

Procurement: Create an Amazon Punchout Requisition

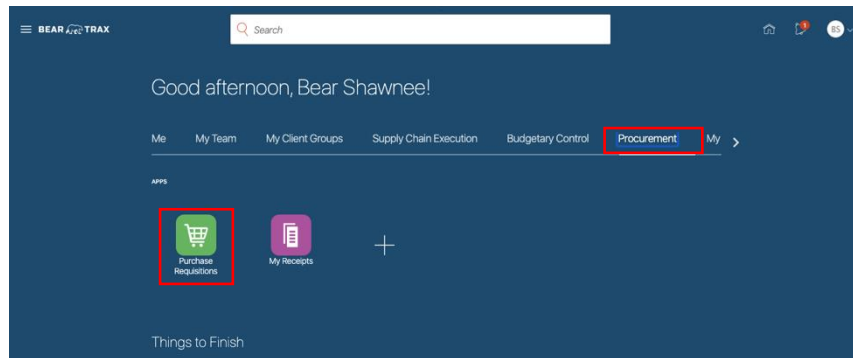
For all Employees

Purpose: To create an Amazon Punchout Requisition.

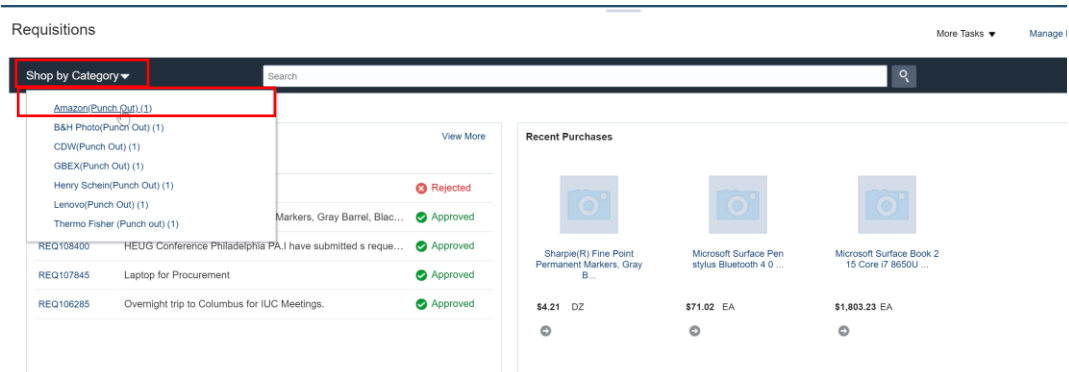
How to Access: Log into the [Bear Trax](#) application. Select the task in the Navigator.

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

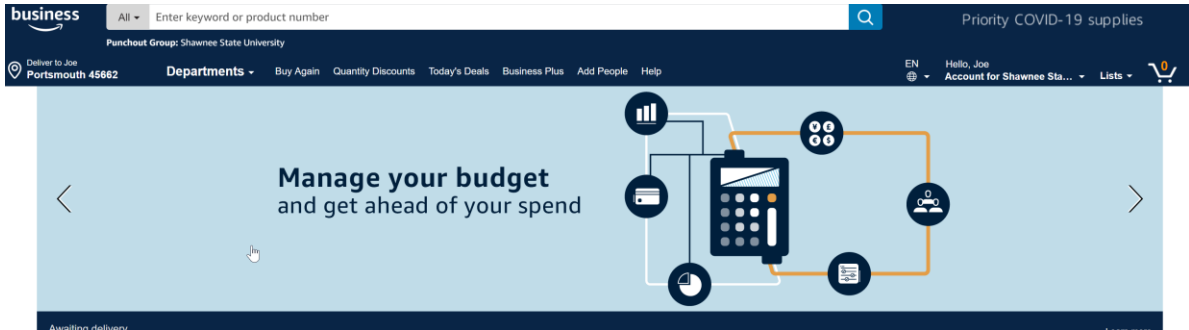
1. Navigate to the **Procurement – Purchase Requisitions**.



