



Quick Reference Guide



Topic : Amazon Punchout Request

Step-by-Step Instructions to create an Amazon Punchout

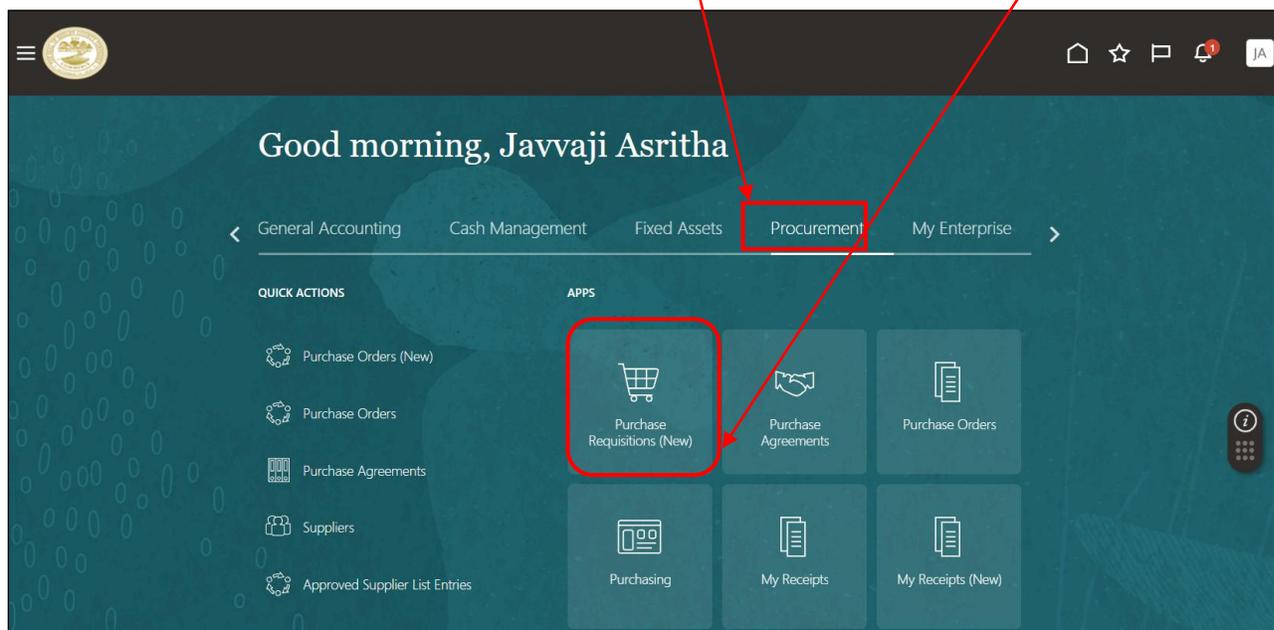
Introduction

The Oracle Fusion Procurement Module enables employees to make purchases through the Amazon punch-out feature, ensuring a streamlined purchasing process for business-related activities.

- Employees initiates the Amazon punch-out process, selects items, and submits the purchase request for approval.

Steps to Create and Submit an Amazon punchout Request

1. Log in to **One Connect**.
2. From the landing (Home) page - navigate to **Procurement** ---> **Purchase Requisitions (New)** work area.





Quick Reference Guide



3. Select **Punchout** under Self-Service Procurement.

Self Service Procurement
Shelby County Business Unit | PURCHASING

Search for items or services

My recent requisitions

Draft Requisition SCPR202675

2 Lines

Creation Date
1/12/26

Shop by category

Browse all

PUNCHOUT

REQUEST FORMS

Self Service Procurement My Requisitions Cart 2

4. From the Supplier Catalog, Select the required items (Organization preferred).

Best sellers in Computers & Accessories Page 1 of 3

- Organization preferred
Anker Nano USB C...
★★★★★ 285
\$29.98
List: \$39.99
prime
- Organization preferred
Nelko Label Maker Machine with Tape, ...
★★★★★ 20,363
57% off Limited time deal
\$17.08
Typical: \$39.99
prime
- Organization preferred
TP-Link Deco 7 BE25 Dual-Band BE5000 WiFi 7 Mesh Wi-Fi System | ...
★★★★★ 17,469
\$199.99
List: \$249.99 (20% off)
prime
- Organization preferred
Sunveza Mac Book Pro Charger - 118W USB C...
★★★★★ 5,260
\$25.48
Typical: \$26.65
5% savings for business
prime
- Organization preferred
Anker Charger, 65W 3-Port Fast Compact...
★★★★★ 19,764
\$29.98
List: \$39.99 (25% off)
Save 27% on 5+ units
prime
- Organization preferred
Charger Compatible with HP Laptop Computer...
★★★★★ 8,436
\$9.30
Typical: \$9.98 (6% off)
Save 8% on 10+ units
prime

