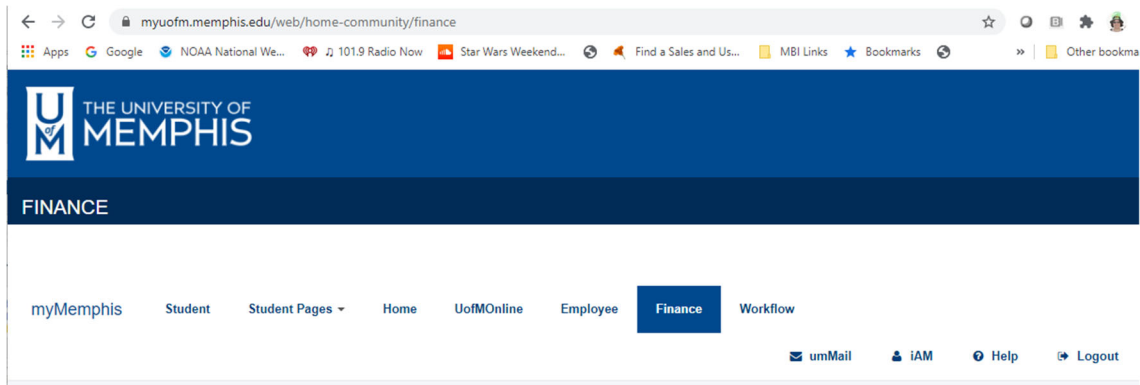


## How to – Make a basic Amazon order

From MyMemphis, go to the Finance tab and choose Tigerbuy Production



Tigerbuy



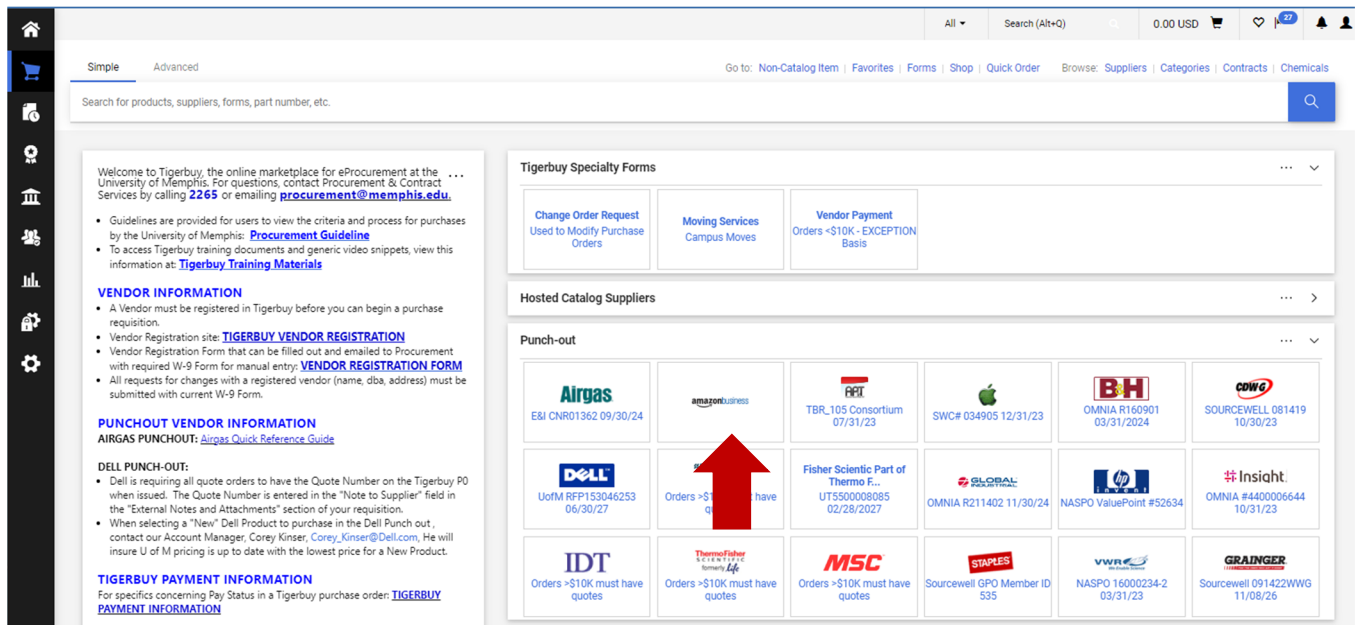
More information related to Tigerbuy can be found on the [Tigerbuy Web site](#).

