



Amazon Business Punchout List Processing Guide



Why Lists?



Save Time

- Secretaries/Office Managers to receive lists from staff quickly and efficiently
- All over email instead of printing lists out
- Quickly can convert requested items from list to Amazon shopping cart



Order Exact Items

- Exact items requested from staff
- Can easily insert quantities necessary
- Staff can leave comments for secretary on requested items



Control Amazon Use at Schools/Departments

- Teachers **CANNOT** place an order using lists. They are only able to send requested items to those with buying power
- Control appropriate users purchasing from Amazon
- Creates department/school visibility into orders and items purchased
- Access to analytics by school to help control purchasing patterns

Processing Lists

Viewing a Shopping/Reorder List

- As a Punchout User you are responsible for placing orders on behalf of your faculty/staff that do not have access
- Items requested for purchase will be shared via a List in Amazon Business
- You will receive an email notification that a List has been shared with you
- Lists shared with you should be accessed directly within a Punchout session in Amazon Business

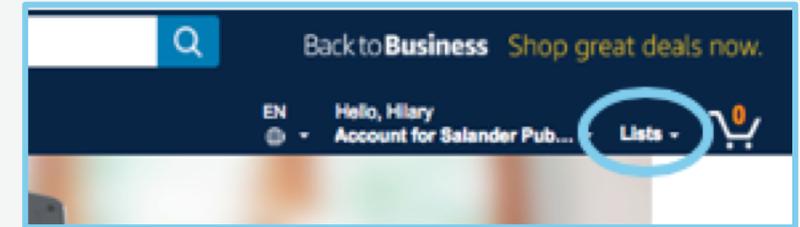
Punchout User, your coworker shared a new Amazon Business list with you.

You can find it under **Shared with you** in **Lists**.

[View list](#)

Adding List Items to Cart

- Login to your Punchout and start your session with Amazon Business
- Once you've started your session, access the list directly in your Amazon Business account under "Lists" → "Shared with You"
- Review each requested item and proceed with adding it to your cart



Your Lists **Shared With You** Your Idea Lists List help

By Coworkers ^

Teacher Mary

- Reorder List Public
- back to school supplies Public
- Shopping List Public

Hilary List

- 1.18.19 Hilary Salander List Public
- Reorder List Public

By Others v

Reorder List ... More

Estimated subtotal: \$35.95

Add all to Cart

Filter & Sort v

Item added July 31, 2018

1 **Add to Cart**

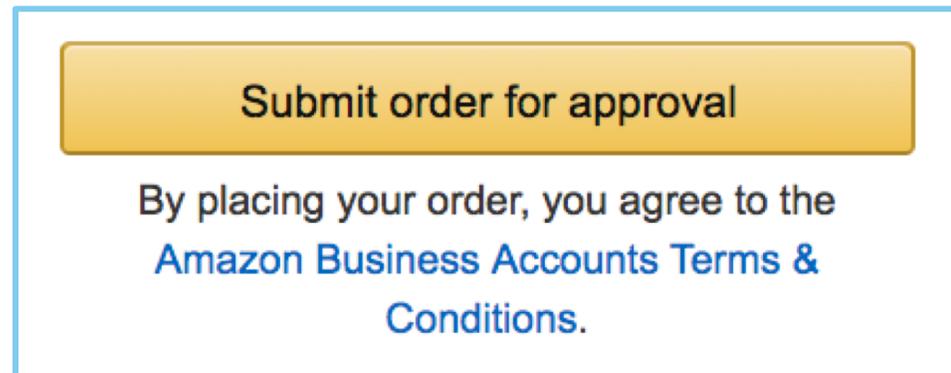
Buying this gift elsewhere?

AmazonBasics Multipurpose Scissors - 2-Pack
★★★★☆ (325)
\$7.99 ✓prime
Size : 2-Pack
2 Used & New from \$7.37

Checkout

Checkout in Punchout

- Once you are finished adding items from the list to your cart, you can either click “Submit these items for approval” or navigate to your cart in the top right hand corner for a final review
- Once you are finished reviewing your cart – select “Submit order for approval”
- This button transfers your shopping cart back to your Punchout and you will proceed with completing the requisition details as usual and submit for approval



Questions

- Inquiries about order details will be directed to you as you are the purchaser and have direct access to order shipping status and order information
- Questions regarding the status of an order or regarding order issues should be directed to Customer Service
- The best way to reach Amazon Business Customer Service is by clicking [Contact Us](#) or by phone at 888.281.3847

amazon business