



Amazon Business AggieBuy Training





AGENDA

- **Punchout Access**
- **Common Error Messages**
- **Frequent Questions**
- **Reminders**
- **Troubleshooting and Q&A**



TEXAS A&M
UNIVERSITY®

Punchout Access

“Punch Out” to Amazon Business



TEXAS A&M
UNIVERSITY®

Home

Shopping Cart

Account

Help

Log Out

My AggieBuy

My Favorites

My Orders

My Suppliers

My Forms

My Shop

My Trade-In

My Quick Order

My Browse

My Suppliers

My Categories

My Contracts

My Chemicals

TEXAS A&M UNIVERSITY

AggieBuy

Simple Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc.



Welcome to
Texas A&M University's Purchasing and e-Commerce Website!

Get the latest NEWS about AggieBuy at AggieBuy.tamu.edu

Get the latest TRAINING information at AggieBuy.tamu.edu/Training.html

Showcased Suppliers (Suppliers recently added to the MarketPlace)

WorkQuest

amazonbusiness

Office Supplies / Furniture / Books/Promotional

TEJAS
Office Supplies
Staples HUB Partner


Office Depot HUB Partner


Steelcase HUB Partner


Business Cards & Stationery


Club Colors


Complete Books HUB


TEEX Digital

Computers / Technology


Summa Industries
Dell HUB Partner


Avinext
HUB - Downloadable Quotes

12th MAN
TECHNOLOGY
HUB Reseller Apple/ PC
Products


shi
Computers & Electronics


TODAY'S
Connection HUB Partner


BestBuy HUB Partner


BH
Audio Visual Equipment


M pulse
CDW HUB Partner


HUBS
Computers & Electronics

Scientific & Medical Supplies


avantar
SUMMUS - VWR HUB Partner


POSSIBLE
Fisher Scientific HUB Partner


mavich
Medline HUB Partner


HENRY SCHEN
Athletic/ Medical/ Dental
Supply


BIO-RAD


CAROLINA



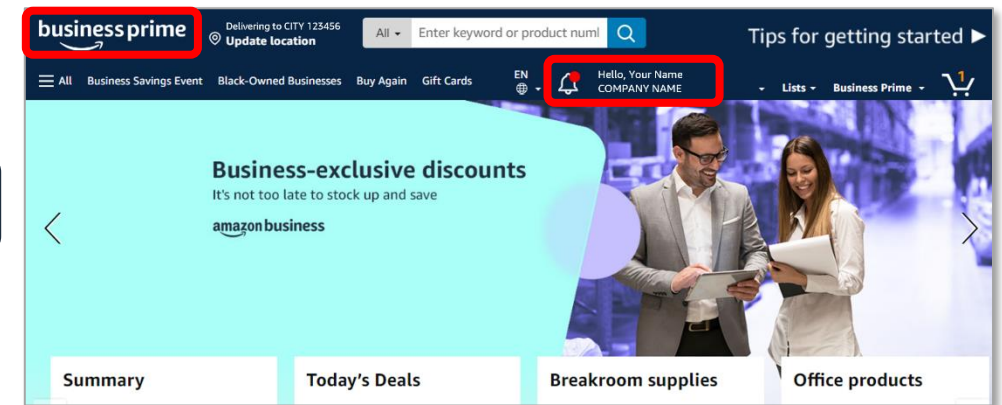
TEXAS A&M
UNIVERSITY

Business vs Personal Accounts

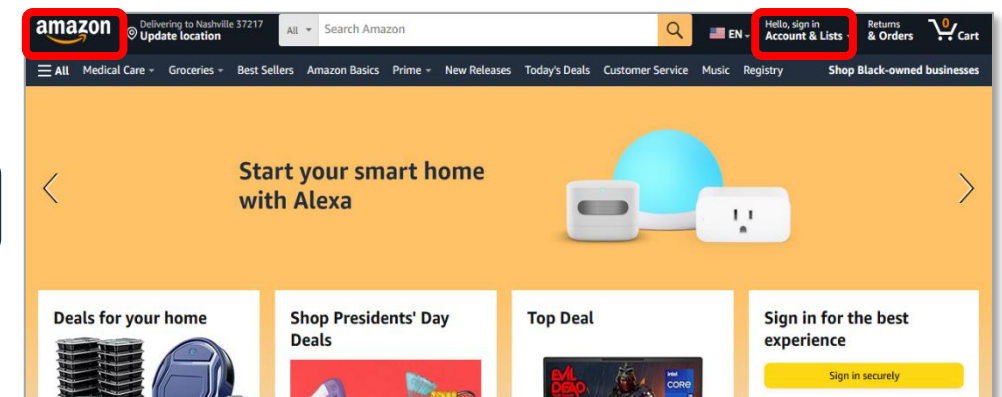
Make sure you're in the right Amazon account

- The Amazon Business account will have the **Business Prime** logo in the top-left corner.
- Account for Texas A&M will be visible under "Hello, Your Name."
- Business-Centric messaging on rotating homepage tiles.

