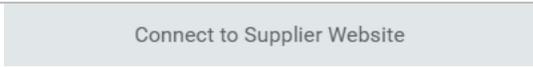
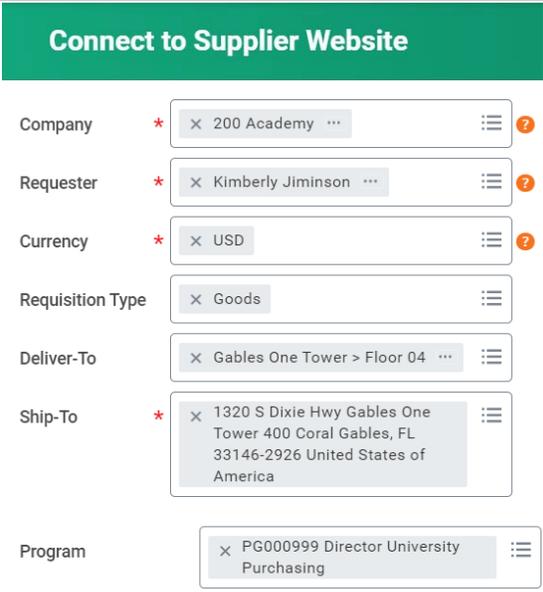


# Buying from Minority-Owned & Woman-Owned Businesses in the Amazon UMarketplace Catalog

Use this tutorial to create a purchase requisition for Amazon in Workday.  
<http://workday.miami.edu>

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

**Emergencies:** For emergency situations, please contact the [Purchasing Buyers](#).

| Create A Catalog Requisition  |  |
|---|--|
| 1. Log into Workday.  | <a href="http://workday.miami.edu">http://workday.miami.edu</a>  |
| 2. Click the Purchases icon.  | <br>Purchases   |
| 3. Click <b>Connect to Supplier Website</b> .<br><b>TIP:</b> Non-Catalog and Ad-Hoc requisitions do not get processed by Amazon. Instead, use the UMarketplace catalog.   |    |
| 4. Complete the fields as follows: <ul style="list-style-type: none"> <li>• <i>Company</i> – The company should correspond to the driver work tag. (E.g., Program, Grant, Gift, or Project)</li> <li>• <i>Requester</i> – Leave as yourself, even when ordering on behalf of someone else.</li> <li>• <i>Currency</i> – USD</li> <li>• <i>Requisition Type</i> - Goods</li> <li>• <i>Ship-To Address</i> – The address where the goods should be delivered.</li> </ul> <b>TIP:</b> Remove Accounts Payable and replace with your shipping address. <ul style="list-style-type: none"> <li>• Choose either <i>Program, Grant, Gift, or Project</i>. Split accounting can be applied on the <i>Summary</i> page during checkout.</li> </ul> |   |
| 5. Click <b>Connect</b> .   |    |
| 6. Go to the <i>Showcases</i> section and click the supplier's logo.<br>   | <b>TIP:</b> 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](mailto: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*

**Amazon Business Ownership & Diversity Seller Certifications**

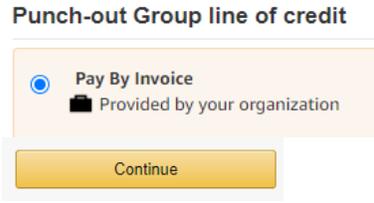
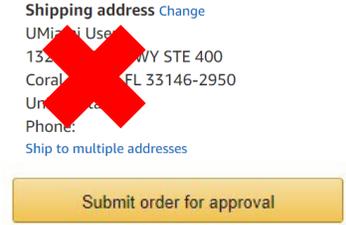
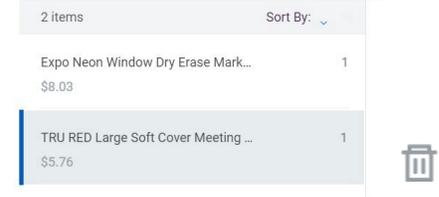
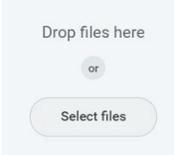
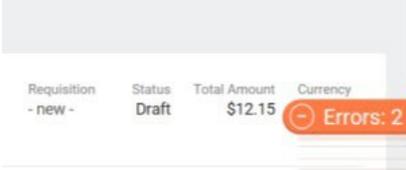
< Clear

- Registered Small Business
- Women-Owned Business Enterprise**
- Women-Owned Small Business**
- Economically Disadvantaged Woman-Owned Small Business**
- Veteran-Owned Small Business
- Service Disabled Veteran Owned Small Business
- Minority-Owned Business**
- SBA-Certified 8(a) Firm

**SHIPPING TIP:** If an item will not ship within 45 days, Amazon's safeguard will cancel the order. Instead, buy from another Amazon supplier.

