

Amazon Business Restriction Lift Request for Academic and Research

<http://workday.miami.edu>

Use this document to review the contacts and process to lift the restriction on an item in the Workday Amazon Business punchout catalog in UMarketplace.

Restricted Items

If an end user needs to lift the restriction on an Amazon Business item in UMarketplace, email Annette Arriera annette@miami.edu, Keneth Pallais k.pallais@miami.edu, and Ignacio Calle icalle@miami.edu. We recommend that **all three** emails are included. Provide them with the:

- Reason for lifting the restriction
- Provide comparable quotes from current UM suppliers

Process - Be aware, justifications are subject to review by Purchasing and other supporting departments. Approval may take an estimated three business days.

- Items being requested cannot replace/conflict with an existing UM contract.
- Purchasing may need to get other UM internal approvals from supporting departments such as: Medical Purchasing, IT, Facilities, Auxiliary Services, etc.
- If items plan to be restricted/unrestricted on the Medical/Academic Purchasing side there needs to be written approval between Medical and Academic Purchasing. (Approval estimate 3 business days).