Business



Personal



Common Error Messages

Redirecting to supplier. Please wait.

This PunchOut will open in a new window!!!

Error: "Redirecting to supplier. Please Wait"

Cause: Pop-Up Blocker

Solution: Allow Popups

- Popups are blocked the first time you use **any** punchout catalog in AggieBuy. Once you allow pop-ups for that catalog, the punchout window will open normally.

Please see **step two** in the *Amazon Order Guide* here: [aggiebuy-amazon-order-guide.pdf](#)

! There was a problem

We cannot find an account with that email address

Error: "We Cannot find an account with that email address"

Cause: Your personal email address is linked to Workday (and therefore, AggieBuy)

Solution: You'll need to update your work email to your TAMU email address.

- Follow the steps in the *Workday – Update Email* QRG here: [update-amazon.com-email-address.pdf](#)
- Please note: the change may take up to 24 hours to appear in AggieBuy.

Error: "We already have an Amazon Account with your email address."

Cause: Your TAMU email address is already linked to a separate Amazon account

Solution: Change email OR migrate account

- Change the email address on that account to your TAMU email, or
- Migrate the account into the Texas A&M Central Amazon Business account
- For step-by-step instructions, see the *Updating an Amazon.com Email Address* QRG here: [update-amazon.com-email-address.pdf](#)

We already have an Amazon account with your email address.

We already have an Amazon account with your email address. Please sign in to see your options.

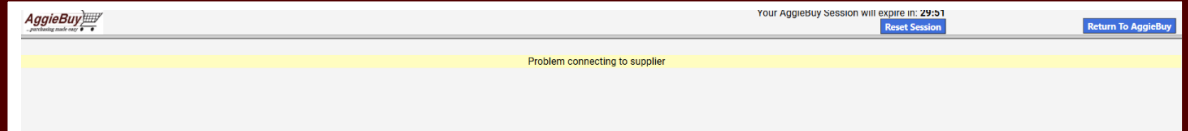
Email or mobile phone number

email@tamu.edu

Continue

By continuing, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

Need help? ▾



Error: "Problem Connecting to Supplier"

Cause: Your TAMU email address is linked to a separate Amazon account that was not migrated into the Central Amazon Business account

Solution: Your email was initially flagged for migration into the Central Amazon Business account, but no action was taken on the migration instructions sent to you.

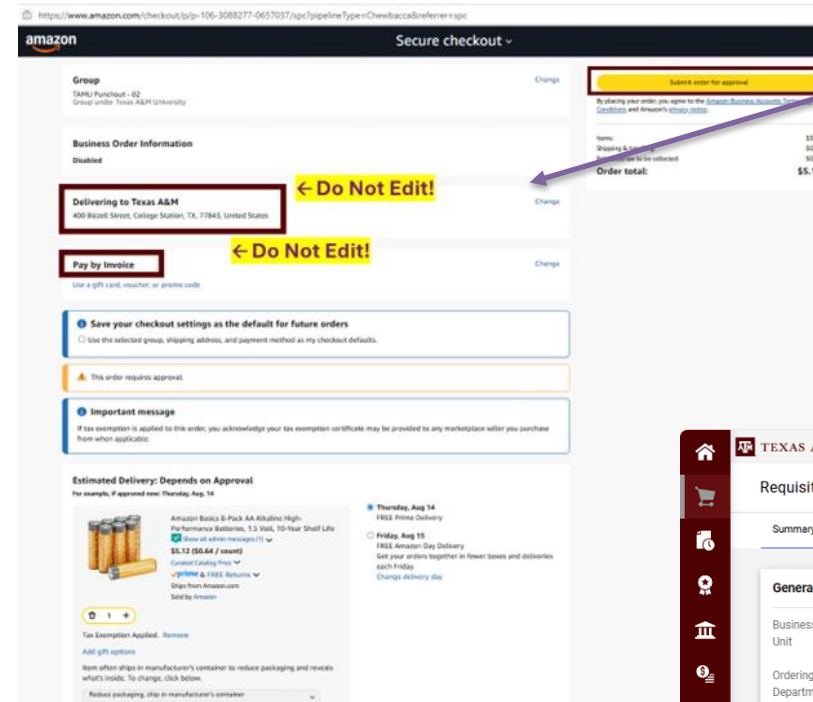
- Please locate the email from Amazon.com with steps to migrate your account.
- If you cannot find it, contact your Procurement office for assistance.

“Why can’t I choose a different shipping address?”

Shipping is determined by the address you select in AggieBuy, **not in Amazon**.

- The address you see in Amazon is just a placeholder—ignore it.
- Your order will ship to the address chosen on your AggieBuy requisition.