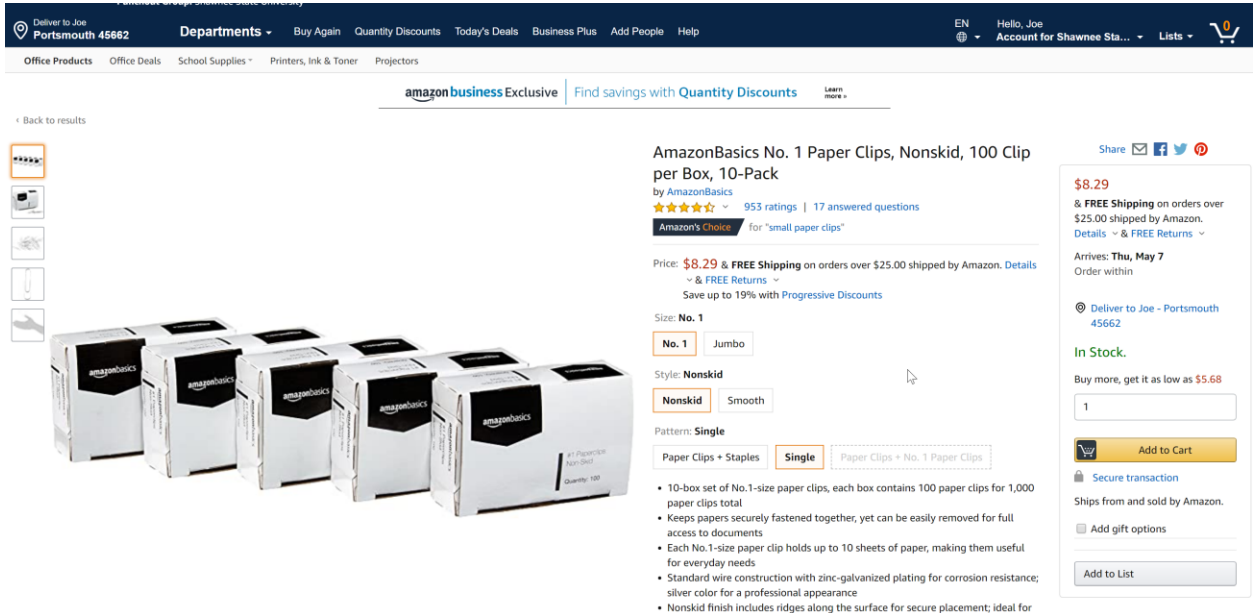
2. From the Requisitions page, Select **Shop by Category – Amazon Punchout**.



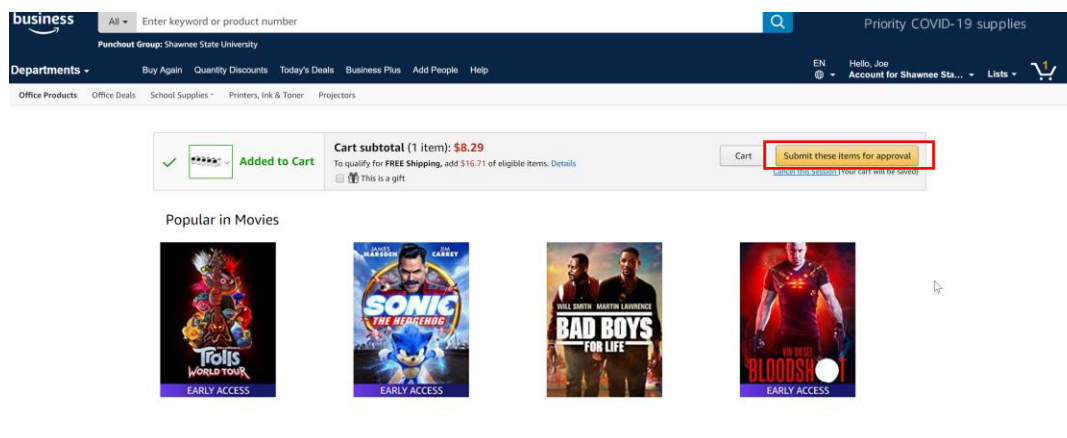
3. You will be redirected to the Amazon site.



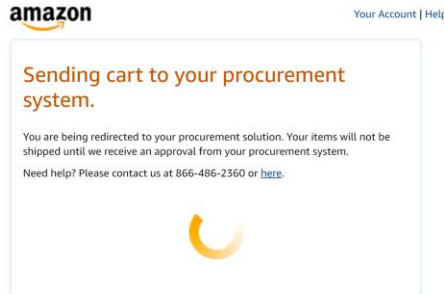
4. Shop Amazon as you would normally. Add items to the cart.



5. Once you have added all your items click on the "Submit these items for approval".



- 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**.



Edit Requisition: REQ109611

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU Shawnee State University BU

* Description AmazonBasics No. 1 Paper Clips, Nonskid, 100 Clip per Box, 10-Pack

Justification

Emergency purchase order number required

Requisition Amount 8.29 USD

Approval Amount 8.29 USD

Funds Status Not reserved

Attachments None

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete
1	AmazonBasics No. 1 Paper Clips, Nonskid, 100 Clip per Box, 10-Pack	Office Equipment and...	1	EA	8.29 USD	8.29	Not reserved	X
Total						8.29		

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

* Requester Van Deusen, Joseph

Urgent No

Requested Delivery Date 5/4/20

* Suggested Buyer

Deliver-to Location Type Internal

* Deliver-to Location Main Campus

Deliver-to Address 940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Billing

View Format Freeze Detach Wrap

Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10081-68101-10000-0000	4/27/20	100	1	8.29	Not reserved	X
Total			100	1	8.29	

Notes and Attachments

Final Notes

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