

BABSON COLLEGE

AMAZON BUSINESS PUNCHOUT – EMPLOYEE JOB AID

Workday

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A. Getting Started

Purpose

This job aid provides step-by-step instructions for purchasing business-related goods through the Amazon Business Punchout in Workday (the “**Punchout**”).

The Punchout allows you to shop in Amazon Business while completing the purchasing and approval process through Workday.

(1) **Why We’re Changing the Process**

The Punchout provides a simpler, more automated purchasing experience by moving Amazon purchasing and approvals into Workday.

(2) **What’s Changing**

- Start in Workday. Create a requisition (“**Requisition**”) in Workday and access Amazon Business through the Punchout.
- Shop in Amazon Business. Add the items you need and return your cart to Workday.
- Get approval before purchasing. Your Requisition routes for approval before the Amazon order is placed.
- Select a Babson Ship-To location. Orders are delivered to an available Babson location selected in Workday. Home delivery is limited to approved exceptions.

(3) **Process at a Glance**



Workday → Amazon → Workday → Approval → Purchase Order → Amazon → Shipped to Babson

(4) **When to Use This Process**

Use the Punchout when purchasing business-related goods from Amazon on behalf of Babson College.

KEY BENEFIT

Purchases made through the Punchout do not require an expense report. Once your Requisition is approved and the order is placed, there is no separate expense report for you to create and submit.

B. Buying Through Amazon Business and Submitting the Requisition

Step 1: Access Workday

Navigate to Workday and sign in using your Babson credentials. Once you are logged in, the Workday home page will appear (*see image 1 below*).

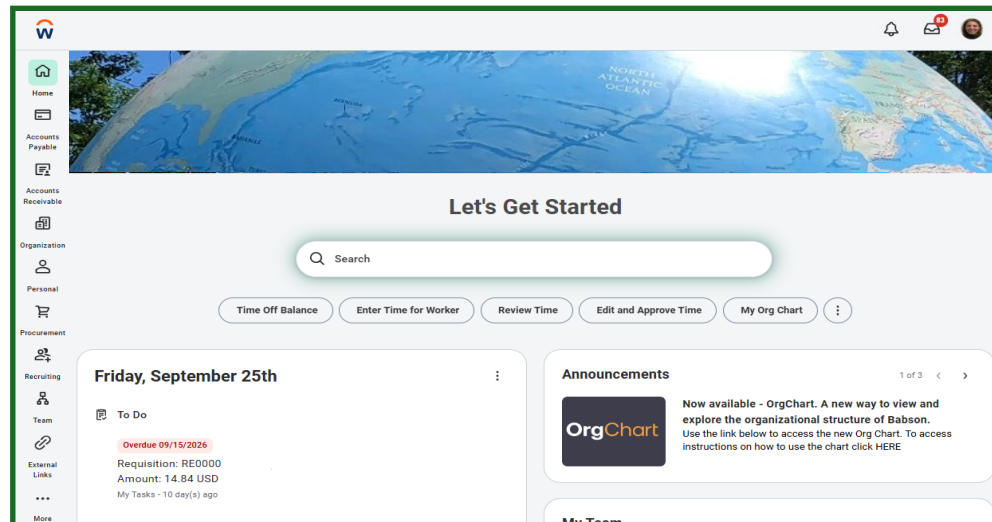


Image 1: Workday Home Screen

DID YOU KNOW?

A **Requisition** is a request in Workday to purchase goods or services. To purchase through the Amazon Business Punchout, you must first start a Requisition in Workday.

Step 2: Start a Requisition

You can start a Requisition two ways within Workday.

(1) **Choose either method below to start:**

a. **Option 1 – From the Search Bar**

You can create a Requisition using the Workday Search bar.

- (i) Type “**Create Requisition**” in the Search bar at the top of any Workday page or in the center of the Workday home page.
- (ii) As you begin typing, “**Create Requisition**” will appear as an option below the Search bar.

- (iii) Select “**Create Requisition**”. (see “a” in image 2 below).

