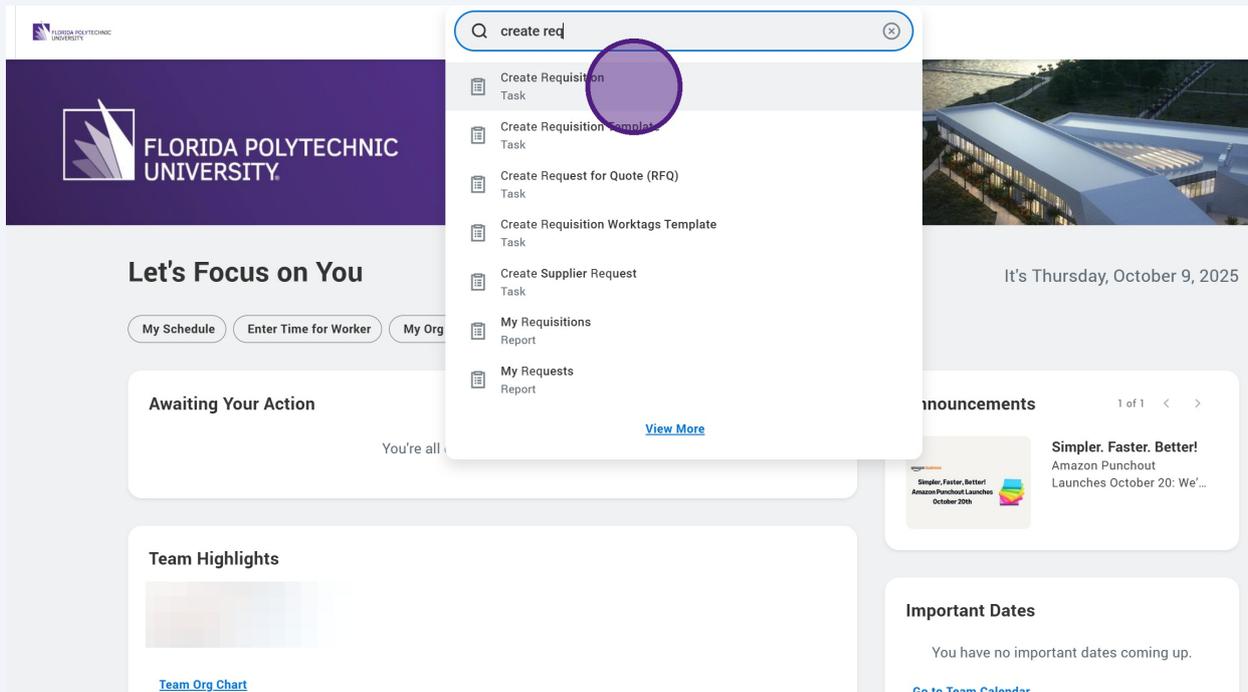
3 Click the "Search" field.

Copy and paste the task name:

"Create Requisition"

Into the search bar at the top and select the highlighted result.

Click **"Create Requisition"**



4 The **"Requester Name"** will default to your name.

If the package is to be delivered to someone else, please put the correct person in this field. **This is where the Name for the shipping label will be generated from.**

Create Requisition

Requester	*	<input type="text" value="x"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>
Company	*	<input type="text" value="x Florida Polytechnic University"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>
Currency	*	<input type="text" value="x USD"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>

5 Click the "**Requisition Type**" field.

Click '**Punch Out Requisition**'

The screenshot shows a requisition form with the following fields:

- Requester**: * [x] [] [⋮]
- Company**: * [x] Florida Polytechnic University [] [⋮]
- Currency**: * [x] USD [] [⋮]
- Requisition Type**: Search [⋮]
 - Blanket Order Requisition
 - Capital Construction
 - Emergency Maintenance
 - Equipment - Lease
 - Hazardous Materials Related Purchase
 - Owner Direct Purchase
 - Punch Out Requisition
 - Regular Requisition
 - Service Purchase

The 'Requisition Type' dropdown menu is highlighted with a purple border, and the 'Punch Out Requisition' option is circled in purple.



