

BABSON COLLEGE

AMAZON BUSINESS PUNCHOUT – SHIP TO HOME EXCEPTION JOB AID

Prepared by: Finance
Operations & Procurement
Date: October 13th, 2026

TABLE OF CONTENTS

A. Purpose	3
B. Change the Shipping Address	4
Step 1: Create the Requisition and Shop in Amazon Business.....	4
Step 2 – Edit the Shipping Address.....	4
Step 3 – Use an Alternate Address	5
Step 4: Enter the Ship-to-Home Address.....	5
Step 5 – Confirm Address Change.....	6
Step 6: Review, Attach Documentation, and Submit the Requisition	7
Step 7: Approval.....	8
C. Summary.....	9

A. Purpose

The **Ship-to-Home Exception** process allows an approved Amazon Business Punchout purchase to be shipped to a home address rather than a Babson campus location.

Ship-to-Home exceptions are limited to the following circumstances:

- (1) You are a fully remote employee and do not regularly report to campus;
- (2) You have an approved one-time need to ship a large home-office item directly to your home.

IMPORTANT

- This job aid should be used together with the **Amazon Business Punchout Employee Job Aid**.
- If neither circumstance applies, **do not use the Ship-to-Home Exception** process.

B. Change the Shipping Address

Step 1: Create the Requisition and Shop in Amazon Business

Create the Requisition and complete your Amazon Business shopping as you normally would. Follow the steps in the **Amazon Business Punchout – Employee Job Aid**, including creating the Requisition, connecting to Amazon Business, shopping and returning your cart to Workday.

See pages 4-10 of the Amazon Business Punchout – Employee Job Aid for detailed instructions.

Once your cart has been returned to Workday, continue through the requisition process and select **“Checkout”**. The Ship-To-Home address change begins from the **Workday Checkout** page.

Step 2 – Edit the Shipping Address

On the **Workday Checkout** page, scroll to the bottom of the screen.

- (1) Select the **three dots (...)** next to the requisition action buttons.
- (2) Select **Edit Access** from the menu (see “a” in image 1 below).

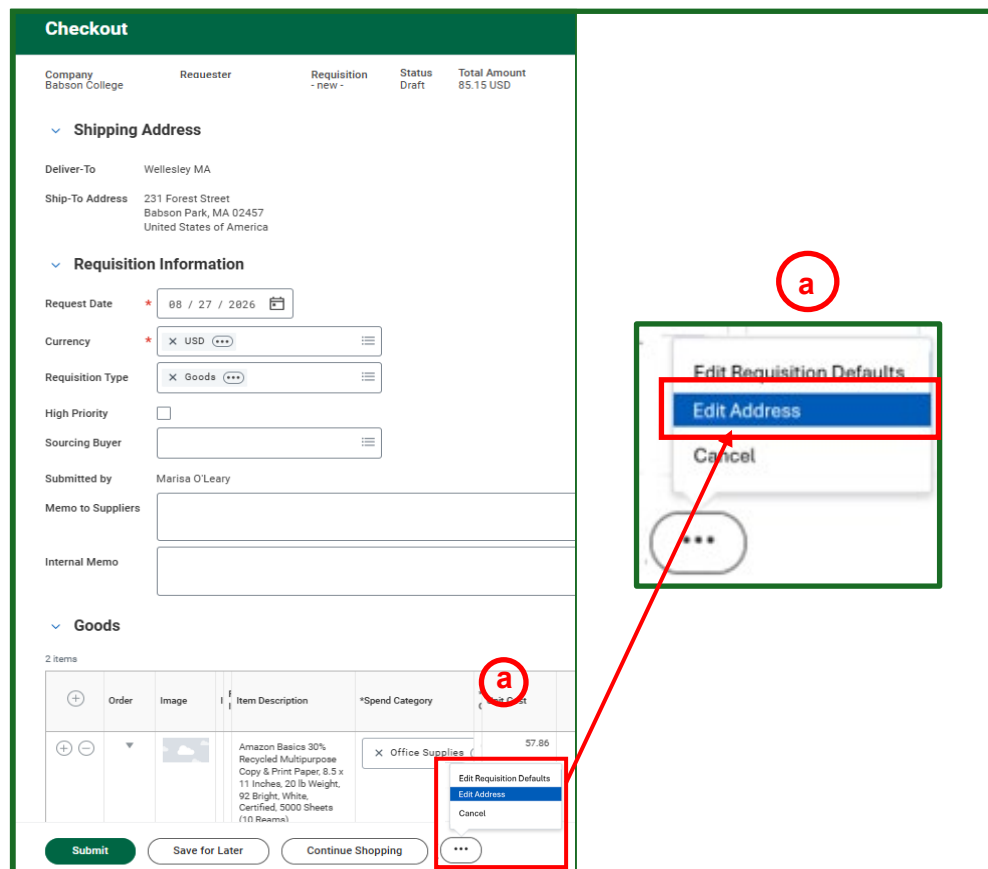
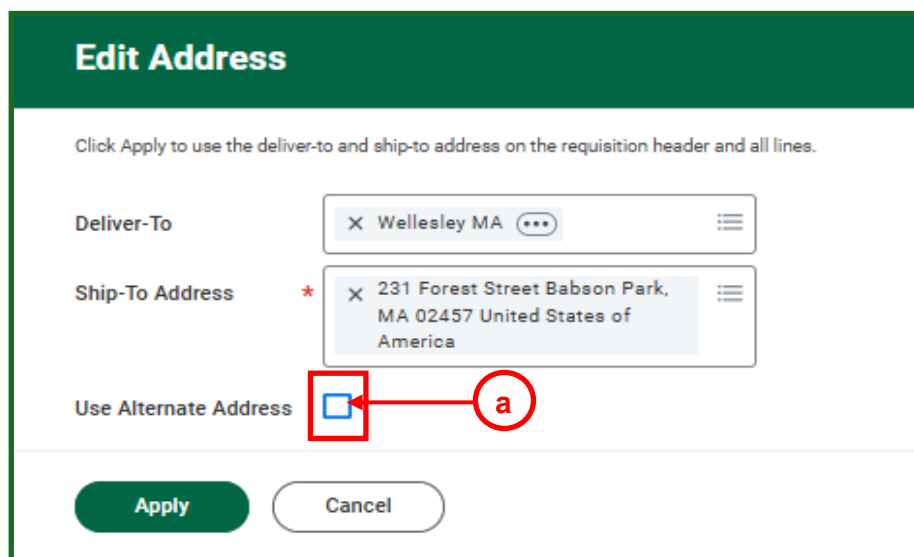