For step-by-step instructions, see the *Amazon Order Guide* here: [aggiebuy-amazon-order-guide.pdf](#)



Secure checkout

Group: TAMU Purchasing - 02
Group under Texas A&M University

Business Order Information
Disabled

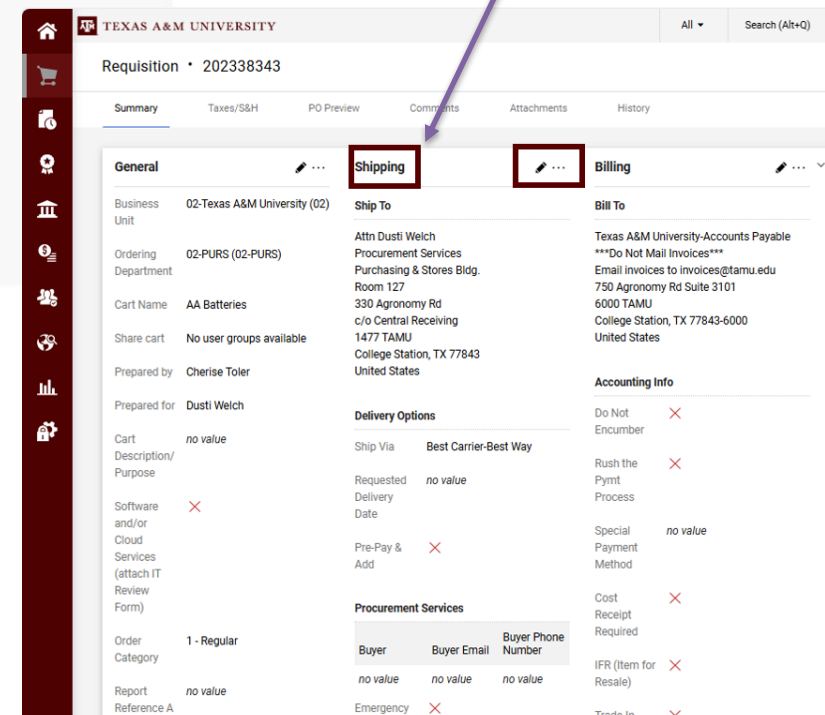
Delivering to Texas A&M
400 Briscoe Street, College Station, TX, 77843, United States

Pay by Invoice

Submit order for approval

Items: \$5.12
Shipping & handling: \$0.00
Estimated tax to be collected: \$0.00
Order total: \$5.12

Do **not** change



TEXAS A&M UNIVERSITY

Requisition • 202338343

Summary Taxes/S&H PO Preview Comments Attachments History

General Shipping Billing

Business Unit: 02-Texas A&M University (02)

Ordering Department: 02-PURS (02-PURS)

Cart Name: AA Batteries

Share cart: No user groups available

Prepared by: Cherise Toler

Prepared for: Dusti Welch

Cart Description/Purpose: no value

Software and/or Cloud Services (attach IT Review Form): X

Order Category: 1 - Regular

Report Reference A: no value

Ship To: Attn Dusti Welch
Procurement Services
Purchasing & Stores Bldg.
Room 127
330 Agronomy Rd
c/o Central Receiving
1477 TAMU
College Station, TX 77843
United States

Delivery Options

Ship Via: Best Carrier-Best Way

Requested Delivery Date: no value

Pre-Pay & Add: X

Procurement Services

Buyer: no value

Buyer Email: no value

Buyer Phone Number: no value

Emergency: X

Bill To: Texas A&M University-Accounts Payable
Do Not Mail Invoices
Email invoices to invoices@tamu.edu
750 Agronomy Rd Suite 3101
6000 TAMU
College Station, TX 77843-6000
United States

Accounting Info

Do Not Encumber: X

Rush the Pymt Process: X

Special Payment Method: no value

Cost Receipt Required: X

IFR (Item for Resale): X

Trade-In: X

Do **change**



“How do I add a shipping addresses in AggieBuy?”

If the address you need isn't available in AggieBuy, you can request it to be added.

- Contacts for shipping address requests:

All Non-AgriLife users:

Jeremy Barrett jeremy.barrett@tamu.edu

Tammy Prater tprater@tamu.edu

AgriLife and TVMDL users:

Submit the [AggieBuy Ship To Address Request Form](#)

- Before requesting a new address, review the Default Addresses section of your AggieBuy profile to confirm the address isn't already listed.

The screenshot shows the Texas A&M University AggieBuy user profile page for Cherise Toler. The page has a header with the university logo and navigation links for 'My Profile' and 'Default Addresses'. The left sidebar contains a list of settings, with 'Default Addresses' highlighted. The main content area is titled 'Default Addresses' and shows a message 'No addresses defined in profile.' under the 'Ship To' tab. A button labeled 'Select Addresses For Profile' is visible in the top right corner of the main content area.

“How do I see My Order History?”



TEXAS A&M
UNIVERSITY®

EN

Hello, Cherise
Account for Texas A&M Uni...

Manage Your Business
Buying Policies & Approvals
Billing & Shipping
Users
Tax Exemption & licenses
System Integrations

Quick Actions
Add Users
Manage Budgets
Set Spending Limits
Track Receiving for 3WM
Get the new B2B mobile app
Simplify Your Reporting

Your Account
Cancel Punchout & Sign Out

Your Account
Your Account
Your Orders
Business Settings
Business Analytics
Manage Subscribe & Save
Business Prime
Bulk Ordering
Your Interactions
Start a Selling Account

Customer Service

Your Account > Your Orders

Your Orders

Item, order or PO number...