Tip!

Shipping Label-specific information is in Step 4 (Requester Name), Step 6 (Deliver-To), and Step 16 (Memo to Supplier)!

6

These two options will be defaulted to the requester's address but can be updated. **This is where the Office Location and Address for the shipping label will be generated from.**

"Deliver-To" - Update it for the correct workspace you are wanting the package delivered to.

"Ship-To" - There are two approved addresses in Workday for Florida Poly (Main Campus or FIPR). You may select one of the two depending on where you need items delivered to.

The screenshot shows a requisition form with the following fields:

- Requisition Type:** Punch Out Requisition
- Deliver-To:** JD Alexander Florida Polytechnic Main Campus > Innovation Science and Technology > Innovation Science and Technology, 2nd Floor > IST-2082 Office OC12
- Ship-To:** 4700 Research Way Lakeland, FL 33805 United States of America

The 'Ship-To' field is expanded to show a search bar and a list of default addresses:

- 1855 W Main Street Bartow, FL 33830 United States of America
- 4700 Research Way Lakeland, FL 33805 United States of America



IMPORTANT!

The following fields will be seen repeatedly throughout this user guide.

1. **'Cost Center'**
2. **'Grant' (if applicable)**
3. **'Fund'**
4. **'Program'**
5. **'CIP Code'**

Confirm these with your supervisor to see if any changes need to be made with specific items in mind.

7 Complete the highlighted fields below.

1. **'Space Impact'**
2. **'Cost Center'**
3. **'Grant' (if applicable)**
4. **'Fund'**
5. **'Program'**
6. **'CIP Code'**
7. **'Additional Worktags' (if applicable)**

Click "OK"

The screenshot shows a software interface with a 'Ship-To' dropdown menu at the top, currently displaying 'Research Center, 1st Floor' and '>'. Below it, a 'Ship-To' field is populated with '4700 Research Way Lakeland, FL 33805 United States of America'. The main form contains several fields, each with a dropdown arrow on the right. The following fields are highlighted with a purple border: 'Space Impact', 'Cost Center', 'Grant', 'Fund', 'Program', 'CIP Code', and 'Additional Worktags'. Other fields include 'Location' (populated with 'JD Alexander Florida Polytechnic Main Campus'), 'Cost Center Programs', 'Project', and 'Fund Revenue-Cost Component'. At the bottom left, there is a blue circular 'OK' button and a white 'Cancel' button.

8 Click "Connect to Supplier Website"

Create Requisition

Company
Florida Polytechnic University

Requester

Currency
USD

Instructions

Purchasing Manual and Forms: Purchasing Manual, Master Supplemental Addendum, Sole Source, Change Order, Non-Routine Justification, and other purchasing forms can be Procurement page ([here](#)). If you have further questions, please contact the Procurement Department.

Select an Option

[Search Catalog](#)

Search the internal catalog of preferred items and suppliers to add into the shopping cart

[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog

[Connect to Supplier Website](#)

Request goods and services from Supplier Websites

9 Navigate to the Amazon Punchout and Click "Connect"

You'll be redirected to the centralized Amazon Business account homepage.

MENU

create req

Close

Connect to Supplier Website

Supplier Websites 3 items

	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
		Amazon Punchout	<input type="checkbox"/>	Amazon Capital Services Inc		Connect
		Scientific Catalog	<input type="checkbox"/>	Scientific Company LLC		Connect

[Continue Shopping](#) [Cancel](#)

Navigating Amazon in Punchout

10

Click the "**Search Amazon Business**" field to find items you are looking for in Amazon.

Search the catalog and identify item(s) to be purchased.

Select the product you wish to review to navigate to the product detail page.

Confirm quantity, add items to cart, and proceed to checkout.



Tip!

Any list created on Amazon can be shared with you by having them add your Florida Poly email address.

All faculty and staff can sign in to Amazon via SSO - just go to amazon and enter your Florida Poly email address.

