

# Using Amazon in buyND+

The Amazon Punchout can be accessed from the Home Page of buyND+, as well as through the Office Products Dashboard.

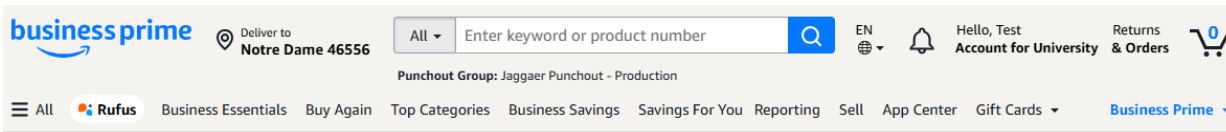
1. Click on the Amazon logo. You will see a notification or a loading screen indicating that you are being redirected to the supplier's external website.



- Note: Even though you are on an external site, you are logged in via your Okta credentials, so you will see specific contracted pricing.

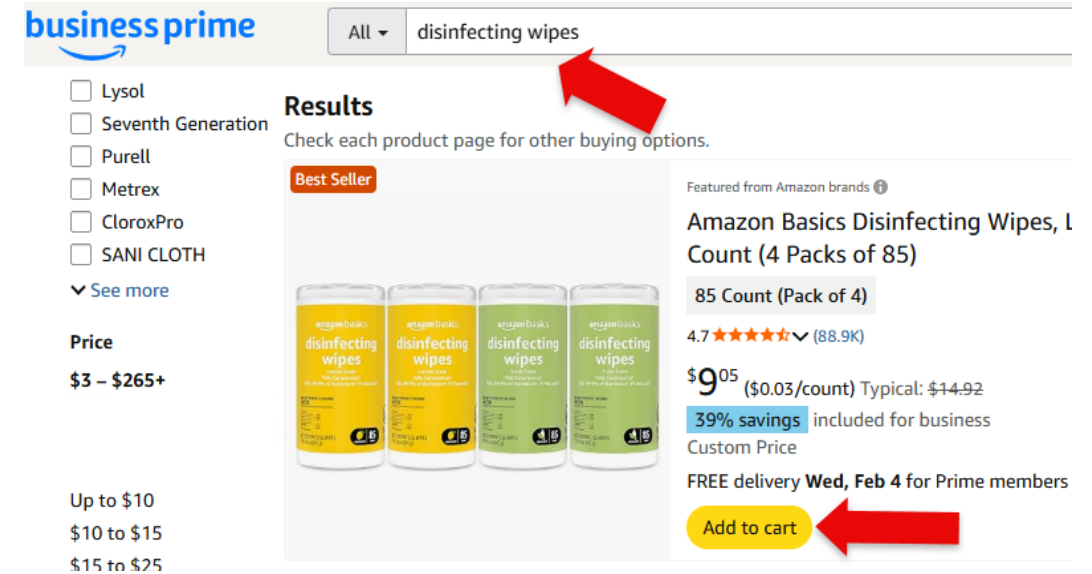
2. Search for Products:

- Use the Search at the Top to search for products in the Punchout

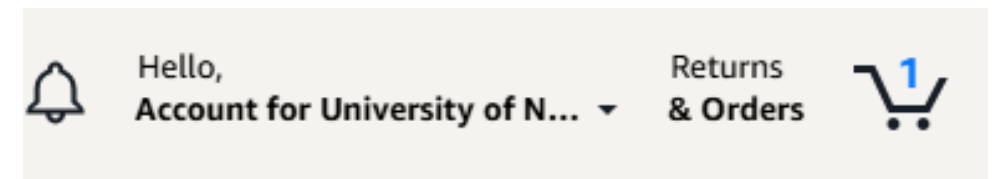


3. Add products to your Cart

- After searching for a product, click Add to Cart



4. Click on the Shopping Cart icon to review your cart



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## 5. When you have all items ready for your order, click Proceed to Checkout

- Note: Clicking Proceed to Checkout will take you back into the buyND+ system with your items in your cart. Some items may require additional approval.

Shopping Cart

Share cart items

Price

Amazon Basics Disinfecting Wipes, Lemon & Fresh Scent, Sanitizes/Cleans/Disinfects/Deodorizes, 340 Count (4 Packs of 85) by Amazon Basics

**\$9.05**

Typical price: ~~\$14.92~~

**#1 Best Seller** in Household Disinfectant Wipes

Savings: **\$5.87 (39%)**

Custom Price

In Stock

Shipped from: Amazon

FREE delivery **Wed, Feb 4** for Prime members. Order within 7 hrs 9 mins

FREE Returns

Style: 4Pack--2 Lemon, 2 Fresh

Size: 85 Count (Pack of 4)

1 +

Delete | Save for later | Share

(1 item): **\$9.05**

Subtotal (1 item): **\$9.05**

☐ This order contains a gift

**Proceed to checkout**

Request for quote

Quotes available for orders over \$10,000 or more than 999 units.

Download cart to PDF

Download

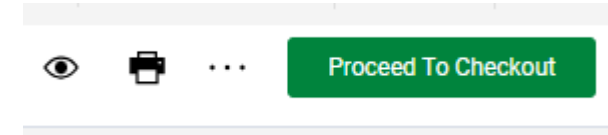
Download your cart's contents to a printable PDF.