[Tigerbuy \(Test\)](#)

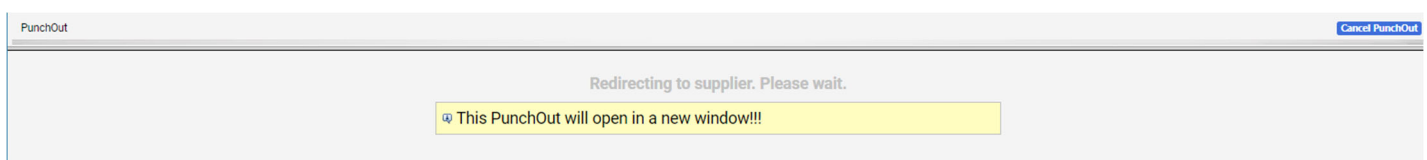
[Vendor Performance Evaluation](#) - For departments to leave feedback on vendors.

[Diversity Suppliers List](#)

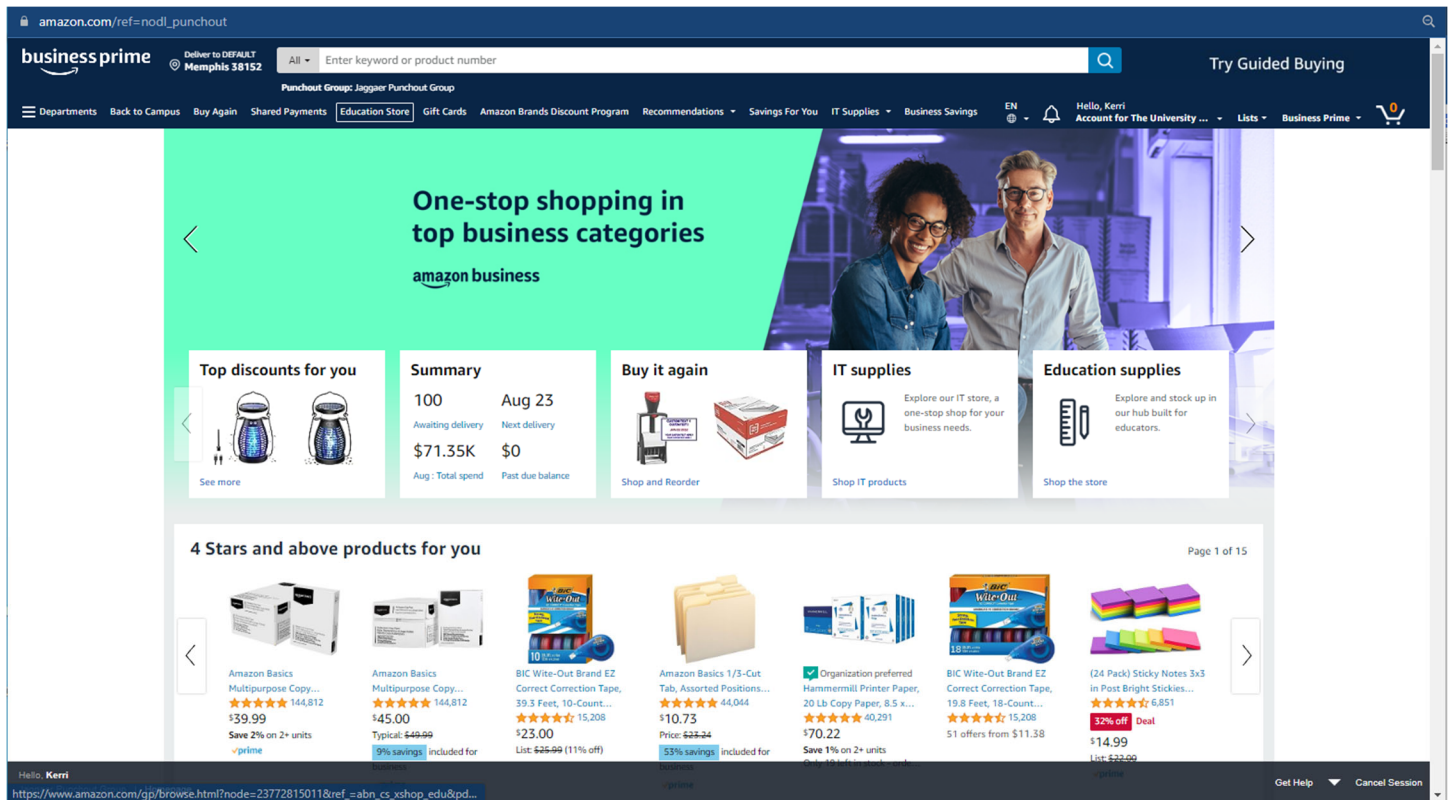
This will bring you to the shopping home page. Click on the **Amazon business** Punch Out Catalog button:



A screen comes up telling you the punchout will open in a new window.



The Amazon home page opens in a separate window.

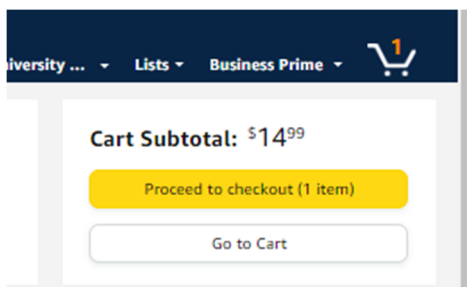


You will shop as normal, putting items into your cart.

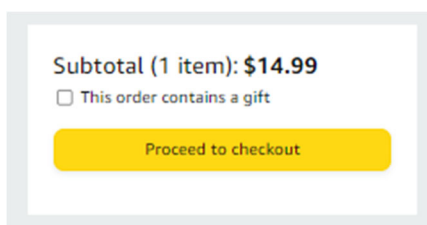
\*Important note: The catalog has been set up to show allowable product categories, however some items fall into an allowable category, but are not appropriate for your area or purpose. It is your responsibility to ensure your purchases comply with all University policies and guidelines. \*

Blocked items are generally items that should be purchased from a different vendor.

Once you have chosen your items, go to your cart to get ready for checkout. The cart shows your items, quantities, and prices. You can adjust quantities or remove items from the cart.



When all is as you wish, click **Proceed to Checkout**. This is going to take you to the Amazon checkout page.



Sections 1, 2, and 3 will autofill. Leave 1 and 2 alone. If this is your first Amazon punchout order, you will get the Default company address in Section 3. **THIS IS OK.** You will choose the address you need when you complete the order in Tigerbuy. Click **Use this address**.

1	Group	Jaggaer Punchout Group Group under The University of Memphis	<a href="#">Change</a>
2	Business order information	Disabled	
3	Choose a shipping address		

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:  This will be applied to only this order.

**Group Jaggaer Punchout Group addresses**

☒ Contact Name Jackie Robinson, Phone +1 901-678-226 5, Email kreece@memphis.edu, AD115, 115 Administration Bldg, 3720 Alumni Dr, Memphis, TN, 38152-3370, United States

☐ **DEFAULT ADDRESS - SELECT ADDRESS IN JAGGAER 946 E PARK LOOP, MEMPHIS, TN, 38152-4040, United States, Phone: 901-678-2408** [Edit address](#)

[+ Add a new address](#)

[Use this address](#)

Section 4 choose **Pay by Invoice**. Click **Use this payment method**.