Product considerations:

- Prime eligibility
- Expected delivery time
- Quantity
- Seller and fulfillment

11 Accessing an Amazon Lists while in punchout.

Click "Lists"

The screenshot shows the Amazon Business 'Lists' page. A purple box highlights the 'Lists' menu item in the top navigation bar, with a pink arrow labeled '1' pointing to it. Another purple box highlights the 'Lists' sidebar on the left, with a pink arrow labeled '2' pointing to it. The main content area shows a 'Reorder List (0 product)' with options to 'Add from your orders', 'Add by keyword', 'Add by ASIN', 'Add by ISBN', 'Add using Amazon URL', 'Add by supplier and SKU', 'Add using manufacturer and part number', and 'Upload spreadsheet'. A 'List Summary' on the right shows 'Item quantity: 0' and 'Estimated subtotal: \$0.00'.

12 Accessing previously purchased items while in punchout.

Click "Returns & Orders"

The screenshot shows the Amazon Business 'Your Orders' page. A purple box highlights the 'Returns & Orders' menu item in the top navigation bar, with a pink arrow pointing to it. The main content area shows 'Your Orders' with a search bar and filters. A purple arrow points to the 'Orders' tab. Below the tabs, there are filters for 'Viewing 617 orders placed in' and 'All orders' / 'Last 3 months'. The main order card shows 'Order placed March 9, 2026', 'Total \$1044.99', and 'Ship to' / 'Placed by' dropdowns. The order is in 'Pending Approval' status. A 'Buy it again' button is visible. To the right, there are recommendations for 'Customers who bought LiTime 48V 100Ah Lithium Golf Cart Battery with Ch... also bought'.

Checking Out in Amazon

13 After you have added all items to your cart and are ready to check out.

Click **"My Cart"**

Review your items in your cart.

Click **"Proceed to Checkout"**

Prefer to be invoiced for your order?
Choose Pay by Invoice as your payment method at checkout.

Shopping Cart

Item	Price
 GORILLA GRIP Silky Gel Memory Foam Wrist Rest for Computer Keyboard, Mouse, Ergonomic Design for Typing Pain Relief, Desk Pads Support Hand, Arm, Mousepad Rests, #1 Best Seller in Wrist Rests In Stock FREE delivery Tue, Oct 14 for Prime members FREE Returns Color: Turquoise Buy 10, save 29% Qty: 1 Need more than 835 units? Delete Save for later Share	\$16.89 Business Price
 Wireless Keyboard and Mouse Ergonomic Combo, Moojay 2.4G Rechargeable Full-Sized Quiet Wave Keyboard Silent Mice Set with Wrist Rest and Phone Holder for Computer, Only 15 left in stock - order soon. Organization restricted FREE delivery Tue, Oct 14 for Prime members FREE Returns Color: Black Qty: 1 Buying in bulk? Delete Save for later Share	\$39.87

Subtotal (2 items): \$56.76

This order contains a gift

Proceed to checkout

Download cart to PDF

Download

Download your cart's contents to a printable PDF.

Items with business-only pricing to consider

- Amazon Basics...
★★★★★ 67,967
-25% \$7.49
Price \$9.99
prime Overnight by 11:00 AM
Add to cart
- Aothia Leather Desk...
★★★★★ 72,956
-5% \$15.19
Typical: \$15.99
prime FREE One-Day Get it Tomorrow, Oct 10

Your Items

14

In Checkout, you will confirm shipping and delivery options.

Click "**Submit Order for Approval**"

Note: After you return the cart to Workday, it will finalize the requisition per our university's internal approval process. It will then send the PO to Amazon to start the fulfillment process.

