In order to purchase from Amazon, you must be a State Pcard holder. Pcards are the only payment method that can be used with the Amazon punchout catalog.

1. Log in to Ohio|Buys. From the Main Menu Navigation bar, click Shop and then select Browse Items from the drop-down menu.

The Browse Items page is displayed. To find the Amazon punchout catalog, remove the item tag filters by clicking the X icon to their left and searching for Amazon in the Keywords field.

2. Punchout catalog items show a Shop Online icon in the Quantity column instead of an Add to Cart button. Click the Shop Online icon to view the Amazon punchout catalog.

When you first access the Amazon punchout catalog, you will be asked to login with your OH|ID on the page below. Please enter your OH|ID in only the numerical format (e.g., 10101010) and use the same password that you use to login to MyOhio. Note that after the first time you login to Amazon, you will not need to enter your OH|ID.

After completing this step, you will encounter one of the following three login scenarios:

a) Scenario A: For the majority of users, you will be granted immediate access to the Amazon punchout catalog. No additional action is required, and you may begin shopping.
How to Access the Amazon Punchout Catalog and Set Up Your Account

Step-by-Step Instructions for Accessing the Amazon Punchout Catalog

b) **Scenario B**: If you currently have an Amazon account associated with your State email address, you will be presented with the option to create a new business account, or merge your personal and business accounts. **If you have not made any personal purchases** (i.e., orders not for Agency or State use) on the Amazon account associated with your State email address, click **Convert my existing Amazon account**. This will merge your account order history and preserve it when accessing the Amazon punchout in the future.

![Image of conversion option]


c) **Scenario C**: If you have an existing Amazon account set up with your State email address and you **have made any personal non-business purchases** using that account, please select **No, I want to create a new account for Amazon Business**. You will be asked to add another email address to the account previously associated with your State email containing your personal orders. This email will be used to log into your personal account moving forward. Your account information such as your order history, payment information, etc. will be preserved in your personal account.

Note that when you login to your personal account with your new email for the first time you will need to set a new password for that account.

▲ Most users that fall under scenarios b or c should follow the instructions for option b. you should only follow the instructions for scenario c if you are sure that you have used your Amazon Business account for personal use in the past.
How to Create a Purchase Requisition using the Amazon Punchout Catalog

Step-by-Step Instructions for Creating an Amazon Punchout Purchase Requisition

Within Amazon, locate the item(s) that you wish to order, add them to your shopping cart, and click **Proceed to Checkout**.

▲ Before purchasing from Amazon, please confirm that there are no similar items available on contract or from dealers in Ohio|Buys. Purchasing from Amazon should only be considered when there are no on-contract alternatives for the item(s) required, or there are logistical challenges that make on-contract purchasing impractical.

▲ Note that standard Pcard purchase limitations apply when purchasing from Amazon.

Select your **Delivery Options** Note that you should always choose the least expensive shipping option available, unless the purchase is time-sensitive. When you have selected your delivery option, click **Continue**.

▲ The Amazon punchout will always show a shipping address of 30 E Broad St. You will enter your actual shipping address in the Ship To field in Ohio|Buys. The address on your purchase order will reflect the address entered in Ohio|Buys and not the address displayed in the Amazon punchout.

▲ Note that the State does **not** have Amazon Prime and so you will not see Prime free shipping options.
Step-by-Step Instructions for Creating an Amazon Punchout Purchase Requisition

The first time that you purchase from Amazon, you will be required to add your payment card. Under Add a Payment Method, click **Add a credit or debit card** and input your Pcard information. Note that this information will be saved, and you will not need to reenter it for subsequent purchases from Amazon.

When you have finished, click **Continue**.

▲ Your Pcard information will be stored separately on your Amazon account. Amazon will process your Pcard information directly once the purchase order is created in Ohio|Buys.

Review the details of your purchase.

When you are ready, click **Submit order for approval** to be punched back into Ohio|Buys.

From here, the purchasing process is the same as creating any Pcard purchase requisition.

▲ For more information on submitting a Pcard purchase, please refer to the Working with Purchase Requisitions in Ohio|Buys Learner Guide.
Additional Information on Ordering from the Amazon Punchout Catalog

Please take note of the following information regarding purchases from Amazon in Ohio|Buys:

▲ All orders from Amazon will display 30 E Broad St. Columbus, OH 43215 as the shipping address during the checkout process. The Ship To address entered on the purchase requisition header in Ohio|Buys is the address that the order will actually be sent to.

▲ If approvals are required, item pricing and availability will remain valid for 7 days from the date at which an order is submitted, during which time the purchase must be fully approved in Ohio|Buys. If approval is not received within 7 days, item pricing and availability may change depending on Amazon’s current pricing and availability.

▲ If there is a price increase on a line item that will impact your order, that item will be deleted from your order.

▲ If there is a problem with your order and it is halted, you will receive an email from Amazon. For additional information, please contact Amazon customer service.

▲ You cannot submit a change order for purchase order from Amazon. If you need to make changes to your order you will need to cancel it and submit a new purchase requisition.

▲ Amazon does not support back ordering items. If you order a higher quantity of an item than is currently available, the available quantity will be sent, and you will need to subsequently close/cancel the purchase order. (e.g., If you order 20 widgets, but after 7 days only 18 are in stock, then only 18 are sent)

▲ Please do not open multiple sessions in the Amazon punchout catalog simultaneously. Doing so can result in any orders placed as a part of these sessions being cancelled.

▲ Please do not delete line items or update their quantities after punching back into Ohio|Buys. Doing so will result in the purchase order being rejected.

▲ An order will be rejected if it contains items with a delivery date 60 or more days in the future

▲ Not all Amazon products and features are available in the punchout catalog associated with Ohio|Buys. Please consult the following table for a list of which products and features will be available to purchase:

<table>
<thead>
<tr>
<th>Amazon Product or Feature</th>
<th>Amazon Business with Punch Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon Fresh</td>
<td>No</td>
</tr>
<tr>
<td>Recurring Delivery</td>
<td>No</td>
</tr>
<tr>
<td>Magazine Subscriptions</td>
<td>No</td>
</tr>
<tr>
<td>Electronic or Physical Gift Cards with Custom Value</td>
<td>No</td>
</tr>
<tr>
<td>Bundled Products (i.e., Items that contain 2 products that may ship separately)</td>
<td>No</td>
</tr>
<tr>
<td>Digital Content (e.g. Kindle eBooks, music, software, Games)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The following are some helpful tips, tools and features to help you navigate the Amazon punchout catalog:

- Amazon also offers **keyword search** to locate the item(s) you need. This search can be filtered by using the category drop-down to the left of the search bar.

- Certain items may offer **quantity discounts**. These discounts can be revealed by clicking on the quantity drop-down on the item.

- Amazon’s homepage includes links to a number of trending categories that may be of interest, including items with quantity discounts and today’s deals.

- As a business buyer, you can create Lists of items you buy regularly or lists of items commonly purchased together. Once activated lists can be kept private or made public to other users via a URL that can be emailed your desired audience.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).