Buying from Minority-Owned & Woman-Owned Businesses in the Amazon UMarketplace Catalog

Use this tutorial to create a purchase requisition for Amazon in Workday. [http://workday.miami.edu](http://workday.miami.edu)

*Requisition TIP:* Use only one supplier per requisition. Use only one Amazon cart per requisition.

*Emergencies:* For emergency situations, please contact the Purchasing Buyers.

### Create A Catalog Requisition

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log into Workday. <a href="http://workday.miami.edu">http://workday.miami.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>Click the Purchases icon.</td>
</tr>
<tr>
<td>3.</td>
<td>Click <strong>Connect to Supplier Website.</strong>  &lt;br&gt;<em>TIP:</em> Non-Catalog and Ad-Hoc requisitions do not get processed by Amazon. Instead, use the UMarketplace catalog.</td>
</tr>
</tbody>
</table>
| 4. | Complete the fields as follows:  
  - **Company** – The company should correspond to the driver work tag. (E.g., Program, Grant, Gift, or Project)  
  - **Requester** – Leave as yourself, even when ordering on behalf of someone else.  
  - **Currency** – USD  
  - **Requisition Type** - Goods  
  - **Ship-To Address** – The address where the goods should be delivered.  
*TIP:* Remove Accounts Payable and replace with your shipping address.  
- Choose either **Program, Grant, Gift, or Project.** Split accounting can be applied on the **Summary** page during checkout. |
| 5. | Click **Connect**. |
| 6. | Go to the **Showcases** section and click the supplier’s logo.  
*TIP:* Requisitions taking longer than 7-calendar days to get approved, will automatically be cancelled by Amazon. If this occurs, create a new requisition, and track the approval progress. |
**REGISTRATION TIP:** Upon entering the UMarketplace Amazon catalog for the first time, registration may be required. If a personal Amazon account had previously been created with a university email address, change it to a non-UM email address.

For questions regarding registration, contact Amazon Business customer service at amazonbusinesscs@amazon.com.

**ERROR MESSAGE TIP:**

- **There was an error accessing your account information.**
  - This error is probably temporary. Please restart your buying session.
  - Call Amazon Support.

If this error appears, the end user has a business/personal account tied to a UM email address. The account will need to be closed to go into UM’s Amazon catalog. Or have another individual in the department submit the Amazon orders.

- **ERROR MESSAGE TIP:**
  - The Amazon account is locked.
  - Call Amazon at 1(866)486-2360 to unlock the account.

**SHOPPING TIPS:**

- **Low Inventory** – Items with low inventory may be dropped from the order if they are no longer in stock by the time the requisition gets approved. Consider an alternate item.
- **Amazon’s Public Website** - Some items that appear in the public Amazon website may not appear in UMarketplace.
- **Restricted items** may be added to the shopping cart and require Purchasing’s approval.
- **7 Calendar Days** - If items were added to the cart, and not fully approved within 7 days, the order will be automatically cancelled by Amazon. Close the PO, and create a new requisition.

7. A new window may open. Type the needed item in the search bar.

8. From the left hand column, scroll down to the section *Amazon Business Ownership & Diversity Seller Certifications.*

**DIVERSITY TIP:** To shop from minority-owned and women-owned suppliers, check the following:

- **Woman-Owned Business Enterprise**
- **Woman-Owned Small Business**
- **Economically Disadvantaged Woman-Owned Small Business**
- **Minority-Owned Business**

**SHIPPING TIP:** If an item will not ship within 45 days, Amazon’s safeguard will cancel the order. Instead, buy from another Amazon supplier.
9. Understanding Prime vs non-Prime items

**Prime** items have the following:
- Prime Logo
- 1 or 2-day shipping
- Ships and Sold by Amazon

**Non-Prime** items:
- No Prime logo
- Delivery date may be 3+ days
- Not sold by Amazon

*TIP:* Check for In Stock vs In Stock Soon.

10. Select a quantity and click Add to Cart.

11. The item appears in the cart. Add more items or click Proceed to Checkout.

12. Prime Items only:
   Confirm the delivery date and be sure someone is in the office to receive the item.

   *TIP:* One option or multiple options may appear.

13. When selecting a Prime item there will be an option to choose a delivery day.

   - Receive packages on the 2 days which work best for you
   - Focus on your daily productivity instead of receiving daily deliveries
   - Reduce the amount of cardboard boxes and truck traffic with fewer shipments

   **Choose your Amazon Day**

<table>
<thead>
<tr>
<th>Max</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Preference 1: Mondays
   Preference 2: 

   This order will arrive on: Monday, Aug. 30
   Your regular Prime delivery options will still be available to choose and you can change this preference at any time.

14. Click Continue.
**SHIPPING TIP:** When in the Amazon UMarketplace catalog, an incorrect address may appear. Disregard this UM Wide account address. Shipments will be delivered to the address selected in Workday.

15. **Pay by Invoice** is auto selected. Click **Continue**.

16. Disregard the Shipping Address that appears on this screen. Items will be delivered to the **Ship-To Address** selected in Workday. Click **Submit Order for Approval**.

17. Click **View Cart Details**.

18. Click **Send to Workday**.

19. Review the shopping cart. **TIP:** Previous carts may be included. To delete an item, select it on the left and click the trash icon on the right.

20. Click **Checkout**.

21. **Sourcing Buyer** – (leave blank)

22. **High Priority** (optional) Checking **High Priority** does not change the order in which it is processed.

23. **Internal Memo** (optional) Describe what is being ordered and who it is for.

24. Complete the **Spend Category** field for each line item.

25. To attach supporting documentation click **Select Files**. A quote is not required for catalog orders.

26. Confirm all information and correct any errors or alerts. Once all errors are corrected the message may still appear, but the requisition can be submitted.

27. Review the requisition details and click **Submit** to prompt the first approver.
### Tracking Order Status

28. Check the approval status of the requisition in Workday. **TIP:** If items were added to the cart, but not fully approved within 7 days, the order will be automatically cancelled by Amazon. In this case, if a PO was generated, close the PO and create a new requisition.

29. Once the requisition gets completely approved, a purchase order will be issued. The order can be tracked in the UMarketplace Amazon catalog.

### Contacts

- For questions regarding registration, contact Amazon Business customer service at [amazonbusinesscs@amazon.com](mailto:amazonbusinesscs@amazon.com)
- For all other questions reach out to the Purchasing Team at [PurchasingHelpDesk@miami.edu](mailto:PurchasingHelpDesk@miami.edu)

**Tip:** From the Your Orders screen, type a password. If this is the first time accessing Your Orders, click Forgot Password and follow the prompts to create a new password. **Note:** This password will only be used to track or return items in Your Orders.