Amazon Business Restriction Lift Request
for Academic and Research

http://workday.miami.edu

Use this document to review the contacts and process to lift the restriction on an item in the Workday Amazon Business punchout catalog in UMarketplace.

### Restricted Items

If an end user needs to lift the restriction on an Amazon Business item in UMarketplace, email Annette Arriera [anette@miami.edu](mailto:anette@miami.edu), Keneth Pallais [k.pallais@miami.edu](mailto:k.pallais@miami.edu), and Ignacio Calle [icalle@miami.edu](mailto:icalle@miami.edu). We recommend that **all three** emails are included. Provide them with the:

- Reason for lifting the restriction
- Provide comparable quotes from current UM suppliers

### Process

- Be aware, justifications are subject to review by Purchasing and other supporting departments. Approval may take an estimated three business days.

  - Items being requested cannot replace/conflict with an existing UM contract.
  - Purchasing may need to get other UM internal approvals from supporting departments such as: Medical Purchasing, IT, Facilities, Auxiliary Services, etc.
  - If items plan to be restricted/unrestricted on the Medical/Academic Purchasing side there needs to be written approval between Medical and Academic Purchasing. (Approval estimate 3 business days).