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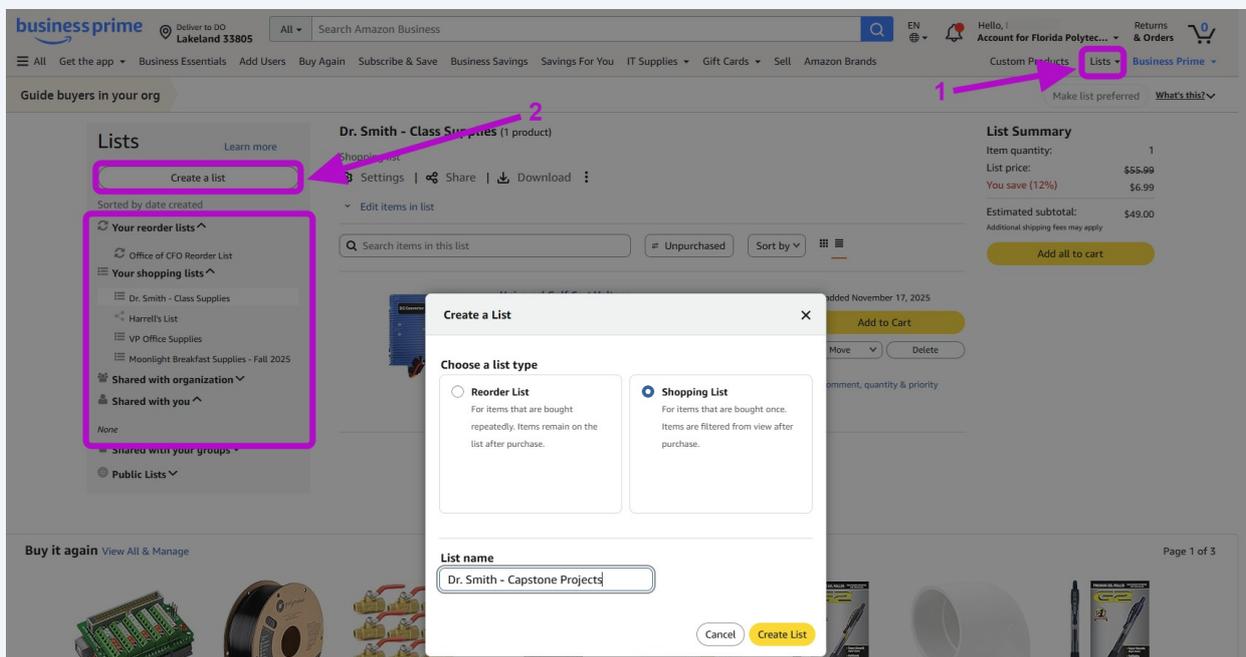
1 If you are ordering on behalf of others - use an Amazon List!

