



Amazon Punchout 

 UVA



# Amazon Punchout Is Live: Updates

Presented By : Procurement Services



# T&E Card Reimbursement Update

We previously shared that direct access (T&E Card Purchasing) and Reimbursements would sunset 6/30/25.

## Sunseting Extended

Sunseting will now delay until September 2025. We are still working to address everyone's concerns and special use cases.

## Punchout Use

If you are shipping to a UVA address, the punchout should be used. Direct Access (T&E Card) should be for orders that are shipped to non-UVA addresses.

If you need to have a UVA on-Grounds address added to Workday, send your request to AskFinance.

# YTD Data (4/25/25)

## ORDERS

Total Orders: ~15,500

Top Orders Categories:

1. Office Products
2. Grocery
3. Business, Industrial, & Scientific Supplies
4. Home Improvement
5. Kitchen

## SPEND

Total Spend: ~\$1 Million

Top Spend Categories:

1. Grocery
2. Office Supplies
3. Business, Industrial, & Scientific Supplies
4. Home Improvement
5. Kitchen

## SHIPPING

Orders: Year to Date Total Orders: ~15,500

Off- Grounds Orders: ~1400





# What To Expect



## T&E Card



- Updated Sunset date to September 2025.
  - All Amazon orders shipping to UVA/Workday addresses should be ordered via the Marketplace.
  - All orders shipped to off-grounds addresses can continue to utilize T&E card ordering.
- Procurement Services will continue to monitor T&E Amazon expenses for on-Grounds use.
- We are currently working on a process to accommodate shoppers who require shipment to non-UVA addresses.

# Resources:

April 30<sup>th</sup> Training Recording & FAQs:

<https://uvafinance.virginia.edu/resources/amazon-punchout-post-training-faq>

Amazon Business Punchout Training Guide: <https://view-su2.highspot.com/viewer/d526811207d6136a0018e56e0622e440#1>

Registration Guide:

<https://view-su2.highspot.com/viewer/f75d29582543adab995b1e0272a9cc75#1>