Search Orders

Orders

Buy Again

Not Yet Shipped

Digital Orders

Local Store Orders

Amazon Pay

Cancelled Orders

Viewing 1 orders placed in

Your orders : Paid By Texas A&M University

Last 3 months

View order reports

Order placed
August 12, 2025

Total
\$5.12

Ship to
Dusti Welch,Procurement Services

Placed by
Cherise Toler
TAMU Punchout...

PO# AB1055116
Order # 114-5285775-2945007
[View order details](#)
[Printable Order Summary](#)

This order was approved in your purchasing system.

Arriving tomorrow



Amazon Basics 8-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life
\$5.12

Buy it again

Track package

Cancel items

Print packing slip

View or edit order

Chat with us

Additional Questions



How do I order digital gift cards?

Access to purchase digital gift cards may be granted to a **limited** number of users. Contact your Procurement office to request access.

Why didn't I receive an invitation to join the account?

Not everyone received an invite to join the Amazon account—**and that's okay.**

- If you already had an external Amazon account tied to your TAMU email, **you got an invite** so you could migrate into the Central Amazon Business account.
- If you did not have an Amazon account with your TAMU email, **you didn't need an invite.** You're automatically added to the Central Amazon Business account the first time you use the Amazon punchout tile in AggieBuy.
- If you were already in the Central Amazon Business account, **you also didn't get an invite**, because you're already set up.

Why can't I see the Amazon Business punchout tile in AggieBuy?

Not all System members can see the punchout tile because not all members are participating in the Amazon Business punchout.

Participating members include: TAMU, TAMUG, HSC, TEES, TTI, AgriLife, and TVMDL

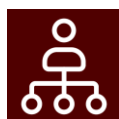


TEXAS A&M
UNIVERSITY®

Reminders



Prevent rejected orders:



Multiple punch-out sessions

Several active punchout sessions in parallel can cause a rejection in order submission.



No approval within 7 days

If a PO isn't approved within 7 days after cart submission to AggieBuy, the order may be cancelled

14 Days after mid-September



Modified shopping cart

If the final PO varies from the Amazon Business Shopping Cart, the order will be rejected.

Do not change the below on requisitions:

- Number of line items
- Line-item description
- Item quantity
- Item price

If you need to modify/cancel an order, cancel it both on Amazon Business and AggieBuy.

Support HUB Vendors!



TEXAS A&M
UNIVERSITY®

Showcased Suppliers (Suppliers recently added to the MarketPlace)

WorkQuest

amazonbusiness

Office Supplies / Furniture / Books/Promotional



Staples HUB Partner



Office Depot HUB Partner

integ

Business Cards & Stationery



HUB

TEEX Digital

Computers / Technology



Summus Industries
Dell HUB Partner

Avinext

HUB - Downloadable Quotes

12TH MAN
TECHNOLOGY

HUB Reseller Apple/ PC Products



Computers & Electronics

TODAY'S
BUSINESS SOLUTIONS

Connection HUB Partner



Commonwealth-BBVA HUB Partner



Audio Visual Equipment



CDW HUB Partner



Computers & Electronics

Scientific & Medical Supplies



SUMMUS - VWR HUB Partner



Fisher Scientific HUB Partner

mavich

Medline HUB Partner



Athletic/ Medical/ Dental Supply



revvity

(formerly Perkin Elmer)



[TAMUS
Regulation
25.06.01](#)

[System Policy
25.06](#)

[Texas
Government
Code 2161](#)

[Texas
Administrative
Code Chapter 20,
Subchapter D](#)



TEXAS A&M
UNIVERSITY®

Q&A



TEXAS A&M
UNIVERSITY®

Resources

Training Schedule



Month/Day	Date	Audience
June 26 th	9-10am	Staff Q&A with Amazon Business
June 26 th	11am-12pm	Faculty Q&A with Amazon Business
July 16 th	9-10am	Live Virtual Training for Staff: Introduction to Amazon Business in AggieBuy
July 16 th	11am-12pm	Live Virtual Training for Faculty: Introduction to Amazon Business in AggieBuy
August 14 th	9-10am	Live Virtual Training for Staff: Amazon Business Account Access
August 14 th	11am-12pm	Live Virtual Training for Faculty: Amazon Business Account Access
September 11 th	9-10am	Live Virtual Training for Staff: Q&A
September 11 th	11am-12pm	Live Virtual Training for Faculty: Q&A
September 25 th	9-10am	Live Virtual Training for Staff: Virtual Session Troubleshooting
September 25 th	11am-12pm	Live Virtual Training for Faculty: Virtual Session Troubleshooting

NOTE: All previous sessions are recorded and available on the [Procurement Services Website](#)