Estimated Delivery: Depends on Approval
For example, if approved now: Tuesday, Oct. 14



Wireless Keyboard and Mouse Ergonomic Combo, Mojoyay 2.4G Rechargeable Full-Sized Quiet Wave Keyboard Silent Mouse Set with Wrist Rest and Phone Holder for Computer, Laptop, PC, Mac, Windows - Black

Show all admin messages (1) 

\$39.87
& FREE Returns 
Ships from Amazon.com
Sold by Mojoyay

 1 

Tax Exemption Applied. [Remove](#)
[Add gift options](#)



GORILLA GRIP Silky Gel Memory Foam Wrist Rest for Computer Keyboard, Mouse, Ergonomic Design for Typing Pain Relief, Desk Pads Support Hand, Arm, Mousepad Rests, Stain Resistant, 2 Piece Pad Turquoise

\$16.89 (\$8.45 / count)
Business Price 
& FREE Returns 
Ships from Amazon.com
Sold by GORILLA COMMERCE

 1 

Tax Exemption Applied. [Remove](#)
[Add gift options](#)

Submit order for approval **Order total: \$56.76**
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Do you need help? Explore our [Help pages](#) or [contact us](#)
For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.
Colorado Purchasers: [Important information regarding sales tax you may owe in your State](#)

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items (2):	\$56.76
Shipping & handling:	\$0.00
Estimated tax to be collected:	\$0.00
Order total:	\$56.76

15 You will now be transitioned back to Workday.

Click "**Checkout**"

View Cart

Company: Florida Polytechnic University | Requester: [Redacted] | Requisition Type: Punch Out Requisition | Total Amount: \$56.76 | Currency: USD

2 items | Sort By: [Dropdown]

Item	Quantity	Unit Cost
GORILLA GRIP Silky Gel Memory F...	1	\$16.89
Wireless Keyboard and Mouse Ergo...	1	\$39.87

Edit [Trash Icon]

Description: Wireless Keyboard and Mouse Ergonomic Combo, Moojay 2.4G Rechargeable Full-Sized Quiet Wave Keyboard Silent Mice Set with Wrist Rest and Phone Holder for Computer, Laptop, PC, Mac, Windows - Black

Supplier Item Identifier: B0FL29TMLX

Spend Category: Supplies - Computer

Supplier: Amazon Capital Services Inc

Supplier Contract: (empty)

Quantity: 1

Unit of Measure: Each

Unit Cost: 39.87

Extended Amount: 39.87

Memo: [Text Field]

Checkout | **Continue Shopping** [Dropdown]



Tip! Shipping Label-specific information is in Step 4 (Requester Name), Step 6 (Deliver-To), and Step 16 (Memo to Supplier)!

16

Now you will complete your requisition as usual.
Click the "**Memo to Suppliers**" field.

These details will be on your shipping label behind your Name and Office Number.

Please ensure the memo field is limited to a **maximum of 15 characters**, as longer text may not fit within the Shipping Label format.

LAKELAND, FL 33503
United States of America

1 Error

Request Date * 10/09/2025

Currency * USD

Requisition Type * Punch Out Requisition

High Priority

Sourcing Buyer

Submitted by

Memo to Suppliers

Internal Memo

Goods

2 items

	*Program	*CIP Code	Fund Revenue-Cost Component	Additional Worktags	Splits

Submit Save for Later Continue Shopping

17 Click the "Internal Memo" field.

In this field, you will need to provide a brief justification/benefit to the university for your purchase.

Lakeland, FL 33809
United States of America

1 Error

Request Date * 10/09/2025

Currency * USD

Requisition Type * Punch Out Requisition

High Priority

Sourcing Buyer

Submitted by

Memo to Suppliers

Internal Memo

Goods

2 items

	*Program	*CIP Code	Fund Revenue-Cost Component	Additional Worktags	Splits
1					

Submit Save for Later Continue Shopping ...

18 Check your line items.

If the spend category is:

- **Pre-populated - do not change it.**
- **Blank - please select the correct category for your items.**

After you have confirmed your line items are correct. Click the blue **"Submit"** button in the bottom left corner.

Image	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
			Owl Labs Meeting Owl 3 - 360° 1080p HD Conference Room Camera, AI-Driven Speaker-Tracking, 18-Foot Mic Pickup - Certified for Microsoft Teams - Works with Zoom, Google Meet - Plug & Play Setup	Supplies - Computer	Quantity * 1 Unit of Measure * Each	

19

Reminder!

Your requisition has not been submitted until you click "**Submit**" one more time.

The Alert is to confirm that this purchase/expenditure does not violate BOG regulation 9.016 for Prohibited Expenditures.