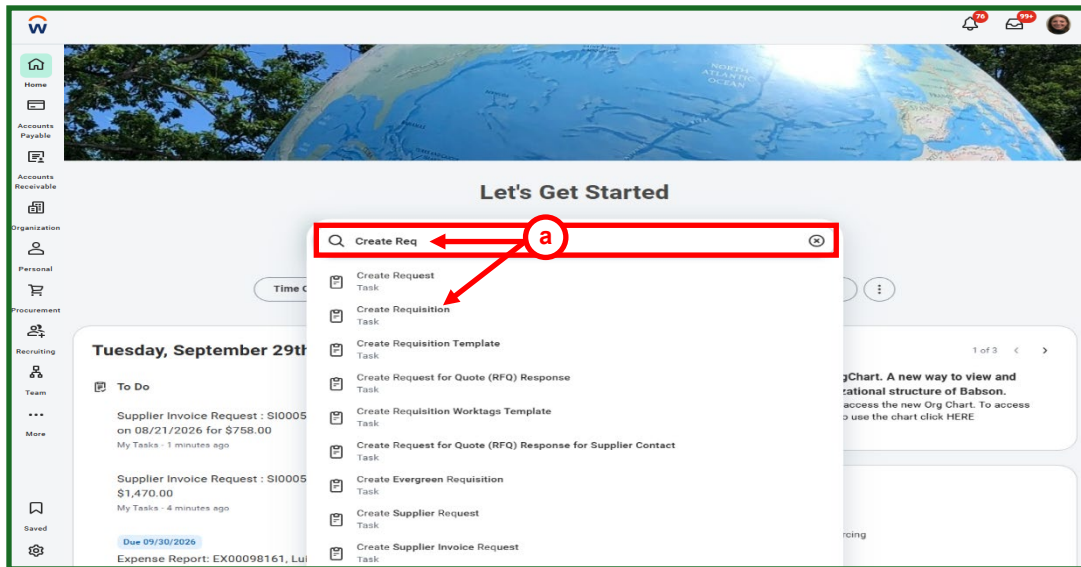


Image 2: Searching for “Create Requisition” in Workday

b. Option 2 – From the Side Bar

You can also create a Requisition using the Workday sidebar.

- (i) Hover over “**Organization**” in the left sidebar.
- (ii) When the menu appears, select “**Requisition**” (see “a” in image 3 below).

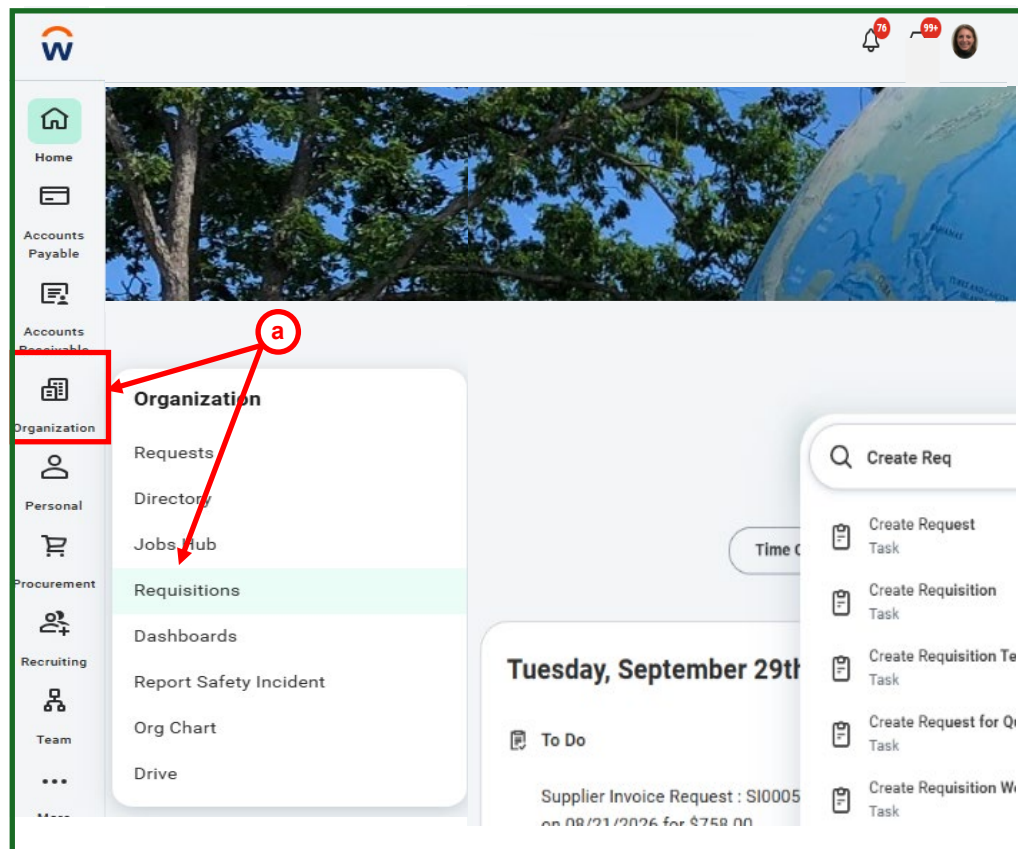


Image 3: Selecting “Requisition” from the Workday Sidebar

(2) Connecting to Supplier Website

You will be taken to your personal Requisition Dashboard (see image 4 below). Scroll to the Ordering Methods section and select **“Connect to Supplier Website”** (see “a” image in 4 below).