Image 1: Selecting Edit Address

Step 3 – Use an Alternate Address

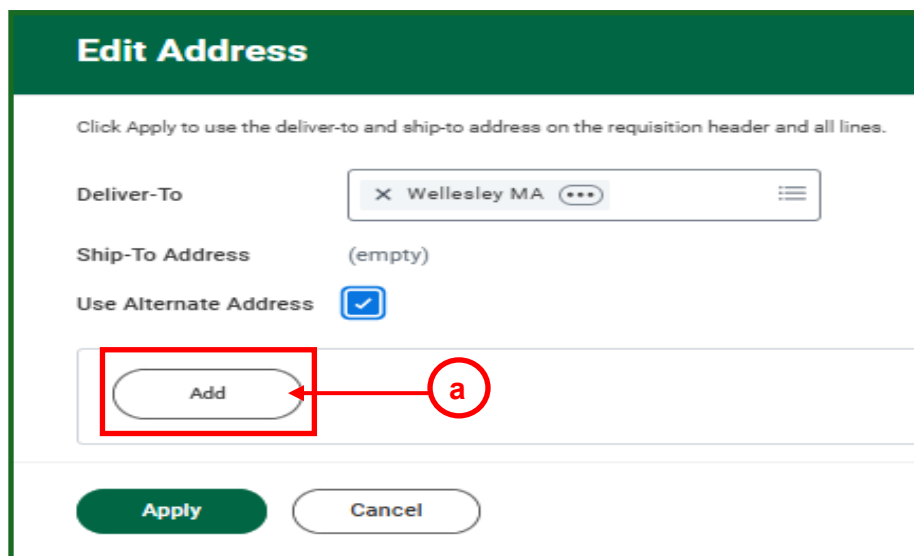
On the **Edit Address** screen:

- (1) Select the “**Use Alternate Address**” checkbox (see “a” in image 2 below).
- (2) Once selected, an **Add** button will appear. Select “**Add**” to enter the Ship-to-Home address (see “a” in image 3 below).