4 Choose a payment method

Kerri, did you know your organization is setup to use Pay by Invoice?  
Select Pay by Invoice at checkout to buy now and pay later with no interest or fees.

**Jaggaer Punchout Group credit and debit cards**

[+ Add a credit or debit card](#) Amazon accepts all major credit cards.

**Jaggaer Punchout Group line of credit**

☒ **Pay By Invoice**  
 Provided by your organization

**Other payment methods**


[+ Add a personal checking account](#)  
Use your US based personal checking account.  
[Learn more](#)


[+ Add a business checking account](#)  
Use your US based business checking account.  
[Learn more](#)

[Use this payment method](#)

Section 5 allows you to choose your shipping day or a pickup location. You will get the warning message that your order requires approval. That approval will happen in Tigerbuy. Click **Submit order for Approval**. This is going to take your cart / order and send it back to your Tigerbuy shopping cart to finish building your **Requisition**.

## 5 Review items and shipping

 This order requires approval.

 There are 2 important messages about your order.

- ✓ If your hours ever change at an address, click [Edit delivery preferen...](#)
- ✓ If tax exemption is applied to this order, you acknowledge your tax exemption...

Select FREE Amazon Day Delivery to receive orders in fewer boxes on a single day.

**Estimated Delivery: Depends on Approval** For example, if approved now: Tomorrow, Aug. 24 If you order in the next 13 hours and 3 minutes (Details)  
Items shipped from Amazon.com



(24 Pack) Sticky Notes 3x3 in Post  
Bright Stickies Colorful Super Sticking  
Power Memo Pads, Strong Adhesive,  
74 Sheets/pad

\$14.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Vanpad

 Add gift options

Tax Exemption Applied.

Choose your Prime delivery option:

☒ **Tomorrow, Aug. 24**

FREE One-Day Delivery

☐ **Monday, Aug. 28**

FREE Amazon Day Delivery


Get your orders together in fewer boxes and deliveries each Monday.

[Change delivery day](#)

Or choose your Prime pickup option: Pick up at Amazon Campus ([View Location](#))

☐ **Thursday, August 24**

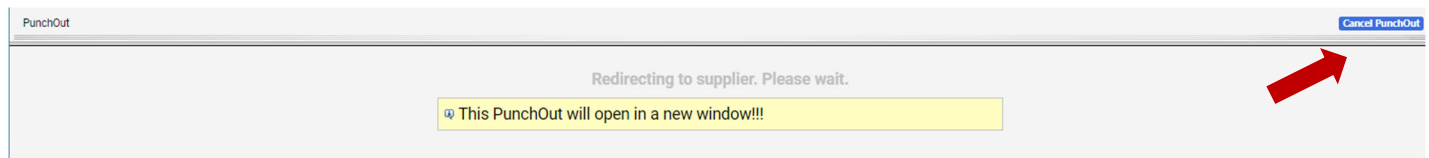
FREE One-Day Delivery

 [Submit order for approval](#)

**Order total: \$14.99**

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

If you want to leave without bringing your items into Tigerbuy, close the Amazon window and click the blue **Cancel Punchout** button.



Your Tigerbuy Shopping cart now has all of your Amazon items in it. You will have several chances to edit your items and your order information. The cart is for keeping items or removing them. Details of the purchase will happen in the Requisition stage.

You will want to give your cart a name, such as “new office” or “grant supplies” to help you and your approver recognize it. This will assist your approver with approving your request via email.

You have the ability to take action on the line items in your cart. Click the ellipses (...) on the line to see your options. Click the selection squares on the far right to act on several lines at once. When everything is ready to go, click the blue **Proceed to Checkout** button. That will move to the Requisition stage.