Explore departments View all

- Office Products
- Books
- Software
- Electronics & Computers



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5. Enter the required quantity and add the items to the cart by clicking on 'Add to Cart'

Organization preferred
Admin note: "This product is part of the Climate Pledge Friendly program. You're encouraged to buy this product over other alternatives."

Nelko Label Maker Machine with Tape, P21 Bluetooth Label Printer, Wireless Mini Label Makers with Multiple Templates for School Office Home, White

Visit the Nelko Store
4.5 ★★★★★ (20,363) | Search this page
#1 Best Seller in Desktop Label Printers
10K+ bought in past month

Limited time deal
-57% **\$17⁰⁸**
Typical price: \$39.99

prime Two-Day
FREE Returns
Save 6% at checkout [Terms](#)
Save 5% when you buy \$80 of select items [Shop items](#)
May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

\$17⁰⁸
 prime Two-Day
FREE Returns
FREE delivery Thursday, February 12
Shorter shipping distance
Deliver to Oracle - Memphis 38103
In Stock
Qty: 1
Add to cart
Need more than 557 units?
[Request for Quote](#)
Secure transaction
Sold by INK-SYNC and Fulfilled by Amazon.

6. Click on the Cart, then click 'Proceed to Checkout'.

businessprime Deliver to DEFAULT Memphis 38103 All Enter keyword or product number EN Hello, Asritha Account for Shelby County ... Returns & Orders

Punchout Group: Oracle Punchout

All Rufus Presidents' Day Sale Business Essentials Black-Owned Businesses Tax Supplies Buy Again Presidents' Day Sale: February 2-18 Lists Business Prime

Shopping Cart

Share items in cart Download as PDF

Price

Nelko Label Maker Machine with Tape, P21 Bluetooth Label Printer, Wireless Mini Label Makers with Multiple Templates for School Offi...

57% off
Limited time deal
\$17.08
Typical price: \$39.99
Save 5% when you buy \$80 of select items [Shop items](#)

#1 Best Seller in Desktop Label Printers
In Stock
 Preferred by your organization
 prime Two-Day
FREE delivery Thu, Feb 12
FREE Returns
Carbon impact
Color: White
1 [Delete](#) [Save for later](#) [Share](#)

Subtotal (1 item): \$17.08
 This order contains a gift
Proceed to checkout
[Request for quote](#)
Quotes available for orders over \$10,000 or more than 999 units.

Frequently bought together
Nelko Genuine P21 Label Maker Tape, 14x40mm (0.55"x1.57"), Standard Laminated Thermal La... **\$7.98** [Add to Cart](#)

Related products with fast delivery
 Nelko Genuine P21...
★★★★★ 5,237
-41% **\$7.98**
List: \$13.49
 prime FREE Delivery
Thursday, Feb 12



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7. Click on **'Submit order for approval'**. The system will generate a requisition line in Oracle.

business prime Secure checkout

Group Change
Oracle Punchout
Group under Shelby County Government

Business Order Information
Disabled

Delivering to DEFAULT ADDRESS: Validate in Oracle Change
160 N MAIN ST 8TH FLOOR, MEMPHIS, TN, 38103-1866, United States
[Deliver to multiple addresses](#)

Pay by Invoice Change
[Use a gift card, voucher, or promo code](#)

Submit order for approval

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

Items:	\$17.45
Shipping & handling:	\$0.00
Estimated tax to be collected:*	\$0.00
Order total:	\$17.45

8. Edit the requisition lines by clicking on line details. Select the appropriate natural account and attach supporting documents.