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

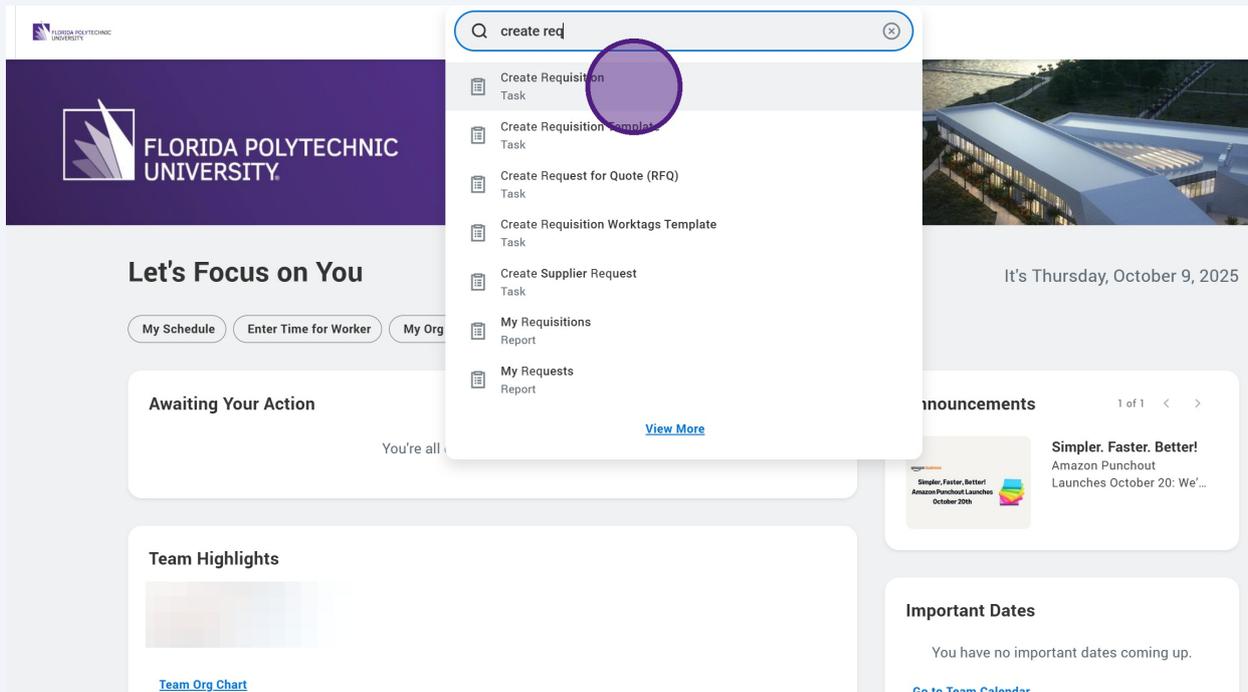**2**   Login to **Workday**

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	*	✕ ⋯ ☰
Company	*	✕ Florida Polytechnic University ⋯ ☰
Currency	*	✕ USD ⋯ ☰

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

Click '**Punch Out Requisition**'

Requester	*	× ⋯	☰
Company	*	× Florida Polytechnic University ⋯	☰
Currency	*	× 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

ⓘ 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.

⚠️ **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"

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

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9   Navigate to the Amazon Punchout and Click "**Connect**"

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

≡ MENU   FLORIDA POLYTECHNIC   🔍 create req   ⊗   Close

Connect to Supplier Website   ⊗

Supplier Websites 3 items

⊕	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
⊖		Amazon Punchout	☐	Amazon Capital Services Inc		Connect
⊖		Scientific Catalog	☐	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**"

12 Accessing previously purchased items while in punchout.

Click "**Returns & Orders**"

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**"

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.

15 You will now be transitioned back to Workday.

Click "**Checkout**"

View Cart

Company	Requester	Requisition Type	Total Amount	Currency
Florida Polytechnic University		Punch Out Requisition	$56.76	USD

2 items	Sort By: ⌄
GORILLA GRIP Silky Gel Memory F...	1
$16.89	
Wireless Keyboard and Mouse Ergo...	1
$39.87	

Edit

Description	Wireless Keyboard and Mouse Ergonomic Combo, Moojay 2.4G Rechargable 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	

Checkout   Continue Shopping ▾

ⓘ 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 33805
United States of America

∨ **Requisition Information**

					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 33805
United States of America

Requisition Information

Request Date	*	10/09/2025 📅
Currency	*	✕ USD (···)
Requisition Type	*	✕ Punch Out Requisition
High Priority		☐
Sourcing Buyer		
Submitted by		
Memo to Suppliers		
Internal Memo		

⚠ 1 Error

Goods

2 items

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

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	Search ⋮☰ × 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.

Revise Requisition PR-2600615 ⋯

⚠ 1 Alert

Space Impact is the purchase of any item that changes the inventory, classifications of rooms, or the current space configuration. Current space configuration changes could include, but are not be limited to additional outlets, air conditioning modifications, furniture layout, occupancy, etc. Change in space could result in additional cost, and coordination between departments to prepare the space as required.

Alert

1. Page Alert
   - By submitting this requisition, you confirm that this expenditure does not violate BOG regulation 9.016 for Prohibited Expenditures. If you are unsure, please reach out to the Procurement department immediately. For resources, please visit https://www.flbog.edu/wp-content/uploads/2024/01/Regulation-9.016-Prohibited-Expenditures_-post-circulation_v6-FINAL.pdf (Requisition Event)

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

∨ **Requisition Information**

Request Date   * 10/09/2025 📅

Currency   * ✕ USD ⋯   ☰

Submit   Save for Later   Edit Address   ⋯

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.

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.

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 ▮▮▮▮▮▮ o have a workstation set up in BARC 1120.

∨ Shipping Address

Deliver-To ⊚ ▮▮▮▮▮ Florida Polytechnic Main Campus > ▮▮▮ Applied Research Center > ▮▮▮ 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
🔍		**Item** Item **Item Description** GORILLA GRIP Silky Gel Memory Foam Wrist Rest for Computer Keyboard, N...more **Spend Category** Supplies - Computer	Requested 1	Each	Unit Cost 16.89 No Charge No	16.89	⊚ ▮▮▮ Florida Polytechnic Main Campus ▮▮▮ Applied Research Center > ▮▮▮ Applied Research Center, 1st Floor BARC-1120 Office
🔍		...	Requested	Each	Unit Cost	39.87	⊚ ID Alexander Florida

How to See Past Orders in Amazon

23 Accessing previous orders or creating a return.

Click "**Returns & Orders**"

24 Accessing Business Analytics

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.