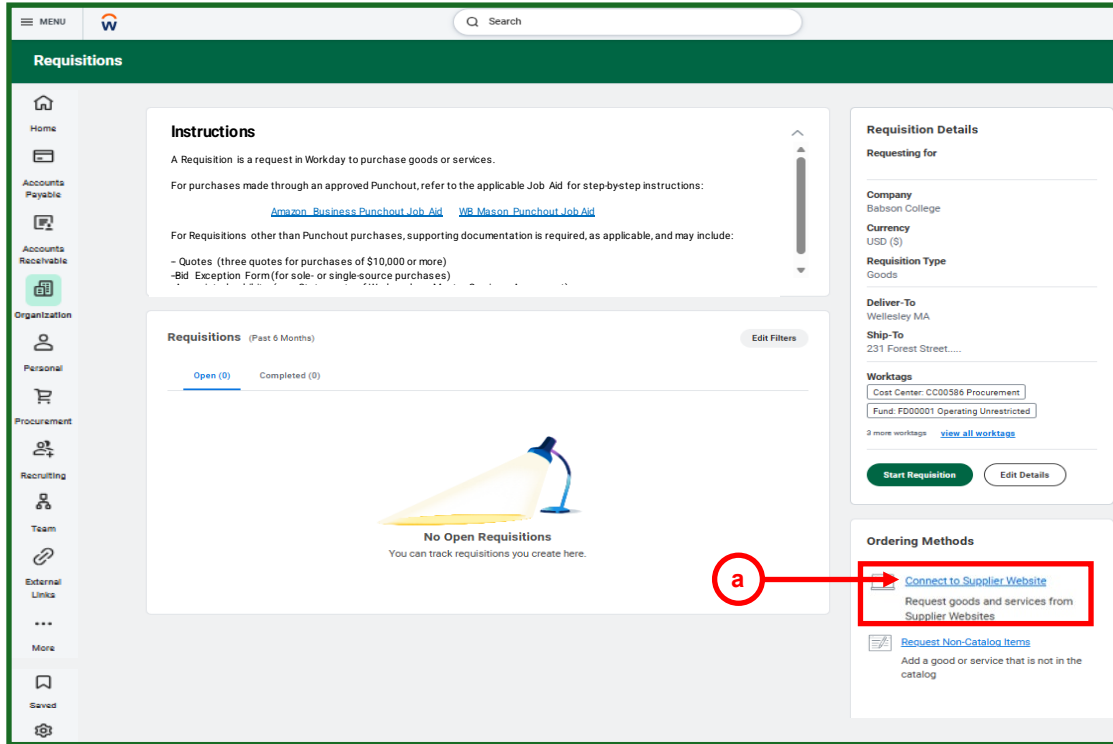


Image 4: Selecting “Connect to Supplier Website”

(3) Connecting to Amazon Business

The “Connect to Supplier Website” screen will appear. Locate Amazon and select **“Connect”** (see “a” in image 5 below).

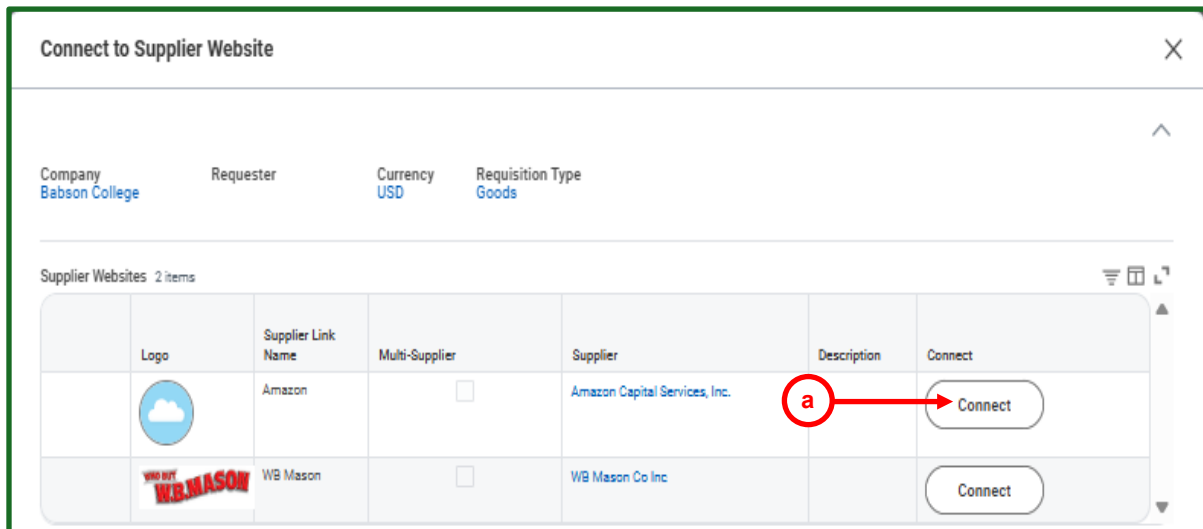


Image 5: Connecting to Amazon Business

Step 3 – Shop in Amazon Business

- (1) Once Connected from Workday, you will be taken to the Amazon Business home page (see image 6 below).