Cart Submit
Requisition SCPR202675

1 item Edit Multiple

Logitech C270 HD Webcam, 720p, Widescreen HD Video Calling, Light Correction, Noise-Reducing Mic, Works with Zoom, Nintendo Switch 2's New GameChat Mode, PC/Mac/Laptop/MacBook/Tablet - Black
Sold By AMAZON CAPITAL SERVICES, INC.

\$16.99 EACH
Quantity:

Requisition summary

Subtotal	\$16.99
Nonrecoverable Tax	Tax not calculated
Approval Amount	--

Description
Deliver-to Location
PURCHASING

Charge To
Charge account not derived

Funds Status
Not reserved

Budget Date
2/10/26

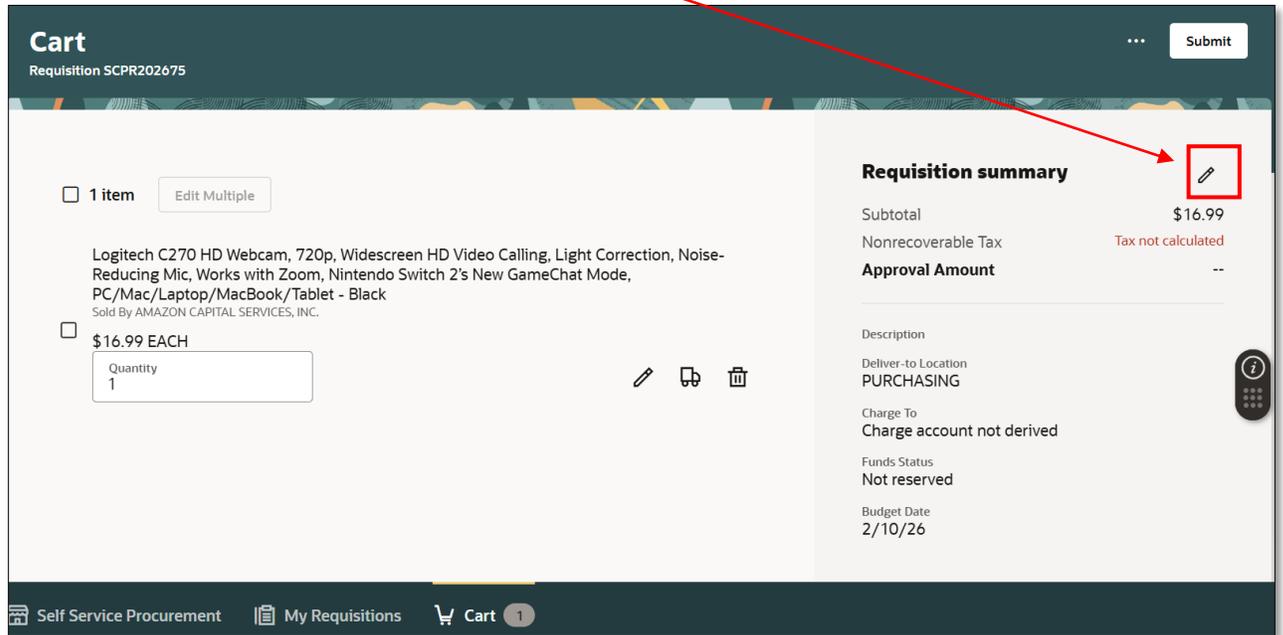
Self Service Procurement | My Requisitions | **Cart 1**



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9. To edit the requisition summary, click on 



Cart
Requisition SCPR202675

1 item [Edit Multiple](#)

Logitech C270 HD Webcam, 720p, Widescreen HD Video Calling, Light Correction, Noise-Reducing Mic, Works with Zoom, Nintendo Switch 2's New GameChat Mode, PC/Mac/Laptop/MacBook/Tablet - Black
Sold By AMAZON CAPITAL SERVICES, INC.