Contacts



TEXAS A&M
UNIVERSITY®

Texas A&M University

Cherise Toler
Patty Winkler
Jeremy Barrett
Tammy Prater

ctoler@tamu.edu
p-winkler@tamu.edu
jeremy.barrett@tamu.edu
tprater@tamu.edu

TEES

Mary Williams

me-williams@tamu.edu

AgriLife Research / AgriLife Extension / TVMDL

Lindsay Weber
AgriLife Procurement

lindsay.weber@ag.tamu.edu
agpurchasing@ag.tamu.edu

TTI

Holly Fannin

h-fannin@tti.tamu.edu

Amazon Contacts

Wes Black
Katherine George
Alex Villanueva
Amazon Customer Service

wblack@amazon.com
ktgeorge@amazon.com *(Currently on maternity leave)*
amvilex@amazon.com

Option 1: Use [Contact Us](#) in your Amazon Business account

Option 2: Call 1-888-281-3847 for assistance with orders, shipments, or general issue



TEXAS A&M
UNIVERSITY®



TEXAS A&M
UNIVERSITY®

Amazon Business Punchout Experience

The punchout session looks and operates the same as the “.com” shopping experience.

Completing orders looks different.

⚠️ Your cart contains items restricted by your organization.
One or more items in your cart may not comply with the purchasing standards of your organization.

Want to use Net 30 terms for your order?
Choose Pay by Invoice as your payment method at checkout.

Shopping Cart

		Price
	HP Printer Paper 8.5 x 11 Paper Copy &Print 20 lb 1 Ream Case - 500 Sheets 92 Bright Made in USA - FSC Certified 200060 In Stock Organization restricted ✓prime Two-Day FREE delivery Thu, Aug 14 FREE Returns Climate Pledge Friendly Size: 1 Pack 500 Sheets Style: Standard Size (8.5x11)	\$6⁶⁷ (\$0.01 / count)
Qty: 1 Request quote for 999+ Delete Save for later Share		
Frequently bought together		
	Elmer's Disappearing Purple School Glue Sticks Washable 6 Grams 12 Count	\$4.39 Add to Cart X
	Amazon Basics 8-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life #1 Best Seller in AA Batteries In Stock Shipped from: Amazon Preferred by your organization ✓prime Two-Day FREE delivery Thu, Aug 14 FREE Returns Climate Pledge Friendly Size: 8 Count (AA/LRG)	\$5¹² (\$0.64 / count) Typical price: \$6 ⁴⁹ Savings: \$1.37 (21%) Curated Catalog Price
Qty: 1 Buying in bulk? Delete Save for later Share		
		Subtotal (2 items): \$11.79

Subtotal (2 items): \$11.79
☐ This order contains a gift
Proceed to checkout

 **Download cart to PDF**
Download
Download your cart's contents to a printable PDF.

Items with business-only pricing to consider

**Kleenex Ultra Soft...**
★★★★★ 85,656
-9% **\$5⁹⁹**
(\$1.66/100 Sheets)
Price \$6⁶⁹
✓prime FREE Delivery
Thursday, Aug 14
Add to cart

**Puffs Ultra Soft Facial...**
★★★★★ 2,308
-19% **\$2⁹⁹**
List: \$6⁶⁹
Get it Monday, Aug 18
Add to cart

**Kleenex Trusted Care...**
★★★★★ 27,676
-4% **\$7⁶⁹**

Completing the Amazon Order in AggieBuy



Shopping Cart

TEXAS A&M UNIVERSITY

Shopping Cart • Shopping Cart

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) | [Browse](#) | [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02) Pre-Pay & Add ☐ Do Not Encumber ☐

Cart Name: 2025-04-03 116094222 01 Emergency (attach justification) ☐ Rush the Pymt Process ☐

Share cart: No user groups available

Prepared by: Cherise Toler Sole Source (attach justification) ☐ Special Payment Method ☐

Prepared for:

Cart Description/Purpose: HSP-P&B Required ☐ Cost Receipt Required ☐

Software and/or Cloud Services (attach IT Review Form) ☐ Contract Number: IFR (Item for Resale) ☐

Order Category: 1 - Regular ☒ Start Date: Trade-In ☐

Report Reference A: End Date: Create Asset Manually ☐

Report Reference B: Add to Asset Number:

Route to Procurement Services ☐

Summary

Details

For Sherry Parker

Total (5.12 USD)

Subtotal 5.12

Shipping 0.00

Handling 0.00

Total 5.12

1 Item

AMAZON.COM SERVICES LLC - 1 Item - 5.12 USD

Powered by JAGSHER | Privacy Policy



Requisition

TEXAS A&M UNIVERSITY

Requisition • 202338343

Summary Taxes/S&H PO Preview Comments Attachments History

General Shipping Billing

Business Unit: 02-Texas A&M University (02) Ship To: Attn Dusti Welch
Procurement Services
Purchasing & Stores Bldg.
Room 127
330 Agronomy Rd
c/o Central Receiving
1477 TAMU
College Station, TX 77843
United States