**Submit order for approval**

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

|                                |               |
|--------------------------------|---------------|
| Items:                         | \$9.05        |
| Shipping & handling:           | \$0.00        |
| Estimated tax to be collected: | \$0.00        |
| <b>Order total:</b>            | <b>\$9.05</b> |

## 6. Back in buyND+, you will review your Shopping Cart and Proceed to Checkout



## 7. Ensure that your Ship To address, and your FOAPAL are correct. When ready, click Submit Requisition.

Assign Cart

**Submit Requisition**

Summary

**Draft**

|                  |             |
|------------------|-------------|
| Total (9.05 USD) |             |
| Subtotal         | 9.05        |
|                  | <b>9.05</b> |

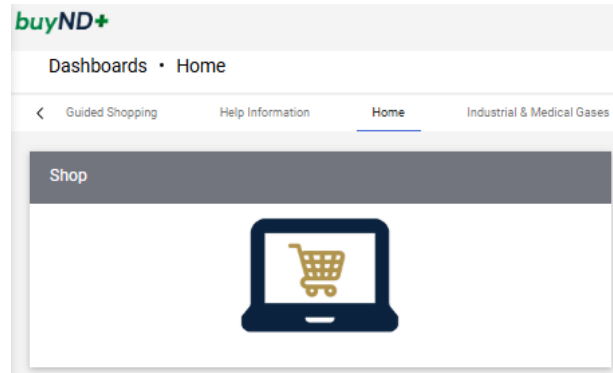
What's next for my order?

Next Step Financial Approval

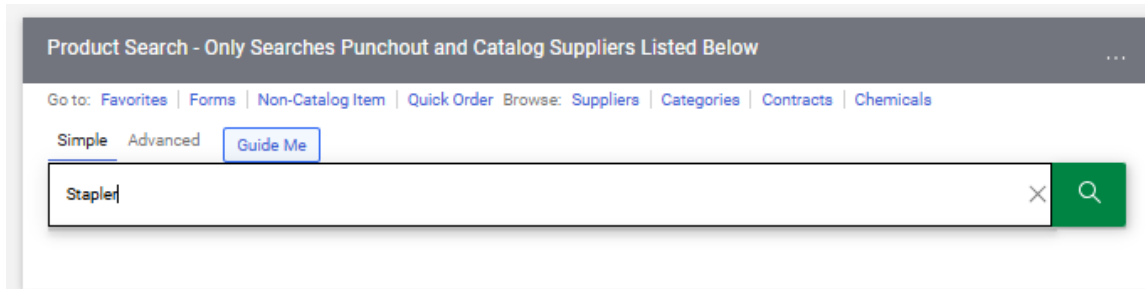
*Note: Invoices will automatically be uploaded in buyND+ and paid by Accounts Payable.*

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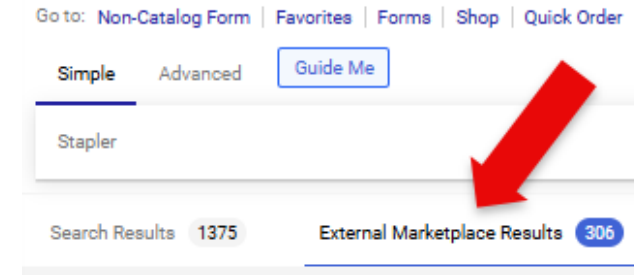
The Product Search in buyND+ will now also search and display Amazon products. To use this search, first click on the Shop button.



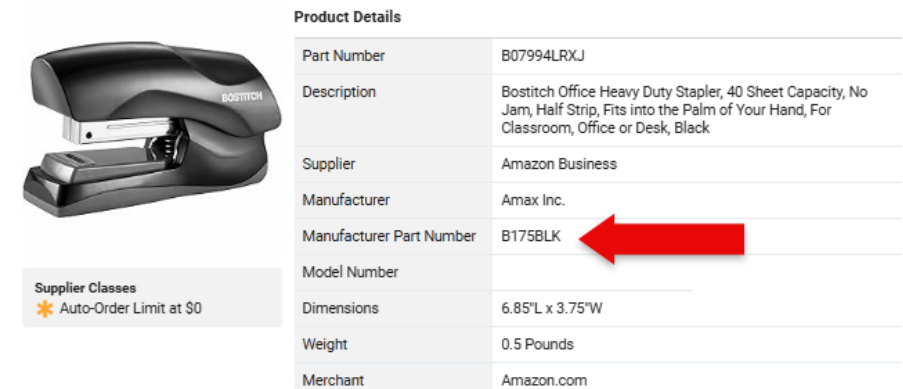
Use the Product Search. This will search all of the suppliers listed below the search.



The Search Results will display in the next screen. You can now toggle between the standard Search Results, and External Marketplace Results (Amazon)



Some products can be compared across both result tabs. First, click on the Amazon product, then copy the Manufacturer Part Number, and finally search again using that number.



If this product can be found in any of the suppliers the search utilizes, you will see in the Search Results tab. This will allow for quick pricing comparison between Amazon and the other supplier(s).