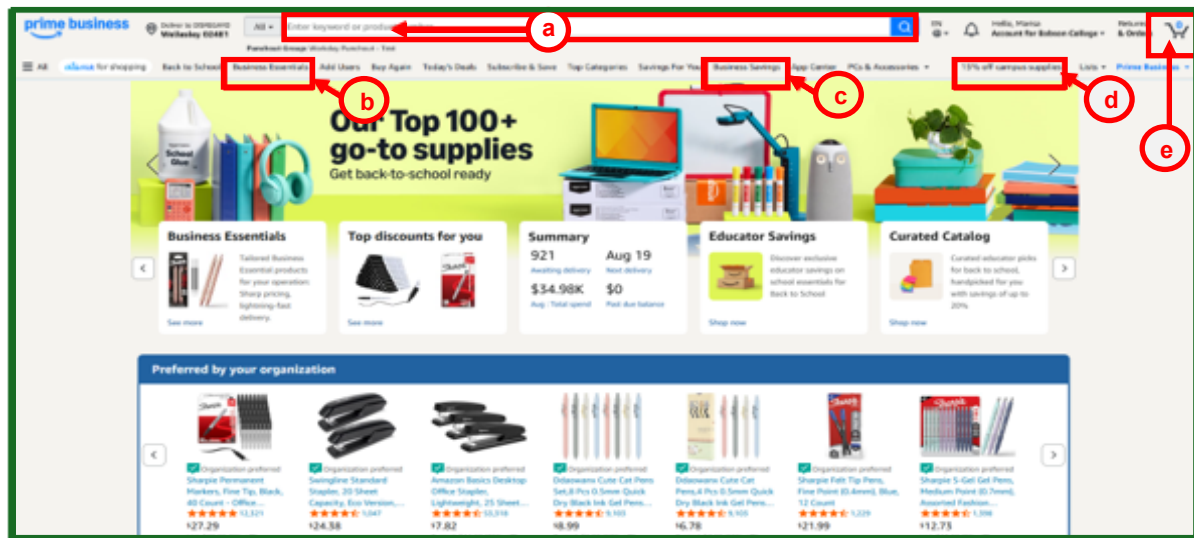


Image 6: Amazon Business Punchout Landing Page

- (2) Use the Amazon Business toolbar to access additional purchasing tools, savings and business – specific shopping options (see image 6 above):
- (a) **Search Bar** – Search for the product(s) you need.
 - (b) **Business Essentials** – Browse commonly purchased business products.
 - (c) **Business Savings** – View available business pricing and savings opportunities.
 - (d) **Higher Education/Campus Savings** – Access higher education-specific offers and campus supply savings.
 - (e) **Cart** – Begin checkout process by selecting the cart icon.
- (3) Proceed to shop for work products as you normally would on Amazon and add the items you need to your cart. Once you have completed your shopping, select “Cart” to review your items and proceed to checkout (see “e” in image 6 above.)
- (4) Review your purchases before checking out (see image 7 below).

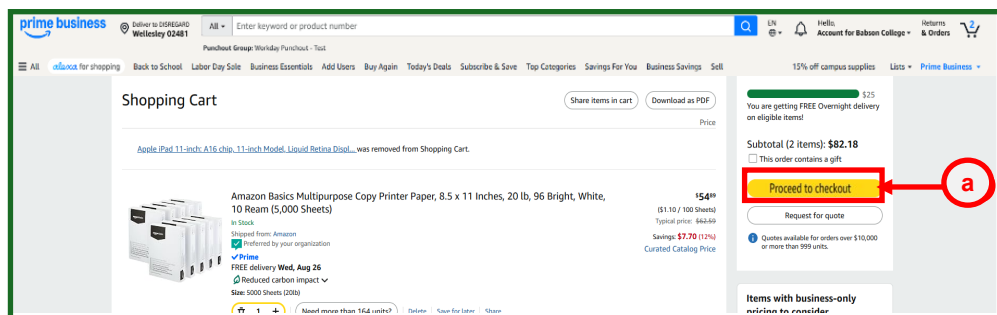


Image 7: Checking Out Through Your Amazon Cart

The Punchout checkout process differs from the standard Amazon Business account experience in the following ways:

- Shipping Address – Orders will ship to Babson campus locations. A home shipping address is only available with an approved **Ship-to-Home Exception** (see “a” in image 8 below).