Ordering Department: 02-PURS (02-PURS)

Cart Name: AA Batteries

Share cart: No user groups available

Prepared by: Cherise Toler

Prepared for: Dusti Welch

Cart Description/Purpose: no value

Software and/or Cloud Services (attach IT Review Form): ☒

Order Category: 1 - Regular

Report Reference A: no value

Report Reference B: no value

Emergency: ☒

Delivery Options

Ship Via: Best Carrier-Best Way

Requested Delivery Date: no value

Pre-Pay & Add: ☒

Procurement Services

Buyer	Buyer Email	Buyer Phone Number
no value	no value	no value

Buyer: no value Buyer Email: no value Buyer Phone Number: no value

Emergency: ☒

Billing

Bill To: Texas A&M University-Accounts Payable
Do Not Mail Invoices
Email invoices to invoices@tamu.edu
750 Agronomy Rd Suite 3101
6000 TAMU
College Station, TX 77843-6000
United States

Accounting Info

Do Not Encumber: ☒

Rush the Pymt Process: ☒

Special Payment Method: no value

Cost Receipt Required: ☒

IFR (Item for Resale): ☒

Trade-In: ☒

Summary

Draft

Total (5.12 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 5.12

Shipping 0.00

Handling 0.00

Total 5.12

What's next for my order?

Next Step: Budget Check

Approvers: There are no approvers

Workflow: ...

Draft

Active

Cherise Toler

On behalf of: Dusti Welch

Budget Check

Future

The order is not complete yet



Two Steps To Complete on the Requisition:

1. Add Shipping address

Edit Shipping

Ship To

CURRENT ADDRESS

Attn: Dusti Welch ☐ Add to my addresses

Department: Procurement Services

Bldg/Rm: Purchasing & Stores Bldg.

Room: 127

Address Line 1: 330 Agronomy Rd

Address Line 2: c/o Central Receiving

Address Line 3: 1477 TAMU

City: College Station

State: TX

Zip Code: 77843

Country: United States

Search additional Results Per Page: 10

2. Add accounting codes

Accounting Codes

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2025	02 Texas A&M University	02-PURS 02-Procurement Services	02-272010- 00000 Procurement Services Ops	no value	no value	no value	no value	L Local

Internal Notes and Attachments

Internal Note: no value

Internal Attachments: [Add](#)

External Notes and Attachments

Note to all Suppliers: no value

Attachments for all suppliers: [Add](#)

PO Clauses: 3 [Edit](#) | [View details](#)

TEXAS A&M UNIVERSITY

All

Search (Alt+Q)

5.12 USD

77

1

Requisition • 202338343

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General

Shipping

Billing

Business Unit

02-Texas A&M University (02)

Ordering Department

02-PURS (02-PURS)

Cart Name

AA Batteries

Share cart

No user groups available

Prepared by

Cherise Toler

Prepared for

Dusti Welch

Cart Description/ Purpose

no value

Software and/or Cloud Services (attach IT Review Form)

✗

Order Category

1 - Regular

Report Reference A

no value

Ship To

Attn Dusti Welch

Procurement Services

Purchasing & Stores Bldg.

Room 127

330 Agronomy Rd

c/o Central Receiving

1477 TAMU

College Station, TX 77843

United States

Delivery Options

Ship Via

Best Carrier-Best Way

Requested Delivery Date

no value

Pre-Pay & Add

✗

Procurement Services

Buyer	Buyer Email	Buyer Phone Number
no value	no value	no value

Emergency

✗

Bill To

Texas A&M University-Accounts Payable

Do Not Mail Invoices

Email invoices to invoices@tamu.edu

750 Agronomy Rd Suite 3101

6000 TAMU

College Station, TX 77843-6000

United States

Accounting Info

Do Not Encumber

✗

Rush the Pymt Process

✗

Special Payment Method

no value

Cost Receipt Required

✗

IFR (Item for Resale)

✗

Trade-In

✗

Summary

Draft

Total (5.12 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

5.12

Shipping

0.00

Handling

0.00

5.12

What's next for my order?

Next Step

Budget Check

Approvers

There are no approvers

Workflow

Draft

Active

Cherise Toler

On behalf of: Dusti Welch

Budget Check

Future

To complete your part of the ordering process, select **Submit Order** to submit the requisition.

The requisition will then route for approval before dispatching to Amazon Business.

