

Amazon Punchout Catalog – Checkout Process

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

Contents

Checkout 1

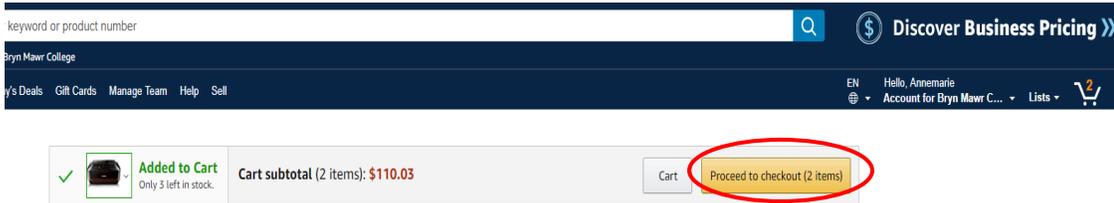
Shipping & Payment..... 1

Place Order..... 3

Checkout

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

a. Click on *Proceed to Checkout*.

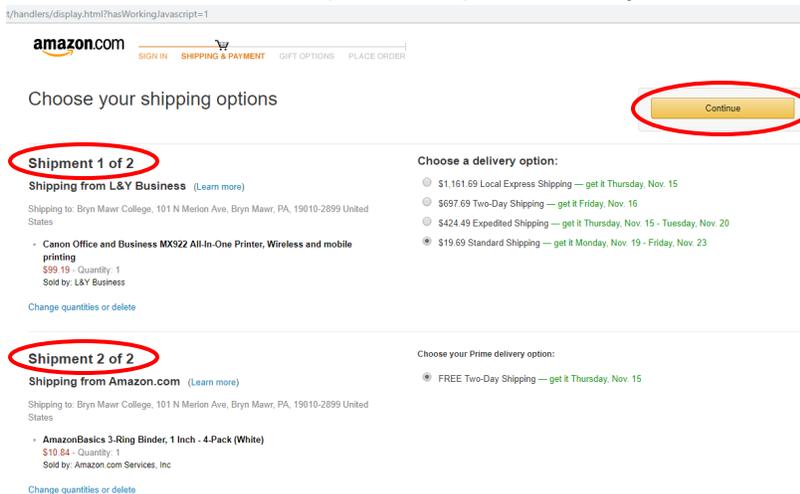


b. Click on your cart (i.e. ) then click *Proceed to Checkout*.



Shipping & Payment

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



Amazon Punchout Catalog – Checkout Process

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

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

Shipment 2 of 2 Choose your Prime delivery option:

Shipping from Amazon.com [\(Learn more\)](#) FREE Two-Day Shipping — get it Thursday, Nov. 15

Shipping to: Bryn Mawr College, 101 N Merion Ave, Bryn Mawr, PA, 19010-2899 United States

- AmazonBasics 3-Ring Binder, 1 Inch - 4-Pack (White)
\$10.84 - Quantity: 1
Sold by: Amazon.com Services, Inc

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 expediate shipping, click the radio button to change the delivery option if available. Not all items can be expedited.

Shipment 1 of 2 Choose a delivery option:

Shipping from L&Y Business [\(Learn more\)](#)

Shipping to: Bryn Mawr College, 101 N Merion Ave, Bryn Mawr, PA, 19010-2899 United States

- Canon Office and Business MX922 All-In-One Printer, Wireless and mobile printing
\$99.19 - Quantity: 1
Sold by: L&Y Business

- \$1,161.69 Local Express Shipping — get it Thursday, Nov. 15
- \$697.69 Two-Day Shipping — get it Friday, Nov. 16
- \$424.49 Expedited Shipping — get it Thursday, Nov. 15 - Tuesday, Nov. 20
- \$19.69 Standard Shipping — get it Monday, Nov. 19 - Friday, Nov. 23

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



Amazon Punchout Catalog – Checkout Process

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

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.

The screenshot shows the Amazon checkout process. At the top, there are navigation links: SIGN IN, SHIPPING & PAYMENT, GIFT OPTIONS, and PLACE ORDER. Below this is the "Review your order" section. It contains several informational boxes: "This order requires approval.", "Save your checkout settings as the default for future orders" (with a checkbox for "Use the selected group, shipping address, and payment method as my checkout defaults."), and "Your order contains company restricted items" (with a note: "One or more items in your order may not comply with the purchasing standards for your organization.").

There is an "Important message" box stating: "If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable." To the right of this message is a "Submit order for approval" button and a note: "By placing your order, you agree to the Amazon Business Accounts Terms & Conditions." Below the message is a table for the "Order Summary":

Items (2):	\$110.03
Shipping & handling:	\$19.69
Total before tax:	\$129.72
Estimated tax to be collected:*	\$0.00
Order total:	\$129.72

Below the summary is a link: "How are shipping costs calculated?" and a note: "Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)"

The main order review section includes:

- Payer:** Bryn Mawr College (with a "Change" link)
- Payment method:** Change (Pay by Invoice)
- Promotional Codes:** Enter Code (with an "Apply" button)
- Shipping address:** Bryn Mawr College, 101 N Merion Ave, Bryn Mawr, PA 19010-2899, United States. This field is circled in red in the original image.
- A yellow box with a red border contains the text: "DO NOT change Shipping address here. Change the ship to address during the E-Market checkout process."

At the bottom, there is a section for "Items shipped from Amazon.com" with an "Estimated Delivery: Depends on Approval" (For example, if approved now, Thursday, Nov. 15, 2018). It shows an item: "AmazonBasics 3-Ring Binder, 1 Inch - 4-Pack (White)" with a note: "Bryn Mawr College employees: Supplies". There is a "Choose your Prime delivery option:" section with "Thursday, Nov. 15" selected and "FREE Two-Day Shipping" noted.

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.

This is a close-up of the "Order Summary" table from the previous screenshot. The table is as follows:

Items (2):	\$110.03
Shipping & handling:	\$19.69
Total before tax:	\$129.72
Estimated tax to be collected:*	\$0.00
Order total:	\$129.72

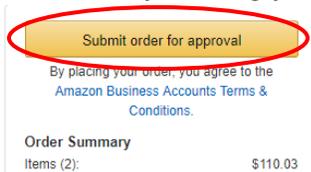
In the original image, the "Estimated tax to be collected:*" row is circled in red.

Below the table is a link: "How are shipping costs calculated?" and a note: "Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)"

Amazon Punchout Catalog – Checkout Process

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

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.
- 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.
 - On day 8, the shadow order will automatically delete from your account order history.
 - 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.



[Your Account](#)

Order Information

Purchase Order / Reference: C0000366124

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