\$16.99 EACH

Quantity: 1

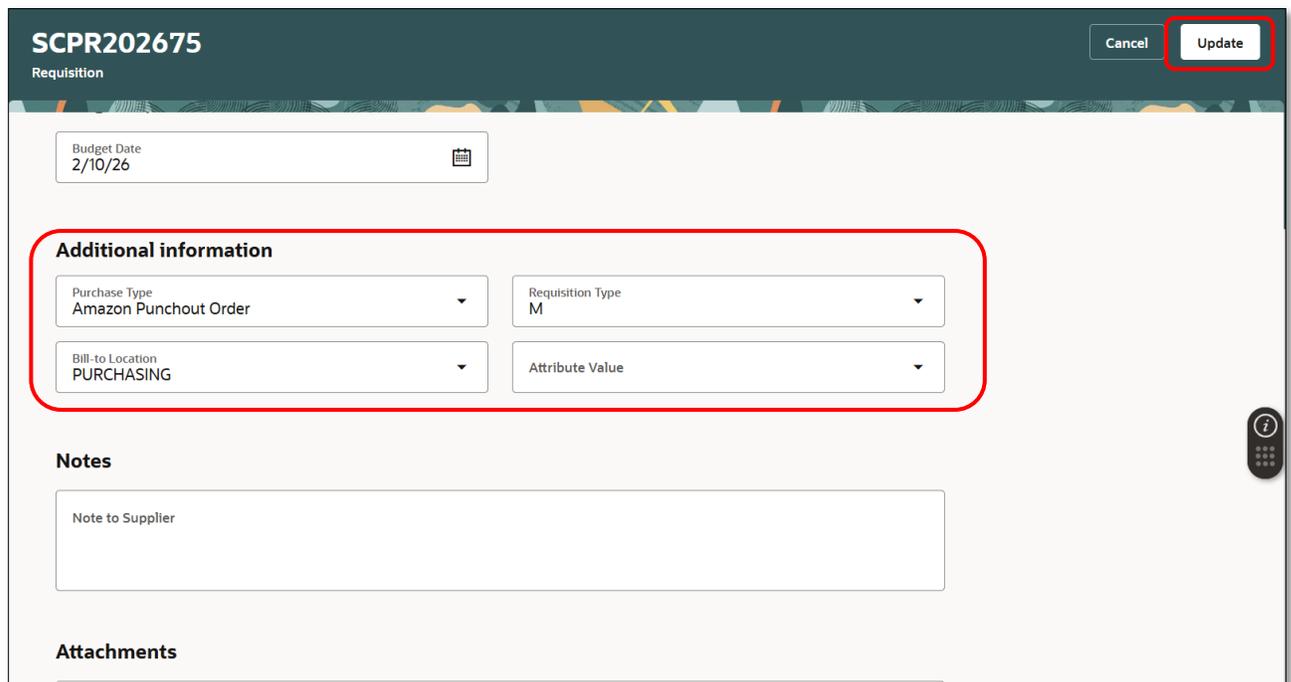
Requisition summary

Subtotal \$16.99
Nonrecoverable Tax Tax not calculated
Approval Amount --

Description
Deliver-to Location PURCHASING
Charge To Charge account not derived
Funds Status Not reserved
Budget Date 2/10/26

Self Service Procurement My Requisitions Cart 1

10. Complete all required fields such as: Description, Justification, Additional Information - Purchase Type (select Amazon Punchout Order), Requisition Type, Bill-To Location and Attach any required supporting documents



SCPR202675
Requisition

Budget Date 2/10/26

Additional information

Purchase Type Amazon Punchout Order
Requisition Type M
Bill-to Location PURCHASING
Attribute Value

Notes

Note to Supplier

Attachments

Cancel **Update**



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11. On the Submit page, click the three-dot (More Actions) menu to:
 - Check Funds – Verify budget availability in the fund account.
 - View Approvers – Review the approval hierarchy.
 - View PDF – Download a copy of the requisition.
 - Save for Later – Save the requisition as a draft

12. Click on **'Submit'**

Cart
Requisition SCPR202675

1 item [Edit Multiple](#)

Logitech C270 HD Webcam, 720p, Widescreen HD Video Calling, Light Correction, Noise-Reducing Mic, Works with Zoom, Nintendo Switch 2's New GameChat Mode, PC/Mac/Laptop/MacBook/Tablet - Black
Sold By AMAZON CAPITAL SERVICES, INC.

\$16.99 EACH

Quantity: 1

Requisition Summary

Subtotal: \$16.99
Nonrecoverable: Not calculated
Approval Amount: --

Description: PURCHASING
Charge To: Charge account not derived
Funds Status: Not reserved
Budget Date: 2/10/26

Submit

Self Service Procurement | My Requisitions | Cart 1