Order Completion



TEXAS A&M
UNIVERSITY®

TEXAS A&M UNIVERSITY

All ▾ Search (Alt+Q) 0.00 USD

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#)
Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

✓ Requisition 20238343 Submitted

Summary

Requisition number [20238343](#)

Requisition status **Pending**

Cart name AA Batteries

Requisition date 8/12/2025

Requisition total 5.12 USD

Number of line items 1

Options

Print

[Recent orders](#)

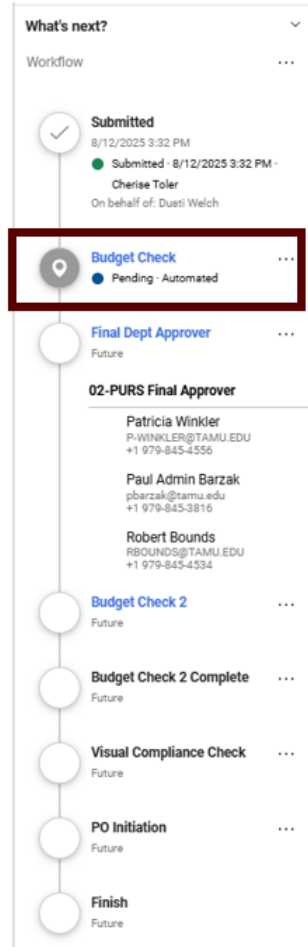
[Return to your home page](#)

The order is **not** approved

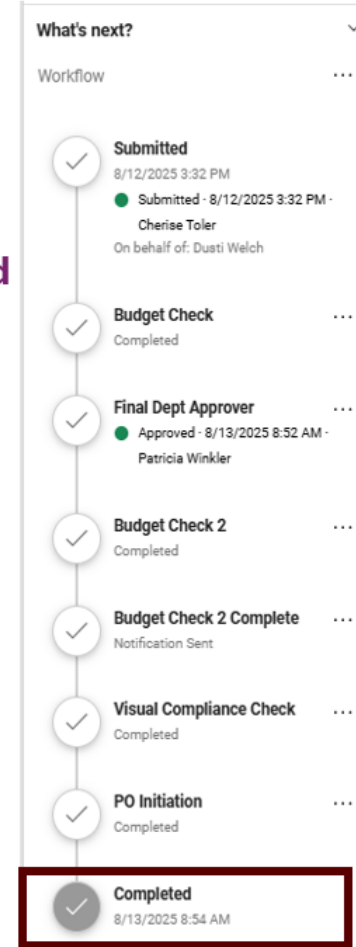
AggieBuy Approvals



TEXAS A&M
UNIVERSITY®



← Not Approved



← Approved

7
Days

(Note: this will change to
14 Days mid-September)

Order Confirmation Email



TEXAS A&M
UNIVERSITY®

Order placed "Amazon Basics 8-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Sh..."



Amazon.com <no-reply@amazon.com>
To: Toler, Cherise



Reply



Reply All



Forward



...

Wed 8/13/2025 9:20 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

This Message Is From an External Sender

This message came from outside your organization.



Order Information

Purchase Order / Reference: AB1055116
Amazon order # [114-5285775-2945007](#)

PO Number

Hello Cherise Toler,
Your order will be successfully fulfilled.

Items that will be shipped



Amazon Basics 8-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life

1 at \$5.12 **\$5.12**

Amazon Order
Number

Amazon order # [114-5285775-2945007](#)

Request received on Tuesday, Aug 12, 2025

Purchase Order / Reference: AB1055116

Ship to

Dusti Welch, Procurement Services
02-Texas A&M University
Purchasing & Stores Bldg., 127
330 Agronomy Rd, c/o Central Receiving, 1477 TAMU
College Station, TX 77843
United States

Estimated Delivery Date - FREE Prime Delivery
Thursday, Aug 14, 2025 - Friday, Aug 15, 2025

Delivery Estimate

Buyer

Cherise Toler on behalf of Texas A&M University

NOTE:

The order confirmation email will be sent to the person who **submitted** the requisition, NOT the person in the "Prepared For" field

Invoicing



TEXAS A&M
UNIVERSITY®

Invoice • [AMAZON.COM SERVICES LLC](#) • 184982864

Summary Matching Supplier Messages Comments 2 Attachments Payments 1 History

Please see the highlighted items below for any matching exceptions.

AB1054007

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/F
^ > < Matched	2 Way PO/Invoices	1	1	B019QBOG3U	Paper Mate Colorful Gel Pens - InkJoy Gel Pens Assorted Medium Point (0.7). Perfect for Vibrant Colored Writing and Sketching with Paper Mate InkJoy 14 Count	EA

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reas
Quantity	1	1	1	
Unit Price	12.58 USD	--	12.58 USD	
Ext. Price	12.58 USD	--	12.58 USD	
Document DTS&H	0.00 USD	--	0.00 USD	

Summary Complete

AMAZON.COM SERVICES LLC

Supplier Invoice No. 1CKW-GCYC-1H19
[View Supplier cXML](#)

Total (12.58 USD)

Subtotal	12.58
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
	12.58

Related Documents

[Purchase Order: AB1054007](#)

[Requisition: 136622813](#)

[Payment: 0368921](#)

What's next?

Workflow

- Submitted 8/11/2025 11:29 AM
- Hold for Receipt Completed
- JAGGAER Pay Eligible Completed

2-Way Match
(No receiving up to \$5,000)

NOTE:
Amazon will
send invoices
electronically
upon delivery
of the
shipment

Returns



TEXAS A&M
UNIVERSITY®

From the same
“Orders”
menu, you can
initiate returns
on delivered
orders

Order placed
August 15, 2025

Total
\$143.99

Ship to
Dusti Welch, Procurement Services
▼

Placed by
Cherise Toler ▼
TAMU Punchout...