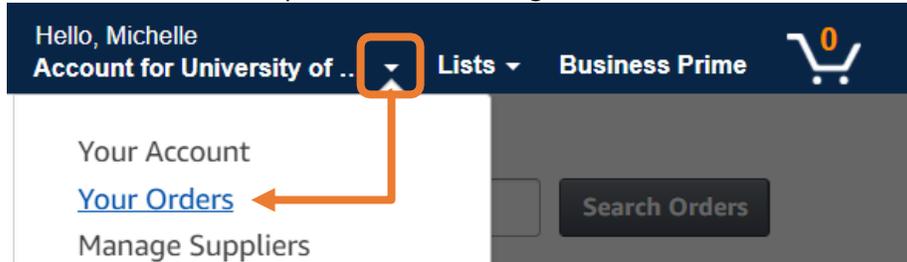
|   |   |  |   |
|---|---|--|---|
| <p>9. Understanding Prime vs non-Prime items</p> <p><b>Prime</b> items have the following:</p> <ul style="list-style-type: none"> <li>• Prime Logo</li> <li>• 1 or 2- day shipping</li> <li>• Ships and Sold by Amazon</li> </ul> <p><b>Non-Prime</b> items:</p> <ul style="list-style-type: none"> <li>• No Prime logo</li> <li>• <b>Delivery date may be 3+ days</b></li> <li>• Not sold by Amazon</li> </ul> <p><b>TIP:</b> Check for <i>In Stock</i> vs <i>In Stock Soon</i>.</p>   | <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Prime</b></p> <p><b>\$6.45</b></p> <p>✓prime &amp; FREE Returns</p> <p>FREE delivery: <b>Monday, Aug 30</b><br/>Order within 11 hrs and 43 mins<br/><a href="#">Details</a></p> <p>📍 Deliver to UMiami - Coral Gables 33146</p> <p><b>In Stock.</b></p> <p>Qty: 1</p> <p>Buying in bulk?</p> <p><b>Add to Cart</b></p> <p>🔒 Secure transaction</p> <p>Ships from and sold by Amazon.</p> </td> <td style="vertical-align: top;"> <p><b>Non-Prime</b></p> <p><b>\$11.90</b></p> <p>Prime FREE Delivery &amp; FREE Returns</p> <p>FREE Delivery <b>Sep 17 - 23</b> for Prime members<br/><a href="#">Details</a></p> <p>📍 Deliver to Punch-out - Coral Ga... 33146</p> <p><b>In stock soon.</b><br/>Order it now.</p> <p>Qty: 1</p> <p>Buying in bulk?</p> <p><b>Add to Cart</b></p> <p>🔒 Secure transaction</p> <p>Sold by Bull City Solutions and Fulfilled by Amazon.</p> </td> </tr> </table> | <p><b>Prime</b></p> <p><b>\$6.45</b></p> <p>✓prime &amp; FREE Returns</p> <p>FREE delivery: <b>Monday, Aug 30</b><br/>Order within 11 hrs and 43 mins<br/><a href="#">Details</a></p> <p>📍 Deliver to UMiami - Coral Gables 33146</p> <p><b>In Stock.</b></p> <p>Qty: 1</p> <p>Buying in bulk?</p> <p><b>Add to Cart</b></p> <p>🔒 Secure transaction</p> <p>Ships from and sold by Amazon.</p> | <p><b>Non-Prime</b></p> <p><b>\$11.90</b></p> <p>Prime FREE Delivery &amp; FREE Returns</p> <p>FREE Delivery <b>Sep 17 - 23</b> for Prime members<br/><a href="#">Details</a></p> <p>📍 Deliver to Punch-out - Coral Ga... 33146</p> <p><b>In stock soon.</b><br/>Order it now.</p> <p>Qty: 1</p> <p>Buying in bulk?</p> <p><b>Add to Cart</b></p> <p>🔒 Secure transaction</p> <p>Sold by Bull City Solutions and Fulfilled by Amazon.</p> |
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| <p>10. Select a quantity and click <i>Add to Cart</i>.</p>  |   |  |   |
| <p>11. The item appears in the cart. Add more items or click <i>Proceed to Checkout</i>.</p>  | <p style="text-align: center;"><b>Proceed to checkout (1 item)</b></p>  |  |   |
| <p>12. Prime Items only:</p> <p>Confirm the delivery date and be sure someone is in the office to receive the item.</p> <p><b>TIP:</b> One option or multiple options may appear.</p>   | <p>If one option appears, click <i>Continue</i>.</p> <p><b>Choose your Prime delivery option:</b></p> <p><input checked="" type="radio"/> <b>Monday, Sept. 13</b><br/>FREE Prime Delivery</p> <p>If multiple options appear, choose the preferred date. Then click <i>Save and Continue</i>.</p> <p><b>Choose your Prime delivery option:</b></p> <p><input checked="" type="radio"/> <b>Tomorrow, Sept. 8 and Friday, Sept. 17</b><br/>FREE Prime Delivery</p> <p><input type="radio"/> <b>Thursday, Sept. 9 and Monday, Sept. 13</b><br/>FREE Prime Delivery</p>  |  |   |
| <p>13. When selecting a Prime item there will be an option to choose a delivery day.</p> <p>How Amazon Day works for you:</p> <ul style="list-style-type: none"> <li>• Receive packages on the 2 days which work best for you</li> <li>• Focus on your daily productivity instead of receiving daily deliveries</li> <li>• Reduce the amount of cardboard boxes and truck traffic with fewer shipments</li> </ul> <p><b>Choose your Amazon Day</b></p> <p>Mon Tue Wed Thu Fri</p> <p>Preference 1: Mondays <a href="#">remove</a></p> <p>Preference 2: ---</p> <p>This order will arrive on: <b>Monday, Aug. 30</b></p> <p>Your regular Prime delivery options will still be available to choose and you can change this preference at any time.</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save and Continue"/></p> | <p><b>Choose your Prime delivery option:</b></p> <p><input type="radio"/> <b>Monday, Aug. 30</b><br/>FREE Prime Delivery</p> <p><input checked="" type="radio"/> <b>Monday, Aug. 30</b><br/>FREE Amazon Day Delivery<br/>Get your orders together in fewer boxes and deliveries each Monday. <a href="#">Change delivery day</a></p> <p style="text-align: right;"></p>  |  |   |
| <p>14. Click <b>Continue</b>.</p>   | <p style="text-align: center;"><b>Continue</b></p>  |  |   |