The screenshot shows the 'Edit Address' screen with a green header. Below the header, there is a instruction: 'Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.' There are two address fields: 'Deliver-To' with a dropdown showing 'Wellesley MA' and 'Ship-To Address' with a dropdown showing '231 Forest Street Babson Park, MA 02457 United States of America'. Below these fields is a checkbox labeled 'Use Alternate Address' which is checked. A red box highlights the checkbox, and a red circle with the letter 'a' points to it. At the bottom, there are 'Apply' and 'Cancel' buttons.

Image 2: Selecting Use Alternate Address



The screenshot shows the 'Edit Address' screen with a green header. Below the header, there is a instruction: 'Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.' There are two address fields: 'Deliver-To' with a dropdown showing 'Wellesley MA' and 'Ship-To Address' with a dropdown showing '(empty)'. Below these fields is a checkbox labeled 'Use Alternate Address' which is checked. Below the checkbox is an 'Add' button. A red box highlights the 'Add' button, and a red circle with the letter 'a' points to it. At the bottom, there are 'Apply' and 'Cancel' buttons.

Image 3: Adding an Alternate Address

Step 4: Enter the Ship-to-Home Address

Enter the required address information (see “a” in image 4 below), including:

- Address Line 1
- City
- State
- Postal Code

Then select “**Apply**” (see “b” in image 4 below).

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Ship-To Address (empty)

Use Alternate Address ☒

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type * Business

Primary ☐

Use For ☐ Billing
☐ Remit To
☐ Shipping

Visibility ☒ Public

Comments

Image 4: Entering Ship-to-Home Address

Step 5 – Confirm Address Change

- (1) After selecting “**Apply**”, Workday will display an alert (at the top right of your screen) advising that changing the Ship-to-Address may affect the price of items. **This is expected** (see image 5 below).

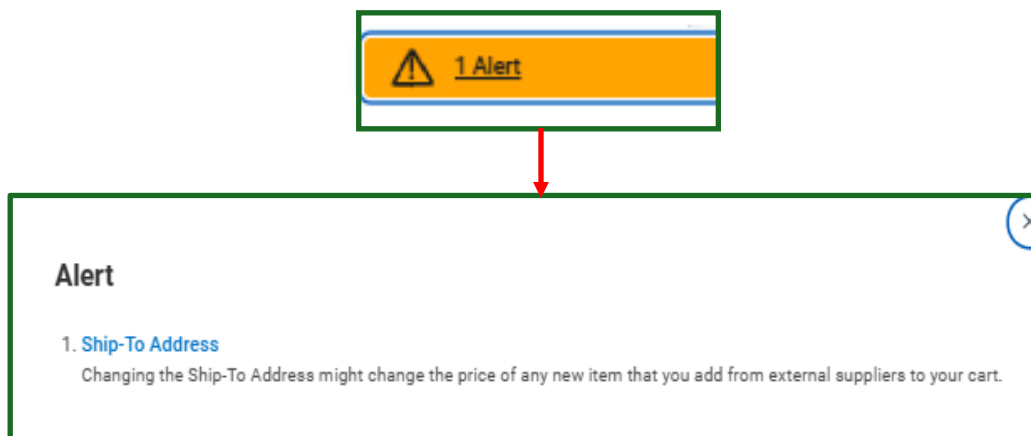


Image 5: Viewing Address Change Soft Alert

- (2) Select **“Apply”** again to confirm the address change and continue.

Step 6: Review, Attach Documentation, and Submit the Requisition

After the Ship-to-Home address has been applied, you will return to the Workday Checkout page with the updated address displayed.

- (1) **Review the Ship-to Address.** Confirm that the home address is correct before submitting (see **“a”** in image 6 below).

Checkout

Company: Babson College | Requester: | Requisition: RE00009989 | Status: Draft | Total Amount: 16.28 USD

Shipping Address

Deliver-To: Wellesley MA

Ship-To Address: 1919 Beaver Brook Rd
1919 Beaver Brook Rd
Gloucester, MA 01930
United States of America

Requisition Information

Request Date: 09 / 16 / 2026

Currency: USD

Requisition Type: Goods

High Priority: ☐

Sourcing Buyer:

Submitted by: Marisa O'Leary

Memo to Suppliers:

Internal Memo:

Goods

Services

Attachments

Drop files here
or
Select files

Submit | Save for Later | Continue Shopping | ...

Image 6: Review, Attach Documents and Submit the Requisition

- (2) **Attach Documentation.** If documentation is required to support your Ship-to-Home Exception, attach it to the requisition before submitting.

In the **Attachments** section, select **“Select files”** or drag and drop the file into the attachment area (see **“b”** in image 6 above).