PO# AB1057345
Order # 111-6504910-9781013
[View order details](#)
[Printable Order Summary](#)

 This order was approved in your purchasing system.

Delivered August 26



Better Display Cases Clear Acrylic Large Book Display Case 27"(L) x 15" (D) x 6"(H) with Black Base (A135)

Return or replace items: Eligible through September 24, 2025

\$143.99

Buy it again

Problem with order

Get product support

Print packing slip

Track package

Return or replace items

Write a product review

Mark as received

Share gift receipt

Chat with us

Credit Memo



Home

Shopping Cart

AggieBuy TEST Site

Search (Alt+Q)

0.00 USD

3

Notifications

Profile

Credit memo

Amazon.com

3156096

1 of 2 Results

Summary

Matching

Supplier Messages

Comments

Attachments

History

General

Pay Status

In Process

Supplier Invoice No.

e1bca23b96a7

Supplier Name

Amazon.com

Reimburse Vendor ID

no value

Supplier Account No.

no value

PO business unit

02-Texas A&M University (02)

PO Department

02-PURS (02-PURS)

Invoice Owner

Cherise Toler

Invoice Date

7/10/2025

Discount

no value

Addresses

Remit To

701 5th Ave
Seattle, Washington 98104

United States

Address Id 00-X0354620000

3rd Party Address ID 00-X0354620000

Payment Information

Non-PO Goods Rcvd Date

7/10/2025

Invoice Rcvd Date

no value

Check

no value

Note/Attachments

External Note

Extrinsic: CustomFields=

Internal Note

no value

External Attachments

Internal Attachments

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation Weighted

Header-level

Discount

2.40 USD

Summary

Pending

Amazon.com

Supplier Invoice No.

e1bca23b96a7

Total (-37.51 USD)

Subtotal

-28.99

Discount

2.40

Tax1

0.00

Shipping

-3.34

Handling

-7.58

-37.51

Related Documents

Purchase Order: XT0004620

Requisition: 4324183

What's next?

Workflow

Submitted



TEXAS A&M
UNIVERSITY®

“Organization Blocked” Message

- If you see an “Organization Blocked” message, **you may not be accessing Amazon Business through the punchout**
- Purchases cannot be made from an external Amazon or external Amazon Business account
- See the *Amazon Order Guide* for detailed ordering instructions: [aggiebuy-amazon-order-guide.pdf](#)

26 awg Wire, 26 awg PVC Electrical Wire -
SCHDRA UL1007 26Gauge Tinned Copper...

Qty

Filter ▾

★★★★☆ 1,078 ratings

1 option sorted by price + delivery: low to high

New - Business Price
\$848

✖ Organization blocked
✓prime

Add to Cart

FREE delivery Friday, September 12

Ships from

Amazon

Sold by

LeCheng-us

★★★★☆ (53 ratings)

100% positive over last 12 months

Discounts

See all discounts ▾

End of results



TEXAS A&M
UNIVERSITY®

Reminders and Restrictions



TEXAS A&M
UNIVERSITY®

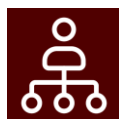
Purchase Order Changes

Please note these nuances if you need to make changes to a punchout order.

- Amazon Business does not support electronic change orders or order cancellations.
- Only “new” PO type is accepted.
- Punchout users will receive a rejection email if they send a “change” or “delete” PO Type.



Potential reasons for rejected orders



Multiple punch-out sessions

Several active punchout sessions in parallel can cause a rejection in order submission.



No approval within 7 days

If a PO isn't approved within 7 days after cart submission to AggieBuy, the order may be cancelled

****14 Days after mid-September****



Modified shopping cart

If the final PO varies from the Amazon Business Shopping Cart, the order will be rejected.

Do not change the below on requisitions:

- Number of line items
- Line-item description
- Item quantity
- Item price

If you need to modify/cancel an order, cancel it both on Amazon Business and AggieBuy.



TEXAS A&M
UNIVERSITY®

Questions?

Procurement Website: [Amazon Business in AggieBuy](#) | [Procurement Services](#)

FAQs: [Frequently Asked Questions](#) | [Procurement Services](#)

QRGs: [Additional Resources](#) | [Procurement Services](#)

Texas A&M Contacts:

Texas A&M University

Patty Winkler	p-winkler@tamu.edu
Cherise Toler	ctoler@tamu.edu
Jeremy Barrett	jeremy.barrett@tamu.edu

Amazon Contacts

Wes Black	wblack@amazon.com
Katherine George	ktgeorge@amazon.com <i>(Currently on maternity leave)</i>
Alex Villanueva	amvilex@amazon.com
Amazon Customer Service	Option 1: Use Contact Us in your Amazon Business account Option 2: Call 1-888-281-3847 for assistance with orders, shipments, or general issues