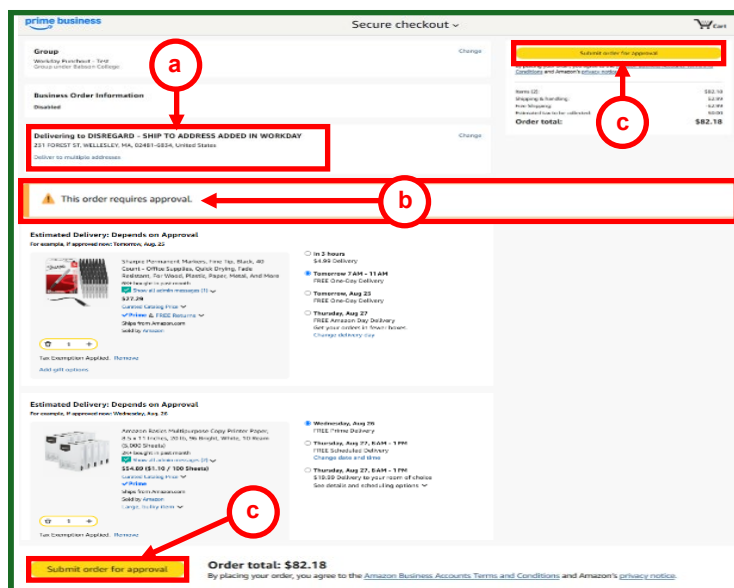


Image 8: Submitting Amazon Purchases for Approval

- Approval Required – Amazon purchases must complete the required Workday approval process before the order is placed (see “b” in image 8 above). The approval process is the same as approving expense reports; however, the approval now occurs prior to purchase.
- Submit Order – Select “**Submit Order for Approval**” to return the cart to Workday and continue the requisition process (see “c” in image 8 above). You have not yet placed the order in Amazon.

IMPORTANT SHIPPING INFORMATION

Ship-to-Home Exceptions are limited to the following two situations:

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

If neither circumstance applies, do not submit a Ship-to-Home Exception request. If one of the above circumstances applies, see the **Ship-to-Home Exception Job Aid** for additional information.

Step 4 – Complete and Submit the Requisition in Workday

- (1) After selecting “**Submit Order for Approval**” in Amazon, you will now see your Punchout cart appear as a Workday Requisition. From this page, you can confirm the Requisition summary, review the accounting information, remove items, add more items by going back into the punchout, save the Requisition as a draft or submit it for approval (see image 9 below).

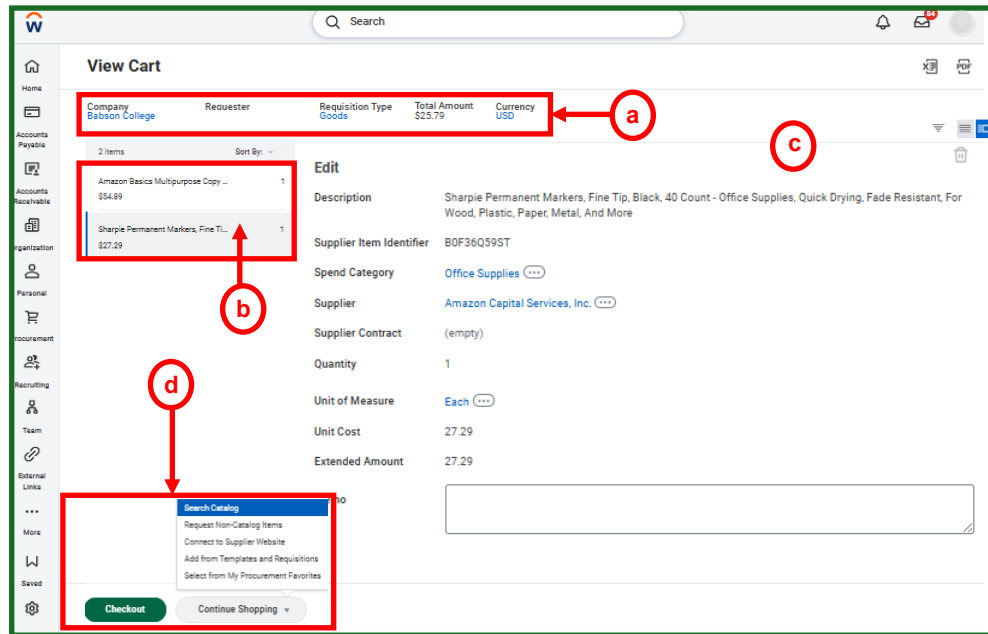


Image 9: Moving from the Punchout to the Requisition

- a. Requisition Summary – Review and confirm the correct the Company, Requester, and Total Amount (see “a” in image 9 above).
 - b. Requisition Items – The items from your Punchout cart appear on the left side of the Requisition (see “b” in image 9 above).
 - c. Item Details – Select an item in the Requisition to view its details, including the description, spend category, supplier, quantity, unit cost, and extended amount (see “c” in image 9 above).
 - d. Checkout / Continue Shopping – Once you have reviewed the Requisition and confirmed the information is correct, select “**Checkout**” to continue. If you need to add additional items, select “**Continue Shopping**”, then “**Connect to Supplier Website**” to return to the Punchout (see “d” in image 9 above).
- (2) Once you select “**Checkout**” from the Requisition, you will be taken to the Workday Requisition Checkout page. This page provides the Requisition details and summary and allows you to remove items and add applicable worktags, save the Requisition as a draft, or submit it for approval (see image 10 below).