**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.

|  |  |
|--|--|
| <p>15. <i>Pay by Invoice</i> is auto selected. Click <b>Continue</b>.</p>  |        |
| <p>16. Disregard the Shipping Address that appears on this screen. Items will be delivered to the <i>Ship-To Address</i> selected in Workday.</p> <p>Click <b>Submit Order for Approval</b>.</p> |        |
| <p>17. Click <b>View Cart Details</b>.</p>   |        |
| <p>18. Click <b>Send to Workday</b>.</p>   |        |
| <p>19. Review the shopping cart.</p> <p><b>TIP:</b> Previous carts may be included. To delete an item, select it on the left and click the trash icon on the right.</p>                          |       |
| <p>20. Click <b>Checkout</b>.</p>  |       |
| <p>21. <i>Sourcing Buyer</i> – (leave blank)</p>   |  |
| <p>22. <i>High Priority</i> (optional)</p>   | <p>Checking <i>High Priority</i> does not change the order in which it is processed.</p> |
| <p>23. <i>Internal Memo</i> (optional)</p>   | <p>Describe what is being ordered and who it is for.</p>                                 |
| <p>24. Complete the <i>Spend Category</i> field for each line item.</p>  |  |
| <p>25. To attach supporting documentation click <b>Select Files</b>. A quote is not required for catalog orders.</p>   |       |
| <p>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.</p>                           |      |
| <p>27. Review the requisition details and click <b>Submit</b> to prompt the first approver.</p>  |       |

## 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.



**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.

## 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)