Amazon Punchout Catalog – Checkout Process

All users must follow these steps to checkout of the Amazon Punchout Catalog in E-Market

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Checkout

1. When finished shopping, do one of the following:

   a. Click on Proceed to Checkout.

      ![Amazon Punchout Catalog](image)

   b. Click on your cart (i.e. ![Cart icon]) then click Proceed to Checkout.

      ![Amazon Punchout Catalog](image)

Shipping & Payment

1. Shows the number of shipments expected to fill your order and delivery options.

      ![Amazon Punchout Catalog](image)
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2. If an item is eligible for free 2-day shipping (typically item fulfilled by Amazon), that will automatically be chosen.
   
a. To expedite shipping, click the radio button to change the delivery option if available. Not all items can be expedited.

3. If an item is NOT eligible for free 2-day shipping (typically third-party sellers), the lowest cost shipping option will automatically be chosen.
   
a. To expedite shipping, click the radio button to change the delivery option if available. Not all items can be expedited.

4. When finished making changes, click Continue.

5. Amazon PO invoices will be electronically sent to E-Market to be paid so just click Continue.

Select a payment method

Bryn Mawr College line of credit

Pay by Invoice

Continue
You can review this order before it’s final.
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Place Order

1. Review your order before transferring it to E-Market.

2. Orders are delivered to the ship to address on the Purchase Order sent by E-Market so DO NOT change to the Shipping address field, it will not be saved. Change the ship to address during the E-Market checkout process.

3. Change the quantity or shipping method for any item.

4. Order Summary shows the total cart amount including shipping and tax.
   a. For items fulfilled by Amazon the tax should be $0.
   b. For items fulfilled by a third-party seller the tax may or may not be $0. This depends on whether the seller has an agreement with Amazon to honor sales tax exemptions.

Questions? Contact bmcemarket@brynmawr.edu
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5. When ready to bring your cart back to E-Market, click Submit order for approval.

![Submit order for approval](image)

6. Amazon will create a shadow order in your account for 7 days.
   a. If a Purchase Order is received by Amazon from E-Market within 7 days for this shadow order the prices will be honored and your order will be filled.
   b. On day 8, the shadow order will automatically delete from your account order history.
   c. If a Purchase Order is received by Amazon from E-Market on day 8 or later, the order will be filled based on current product pricing and availability. The order may be halted (see example email below) and/or cancelled by Amazon if the amount(s) are outside of BMC order tolerance settings and/or the product(s) are no longer available.

   ![Order Information](image)

   Hello Amy Gaffney,
   
   Thank you for shopping with Amazon.com. Your item(s) cannot be ordered at this time. Itemized order details are below.

   **Your order has been halted**
   
   The item(s) cannot be ordered due to a change from the time the order was placed, and when it was processed. Item availability and price can change within the Amazon marketplace, and our attempt to find a replacement item was not successful. Common reasons for this error are a change in available quantity, item price, or another situation. Please contact your organization if you have any questions.

   **Items that will not be shipped**
   
   There wasn't enough in stock to fill your order and we couldn't find a replacement. Try ordering it again.

7. Your cart will be transferred to E-Market. If applicable, shipping/handling fees will be included in the cart total.

8. Click on Proceed to Checkout as you normally would and go through the E-Market checkout steps to place your order.