The screenshot shows the 'Checkout' page for a requisition. At the top, it displays 'Company: Babson College', 'Requester: [redacted]', 'Requisition: new', 'Status: Draft', and 'Total Amount: 83.15 USD'. Below this are sections for 'Shipping Address' (Deliver-To: Wellesley MA, Ship-To Address: 231 Forest Street, Babson Park, MA 02457, United States of America) and 'Requisition Information' (Request Date: 08 / 27 / 2026, Currency: USD, Requisition Type: Goods, High Priority: unchecked, Sourcing Buyer: [redacted], Submitted by: [redacted], Memo to Suppliers: [redacted], Internal Memo: [redacted]).

The main section is a table of requisition items. Callout 'a' points to the first column (quantity controls). Callout 'b' points to the item description and unit cost columns. Callout 'c' points to the 'Project', 'Gift', and 'Grant' columns. Callout 'd' points to the 'Submit', 'Save for Later', and 'Continue Shopping' buttons at the bottom.

Order	Image	Item Description	*Spend Category	Unit Cost	Extended Amount	Cost Center	Project	Gift	Grant	Fund
1		Amazon Basics 30% Recycled Multipurpose Copy & Print Paper, 8.5 x 11 Inches, 20 lb Weight, 92 Bright, White, Certified, 5000 Sheets (10 Reams)	X Office Supplies	\$7.86	\$7.86	X CC00586 Procurement				X FD00001 Operating Unrestricted
2		Marques Permanent Markers, Fine Tip, Black, 40 Count - Office Supplies, Quick Drying, Fade Resistant, For Wood, Plastic, Paper, Metal, And More	X Office Supplies	\$7.29	\$7.29	X CC00586 Procurement				X FD00001 Operating Unrestricted

Image 11: Completing your Punchout Purchase

- Requisition Items** – Review the items included in the Requisition across the line-item table and confirm quantity and price are correct (see “a” in image 11 above).
- Add/Remove Item** – Use the + or - controls to add or remove Requisition lines (items), if needed (see “b” in image 11 above).
- Worktags** – Scroll horizontally across the line-item table to access applicable worktag fields, including **Project**, **Gift**, and **Grant**, when needed (see “c” in image 11 above).
- Save or Submit** – Select “**Save for Later**” to save the Requisition without submitting it, “**Continue Shopping**” to return to the Punchout, or select “**Submit**” when the Requisition is complete to begin the required Workday approval process (see “d” in image 11 above).

C. After Submission: Approvals and Order Fulfillment

Step 1: Requisition Approval

After you submit the Requisition, it will route through the required Workday approval process. The Amazon order is not placed until all required approvals are complete.

IMPORTANT INFORMATION

The approvers for Punchout purchases are the same approvers used for expense reports. However, approval now occurs **before** the purchase is placed with Amazon. Restricted items will also route to Procurement for additional approval.

Step 2 – View Requisition Status

After submitting your Requisition, you can monitor its status in Workday.

- (1) In the Workday search bar, enter “**My Requisitions**”. You can either select “**My Requisitions**” directly from the drop-down results or press “**Enter**” and select the **My Requisitions** report from the search results (*see image 12 below*).

