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.

   ![Checkout Image]

   b. Click on your cart (i.e. ) then click Proceed to Checkout.

Shipping & Payment

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

   ![Shipping & Payment 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.

![Shipment 2 of 2](image)

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.

![Shipment 1 of 2](image)

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](image)
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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.
5. When ready to bring your cart back to E-Market, click **Submit order for approval**.

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.

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 or assign your cart to your department admin (faculty shoppers only).