The screenshot shows a web interface for revising a requisition. At the top, the page title is "Revise Requisition" with the ID "PR-2600615". A notification bell icon in the top right corner indicates "1 Alert". Below the header, a paragraph explains that "Space Impact" involves changes to inventory, room classifications, or space configuration, which could lead to additional costs and departmental coordination. A white alert box is overlaid on the page, titled "Alert", containing a "Page Alert" message. The message states that by submitting the requisition, the user confirms it does not violate BOG regulation 9.016 for Prohibited Expenditures. It also provides a link to a PDF document for more resources. Below the alert, the "Ship-To Address" is listed as "4700 Research Way, Lakeland, FL 33805, United States of America". A section titled "Requisition Information" contains a "Request Date" field with the value "10/09/2025" and a "Currency" field with the value "X USD". At the bottom of the page, there are four buttons: "Submit" (highlighted with a purple circle), "Save for Later", "Edit Address", and a menu icon (three dots).

Process History & Status of Requisitions

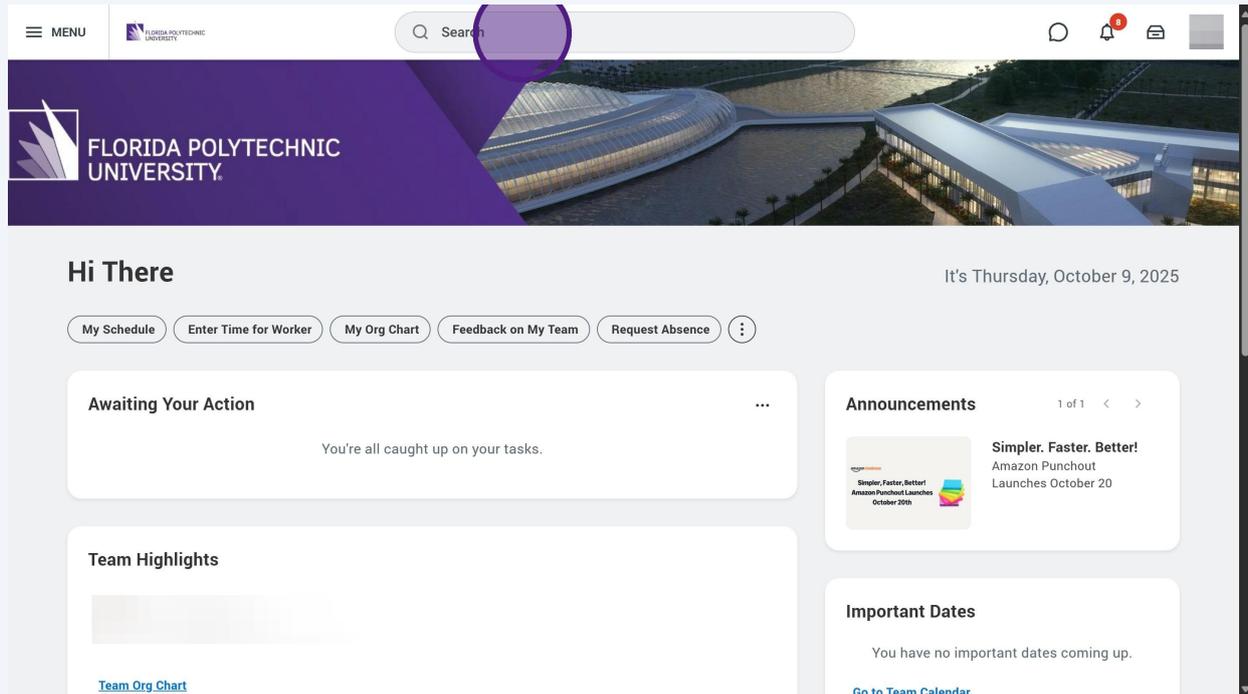
20 Click the "**Search**" field.

Type or copy/paste your requisition number:

"PR-XXXXXXX"

Hit "**Enter**"

HINT: The first two numbers after the dash are the fiscal year this requisition was put in. Ex. PR-26XXXXX is a requisition put in FY26.



