Procurement: Create an Amazon Punchout Requisition

For all Employees

Purpose:
To create an Amazon Punchout Requisition.

How to Access:
Log into the Bear Trax application. Select the task in the Navigator.

Procedure:
Complete the following steps to create an Amazon Requisition:

1. Navigate to the Procurement – Purchase Requisitions.

2. From the Requisitions page, Select Shop by Category – Amazon Punchout.
3. You will be redirected to the Amazon site.

4. Shop Amazon as you would normally. Add items to the cart.

5. Once you have added all your items click on the “Submit these items for approval”.
6. You will then be directed to BearTrax where you will need to change the suggested buyer to Debra Schwamberger and enter the correct account number. Once complete, click **Submit**.

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**Final Notes**

By following these steps, you have successfully created an Amazon punchout card purchase.