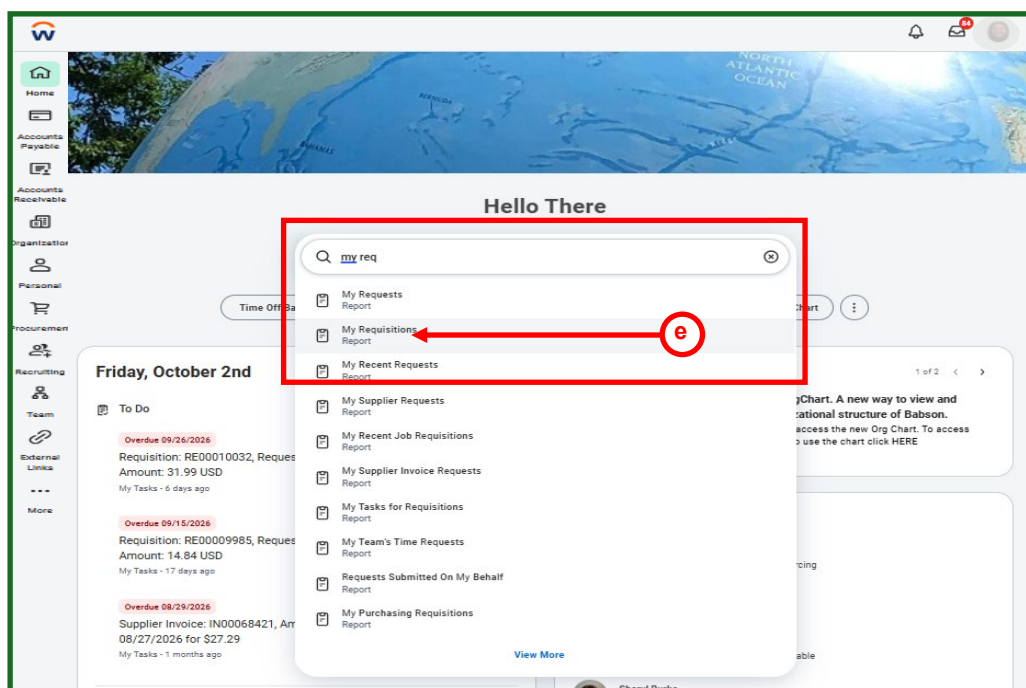


Image 12: Searching for My Requisitions in Workday

- (2) After selecting the “**My Requisitions**” report, you will be taken to the report criteria page (*see image 13 below*), where you can enter parameters to narrow the requisitions displayed in the report.
 - a. Date Parameters – Enter a “**Document Date On or After**” and “**Document Date On or Before**” that includes the Requisition you are looking for. If the

Requisition falls outside the selected date range, it will not appear in the results (see “a” in image 13 below).

- b. Additional Filters – Complete other fields only if you want to further narrow the results.
- c. Okay – Select “**Okay**” to run the report and view your Requisitions (see “b” in image 13 below).

My Requisitions

Company: Babson College

Requisition:

Status:

Requisition Type:

Requesting Inventory Site:

Document Date On or After: 07 / 28 / 2026

Document Date On or Before: MM / DD / YYYY

Supplier:

Spend Category:

Item:

Project:

Purchase Order:

Exclude Canceled: ☒

Exclude Closed: ☒

Include Job Requisitions: ☐

OK

Image 13: My Requisitions Report Criteria

Step 3: Review Requisition Status Progress

- (1) After entering the report criteria and selecting **OK**, the My Requisitions report will display the requisitions that meet your search parameters. From this page, you can review key information including the requisition number, document date, total amount, supplier, purchase order number, and current request status (see image 14 below).

My Requisitions

Create Requisition

Selection Criteria

Company: Babson College

Document Date On or After: 08/31/2026

Document Date On or Before: 10/02/2026

Exclude Canceled: Yes

Exclude Closed: Yes

Requisition Requisitions

Requisition	Requisition Type	Document Date	Total Amount	Currency	Suppliers	Request Status	Edit Requisition
REQ0010034	Goods	10/02/2026	25.79	USD	Amazon Capital Services, Inc.	In Progress	Edit Requisition
REQ0010029	Goods	09/25/2026	30.95	USD	Amazon Capital Services, Inc.	Draft	Edit Requisition
REQ0010031	Goods	09/25/2026	95.78	USD	Amazon Capital Services, Inc.	Draft	Edit Requisition
REQ0009989	Goods	09/16/2026	16.28	USD	Amazon Capital Services, Inc.	In Progress	Edit Requisition
REQ0009988	Goods	09/15/2026	74.39	USD	Amazon Capital Services, Inc.	Draft	Edit Requisition
REQ0009984	Goods	09/14/2026	155.15	USD	Amazon Capital Services, Inc.	Draft	Edit Requisition
REQ0009986	Goods	09/14/2026	84.71	USD	Amazon Capital Services, Inc.	In Progress	Edit Requisition
REQ0009982	Goods	09/11/2026	85.15	USD	Amazon Capital Services, Inc.	In Progress	Edit Requisition

Image 14: My Requisitions Report Results

- a. Requisition Number – Select the blue Requisition number to open a specific Requisition and view additional details, including approval and process history (see “a” in image 14 above).
- b. Request Status – Displays the current status of the Requisition (see “b” in image 14 above).
- c. Edit Requisition – Select the corresponding “Edit Requisition” to make changes to a Requisition in **Draft** (see “c” in image 14 above).

Step 4 – View Requisition Details and Approval Progress

- (1) Select the blue Requisition number from the **My Requisitions** report to open the individual Requisition.
- (2) On the **View Requisition** page, you can review additional requisition details, including item details and approval history. to open that requisition and view additional details, including the approval and process history. At the bottom of the page, you will see the **Goods Lines**, **Balances**, and **Process History** tabs (see image 15 below).
 - a. Goods Line – Displays the individual items included in the Requisition.
 - b. Balances – Displays financial activity associated with the Requisition.
 - c. Process History – Displays the approvals required and processing history for the Requisition.