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name  Export to Sourcing Manager

Description  Sole Source & Contract Order

Priority  Buyer Name

1 Item

Amazon Capital Services Inc - 1 Item - 14.99 USD

SUPPLIER DETAILS PO Purchase/Change Orders 1 : PO Box 81207, Seattle, Washington 98108-1207 United States

Contract	no value	PO Number	To Be Assigned				
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		
1	(24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad	B07VRX57R	EA	14.99	Qty: 1 EA	14.99	...

ITEM DETAILS

Summary

Details

Total (14.99 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal \* 14.99

Total \* 14.99

Remove

Add to Favorites

Move to Another Cart

Add to Draft Cart or Pending PR/PO

Add to PO Revision

You now have a **Draft Requisition** with an assigned Requisition number. All details are available for your review. Any errors will be called out in the top right section. You can edit sections using the pencil or ellipses links top right of each section.

Requisition • 175971269

Summary PO Preview Comments Attachments History

General

Cart Name

Description

Priority

Prepared by

Prepared for

Shipping

Ship To

Contact Name Jackie Robinson

Phone +1 901-678-2265

Email kreece@memphis.edu

115 Administration Bldg

3720 Alumni Dr

Memphis, TN 38152-3370

United States

Delivery Options

Expedite

Ship Via

Requested Delivery Date

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
U	110001	542000	74500	4650	no value
University of Memphis	Undesignated E and G	Procurement and Contract Services	Supplies	Gen Admin and Logistical Services	

Billing

Bill To

University of Memphis

Attn: Accounts Payable

Email kreece@memphis.edu

275 Administration Bldg

Memphis, TN 38152-3370

United States

Credit Card Info

No credit card has been assigned.

Billing Options

Summary

Draft

Total (14.99 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 14.99

Total 14.99

What's next for my order?

Next Step FOAPAL Approval 2

Approvers

Becker, Deborah

Curry, Ladonnal

Kurapati, Raajkumar

Mueller, William

Ninan, George

Pappas, Nick

Thomas, William

Workflow

Show skipped steps

Draft

Active

Kerri Reece

Check that your ship to is correct

Bill to should be accounting

Delivery is not editable for Amazon catalog purchases

Scroll down to check your FOAP allocations for the overall order. Use the pencil or ellipses buttons to edit this. You can reallocate individual lines using the ellipses on each line.

If you’ve set up Code Favorites in your profile, use the heart to access the list. Use the plus sign (+) to add another list to split the entire order into multiple accounting codes.

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
U University of Memphis	110001 Undesignated E and G	542000 Procurement Services	no value Required	4650 Gen Admin and Logistical Services	no value

Amazon Capital Services Inc · 1 Item · 14.99 USD

SUPPLIER DETAILS

PO Purchase/Change Orders 1 : PO Box 81207, Seattle, Washington 98108-1207 United States

Contract

no value

PO Number

To Be Assigned

PO Clauses

Add/View

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 (24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad	B07VRYX57R	EA	14.99	Qty: 1 EA	14.99	...

ITEM DETAILS

Manufacturer Name

Vanpad

Contract:

no value

Internal Note

Manufacturer Part Number

Vanpad-4

Taxable

×

Internal Attachments

Supplier Part Auxiliary ID

134-2009676-5127252,1

Commodity Code

645

PO Clauses

Override

Ship To

Delivery Options

Bill To

Accounting Codes

Internal Note

Remove

Add to Favorites

Move to Another Cart

Add to Draft Cart or Pending PR/PO

Add to PO Revision

If your order is ready, click the blue **Place Order** button.

Requisition · 175971269

Summary

PO Preview

Comments

Attachments

History

General

Shipping

Billing

Summary

Draft

Place Order

Your Requisition has now been submitted for approval. It will go through the budget check and route to your financial manager for approval.

Your approved requisition will flow through Procurement and Banner will create an Encumbrance on your budget and issue a PO number. Tigerbuy will then send the PO to Amazon electronically.

When you physically receive the items, you will need to **Receipt** them in the system (see Receipting instructions)

Should you need to make a **Return**, please see Return instructions.