The screenshot shows the Florida Polytechnic University dashboard. At the top, there is a navigation bar with a "MENU" icon, the university logo, and a search bar. The search bar contains the text "Search" and is highlighted with a purple circle. Below the navigation bar is a large banner image of a modern building. The main content area is titled "Hi There" and includes a date "It's Thursday, October 9, 2025". There are several navigation buttons: "My Schedule", "Enter Time for Worker", "My Org Chart", "Feedback on My Team", and "Request Absence". Below these buttons are three main sections: "Awaiting Your Action" (with a message "You're all caught up on your tasks."), "Team Highlights" (with a "Team Org Chart" link), and "Announcements" (with a message "Simpler. Faster. Better! Amazon Punchout Launches October 20"). There is also an "Important Dates" section with a message "You have no important dates coming up." and a "Go to Team Calendar" link.

21 Your requisition should show in the search.

HINT: If your requisition does not show up. Hit "More Categories," and it should populate because it falls under the Procurement section.

The screenshot shows a search interface for Florida Polytechnic University. The search bar at the top contains the text "PR-26XXXXX". Below the search bar, there is a toggle switch for "Simplified Search is Disabled". The left sidebar is titled "Saved Categories" and lists several categories: "People" (0), "Tasks and Reports" (0), "Procurement" (1), and "Expenses" (0). The "Procurement" category is highlighted with a blue border and a blue circle containing the number 1. Below the "Saved Categories" list is a "More Categories" link. At the bottom of the sidebar, there is a "Configure Search" button highlighted in a gray box and a "View Search Tips" link. The main content area is titled "Procurement" and shows a link to "PR-26XXXXX Requisition". Below this link is a message: "Didn't find what you were looking for? Try searching under More Categories." and a "More Categories" link. To the right of the message is an illustration of a magnifying glass over a cloud.

Pro Tip!

If you would like to avoid hitting "More Categories" every time you search, you can click the "Configure Search" button at the bottom (highlighted in the gray box above). This will allow you to move the Procurement (or other categories) to one of your saved categories.

22

Click "Process History"

Consolidate Requisitions on Purchase Orders No

Exclude Ship-To Address when Consolidating Requisition Lines Yes

Memo to Suppliers (empty)

Internal Memo Purchasing office supplies for [redacted] o have a workstation set up in BARC 1120.

Shipping Address

Deliver-To [redacted] Florida Polytechnic Main Campus > [redacted] Applied Research Center > [redacted] Applied Research Center, 1st Floor > BARC-1120 Office

Ship-To Address 4700 Research Way Lakeland, FL 33805 United States of America

Add More

Goods Lines Balances **Process History**

Goods Lines 2 items

Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To
Q		Item Item Description GORILLA GRIP Silky Gel Memory Foam Wrist Rest for Computer Keyboard, h...more Spend Category Supplies - Computer	Requested 1	Each	Unit Cost 16.89 No Charge No	16.89	[redacted] Florida Polytechnic Main Campus > [redacted] Applied Research Center > [redacted] Applied Research Center, 1st Floor > BARC-1120 Office
Q		..	-	Each	..	96.87	[redacted] Alexander Etride

How to See Past Orders in Amazon

23 Accessing previous orders or creating a return.

Click "Returns & Orders"

Search Amazon Business

EN Hello, Account for Florida Polytec... Returns & Orders

Buy Again Today's Deals Business Savings Savings For You Amazon Brands IT Supplies Gift Cards Recommendations Simplify Your Reporting Get 60% off QuickBooks Lists Business Prime

Your Account > Your Orders

Your Orders Search Orders

Orders Buy Again Not Yet Shipped Digital Orders Amazon Pay Cancelled Orders

Viewing 617 orders placed in All orders Last 3 months View order reports

Order placed	Total	Ship to	Placed by	Order #
March 9, 2026	\$1044.99		Workday - Produ...	111-9283322-2051418

This order is pending approval in your purchasing system.

Pending Approval
This order needs to be approved in your purchasing system.