The screenshot displays the 'View Requisition' interface for requisition RE00009977. The header shows the company 'Babson College' and the requester's status 'Successfully Completed' with a total amount of '85.15 USD'. The main section is titled 'Requisition Information' and lists various fields such as Request Date, Currency, Requisition Type, High Priority, Sourcing Buyer, Submitted by, Consolidate Requisitions on Purchase Orders, Exclude Ship-To Address when Consolidating Requisition Lines, Memo to Suppliers, and Internal Memo. Below this is the 'Shipping Address' section, showing the deliver-to and ship-to addresses. At the bottom, there is a 'Total Tax Amount' of 0.00. A red box highlights the three tabs at the bottom: 'Goods Lines', 'Balances', and 'Process History'.

Image 15: My Requisitions Report Results

- (3) Select **“Process History”** to review the approval progress for the Requisition. Process History displays each approval step, its current status and a timestamp of when that step in the approval process was completed (*see image 16 below*).

Process History 14 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Requisition Event ***	Requisition Event ***	Step Completed	08/27/2026 12:31:56 PM		***
Requisition Event ***	Review Requisition ***	Not Required			
Requisition Event ***	Check Budget ***	Not Required			
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			
Requisition Event ***	Source Goods and Services Requisition ***	Step Completed	08/28/2026 11:30:41 AM	08/28/2026	(Buyer) (

Image 16: Viewing Approval Progress for a Submitted Requisition

- Step** – Identifies each step in the approval process (*see “a” in image 16 above*).
- Status** – Shows whether the step is completed, pending, or not required (*see “b” in image 16 above*).
- Completed On** – Shows the date and time a completed step was processed (*see “c” in image 16 above*).

Step 5 – Order Confirmation and Fulfillment

- (1) Once all required approvals are complete, Workday generates the purchase order and transmits the order to Amazon Business. You will then receive an Amazon order confirmation email with the order details (*see image 17 below*).

From: Amazon.com <no-reply@amazon.com>
Sent: Friday, August 28, 2026 11:57 AM
To: <my@babson.edu>
Subject: [EXT] order placed "Amazon Basics 30% Recycled Multipurpose Copy & Print Paper, 8.5 x 11 Inches, 20 lb Weight, 92 Bright, White, Certified, 5000 Sheets (10 Reams)" and 1 other item

amazon business

Order Information

Purchase Order / Reference: PO00011894
Amazon order # 113-5718002-4061807
Amazon order # 113-7427141-8189058

Hello,
Your order will be successfully fulfilled.

Order 1 of 2: Items that will be shipped

Sharpie Permanent Markers, Fine Tip, Black, 40 Count - Office Supplies, Quick Drying, Fade Resistant, For Wood, Plastic, Paper, Metal, And More

1 at \$27.29 \$27.29

Order 2 of 2: Items that will be shipped

Amazon Basics 30% Recycled Multipurpose Copy & Print Paper, 8.5 x 11 Inches, 20 lb Weight, 92 Bright, White, Certified, 5000 Sheets (10 Reams)

1 at \$57.86 \$57.86

Order details

Amazon order # 113-5718002-4061807
Request received on Thursday, Aug 27, 2026
Purchase Order / Reference: PO00011894

Ship to
LO00001
Babson College
231 Forest Street
Babson Park, MA 02457
United States

Estimated Delivery Date - FREE Prime Delivery
Monday, Aug 31, 2026 - Tuesday, Sep 1, 2026

Buyer
on behalf of Babson College

Summary

Items (1):	\$27.29
Shipping & Handling:	\$0.00
Promotion Applied:	\$0.00
Total before Tax:	\$27.29
Estimated Tax:	\$0.00
Order Total:	\$27.29

Order details

Amazon order # 113-7427141-8189058
Request received on Thursday, Aug 27, 2026
Purchase Order / Reference: PO00011894

Ship to
Marisa O'Leary, LO00001
Babson College
231 Forest Street
Babson Park, MA 02457
United States

Estimated Delivery Date - FREE Prime Delivery
Tuesday, Sep 1, 2026 - Wednesday, Sep 2, 2026

Buyer
on behalf of Babson College

Summary

Items (1):	\$57.86
Shipping & Handling:	\$0.00
Promotion Applied:	\$0.00
Total before Tax:	\$57.86
Estimated Tax:	\$0.00
Order Total:	\$57.86

Image 17: Viewing Your Amazon Business Order Confirmation

From the confirmation email, you can review:

- a. Purchase Order / Reference Number – the Workday PO associated with the Amazon order and Amazon's Order Number (see “a” in image 17 above).
- b. Item Details – the confirmation email separates the order by item or shipment and provides detailed information for each item (see “b” in image 17 above).
- c. Estimated Delivery Date – the date each item is expected to be delivered (see “c” in image 17 above).

Did You Know?

Once the Amazon Business order confirmation is received, ***no additional action is required from you*** unless otherwise notified.

D. Summary

You now have completed the steps to purchase through the Amazon Business Punchout, submit your Requisition for approval, monitor its progress in Workday, and confirm that your approved order has been transmitted to Amazon for fulfillment.

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