- (3) **Alert Notification.** You will see an orange soft alert (see **“c”** in image 6 above), that when clicked, references an **Ad Hoc Address** (see image 7 below). This alert is expected and does not prevent you from proceeding.

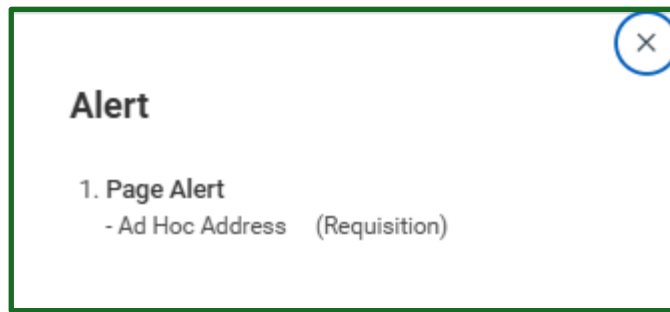


Image 7: Ad Hoc Soft Alert

- (4) **Submit the Requisition.** Select **Submit** onto send the Requisition for approval.

Step 7: Approval

Once you submit the Requisition, it will begin the Workday approval process. You can monitor its progress through **My Requisitions** and **Process History**.

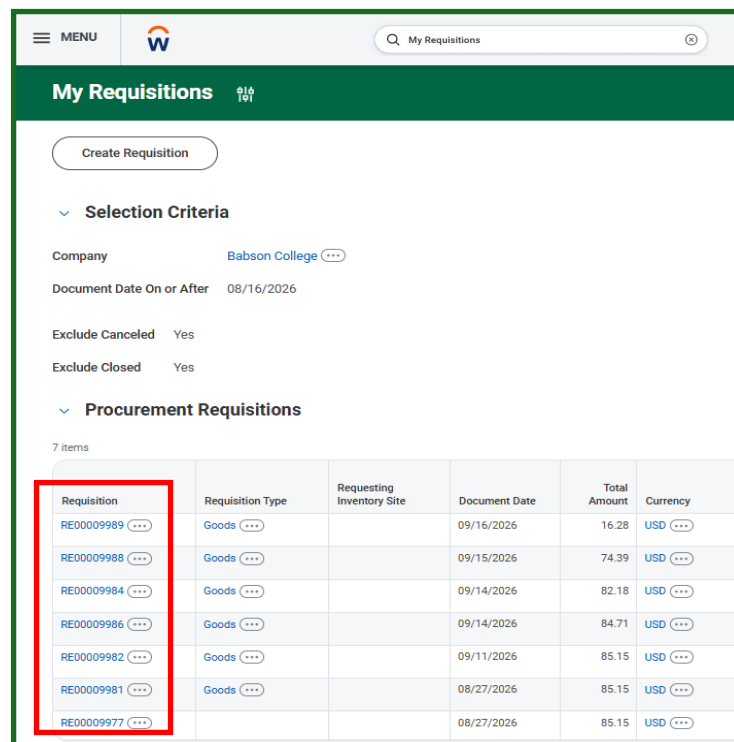


Image 8: Viewing "My Requisitions"

- (1) Once you have entered "**My Requisitions**" in the Workday search bar, you can use the available filters or view all your Requisitions.
- (2) Select the applicable Requisition to view its details and process history (*see image 8 above*).
- (3) Once you have selected a Requisition, scroll down until "Process History". Select and you will be able to view all required approvals and what approvals remain (*see image 9 below*).

Goods Lines

Process History

Process History 4 items

Process	Step	Status	Completed On
Requisition Event	Requisition Event	Step Completed	09/14/2026 01:40:01 PM
Requisition Event	Review Requisition	Not Required	
Requisition Event	Approval by Buyer	Awaiting Action	
Requisition Event	Approval by Project Manager	Not Required	
Requisition Event	Approval by Cost Center Manager	Not Required	
Requisition Event	Approval by Cost Center Manager	Not Required	
Requisition Event	Approval by Cost Center Owner	Not Required	

Image 9: Viewing “Process History”

IMPORTANT

Ship-to-Home Exception requisitions route to **Procurement for approval before** continuing through the remaining Workday approval process.

C. Summary

You now have completed the steps to submit a Ship-to-Home Exception through the Amazon Business Punchout. Once all required approvals are complete, Workday will generate the purchase order and transmit the order to Amazon Business to fulfillment.

For questions about the Amazon Business punchout process, please contact the [Procurement Office](#).