LiTime 48V 100Ah Lithium Golf Cart Battery with Charger, Built-in 200A BMS, Bluetooth & Low-Temp Protection, Support up to 5kW Motor, Perfect for Golf Carts
\$1044.99

Problem with order
Track package
Cancel items
Change Payment Method
View or edit order
Chat with us

Buy it again

Order placed March 9, 2026 Total \$20.77 Ship to Placed by Workday - Produ... Order # 112-0278113-1025811

Customers who bought LiTime 48V 100Ah Lithium Golf Cart Battery with Ch... also bought

- dkplnt 20A 240W 12v Golf Cart 48... \$22.99
prime Overnight by 11:00 AM
Add to cart
- MICTUNING 13Amp 125V AC... -2% \$17.99 (\$13.23/ft) Price \$17.99
prime FREE Delivery Wednesday, Mar 11
Add to cart
- Pro Chaser DC-DC

24 Accessing Business Analytics

Search EN Hello, Account for Florida Polytec... Returns & Orders

Amazon Brands

Buy it again
View All & Manage

- Pilot G2 Premium Gel Pens, Black Pens, Bold Point 1 mm, 12 Black
\$13.79 (\$1.15/count)
prime
Add to cart
- TOPS 8.5 x 11 3/4 Legal Pads, 12 Pack, The Legal Pad Brand, Wide Ruled, White Paper, ...
\$12.43 (\$1.04/count)
prime
Add to cart

Digital Orders

Last 3 months

Ship to Jeremy McCue

g system.

chasing system.

olf Cart Battery with Charger, Built-in 200A Protection, Support up to 5kW Motor,

Problem with order
Track package

dkplnt 20A 240W 12v Golf Cart 48... \$22.99
prime Overnight by 11:00 AM
Add to cart

Manage Your Business

- Buying Policies & Approvals
- Billing & Shipping
- Users
- Tax Exemption & licenses
- System Integrations

Quick Actions

- Add Users
- Manage Budgets
- Set Spending Limits
- Track Receiving for 3WM
- Get the new B2B mobile app
- Simplify Your Reporting

Your Account

- Switch Accounts
- Sign Out
- Your Account
- Business Settings
Business Analytics
- Business Prime
- Manage Subscribe & Save
- Manage Quotes
- Start a Selling Account
- Customer Service

25 Accessing Business Analytics

The following reports may be helpful when reviewing purchasing activity:

- **Pay by Invoice** – Displays charges and refunds at the line-item level and includes access to PDF invoice documents.
- **Orders** – Provides order history and status updates with detailed line-item information.
- **Returns** – Allows users to track and view return activity.
- **Refunds** – Tracks refunded products, associated payments, and refund statuses.

Each report can be filtered using fields such as **account user, PO number, order ID, or invoice number** to help locate specific transactions.

When running any report, be sure to adjust the **Document Issue Date** to an appropriate time range. If the date range is too narrow, the system may return no results. Selecting **Past 12 Months** or **Year to Date** will typically capture most relevant orders in the system.

The screenshot displays the Amazon Business Analytics dashboard. At the top, there is a navigation bar with the 'business prime' logo, a search bar, and various utility icons. Below the navigation bar, the main content area is titled 'Business analytics'. A prominent banner at the top of the dashboard reads 'Simplify reconciliation with 'Pay By Invoice' reports' and includes a 'Learn More' link. The dashboard is divided into several sections: a left sidebar with navigation options like 'Home', 'Spend Visibility', 'Reports', 'Insights', and 'Program Dashboard'; a central area with key performance indicators (KPIs) such as 'Total spend' (\$99K, up by 23%), 'Total savings' (2.9K, up by 5%), and 'Total orders' (477); and a bottom section with charts, including an 'Annual spend comparison' bar chart and a 'Spend by category' horizontal bar chart. A purple circle highlights the 'Reports' menu item in the left sidebar, which has opened a dropdown menu listing various report types: 'Pay by Invoice' (marked as 'New'), 'Reconciliation', 'Orders', 'Shipments', 'Returns', 'Refunds', 'Related offers', 'Savings', 'Socially Responsible Purchasing', 'Your reports', and 'Download history'.