BRYN MAWR | E-MARKET

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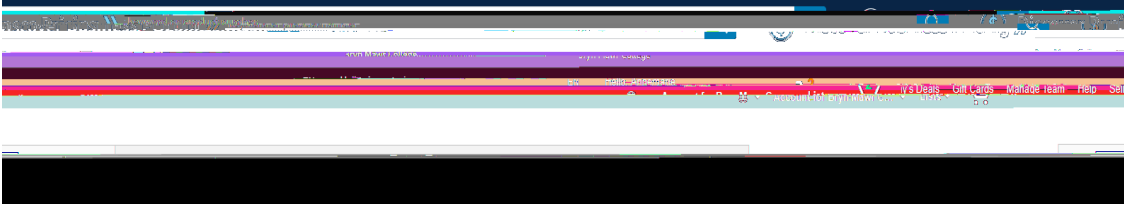
Contents

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.
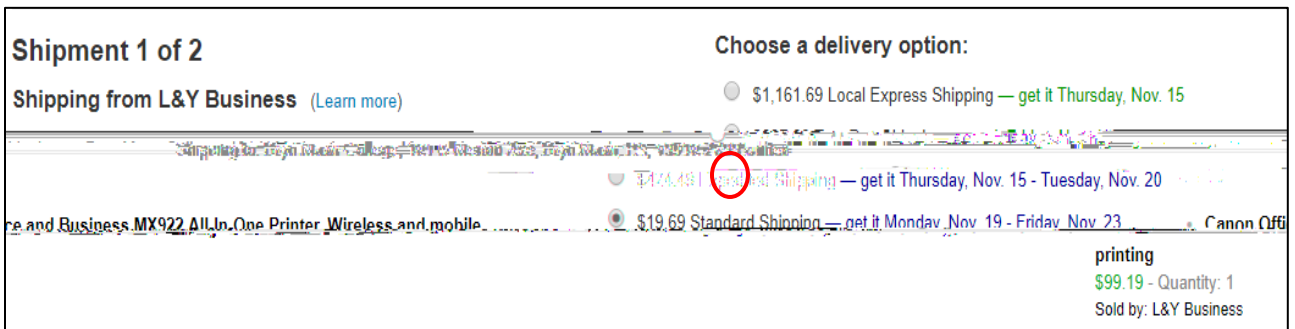
Amazon Punchout Catalog – Checkout Process
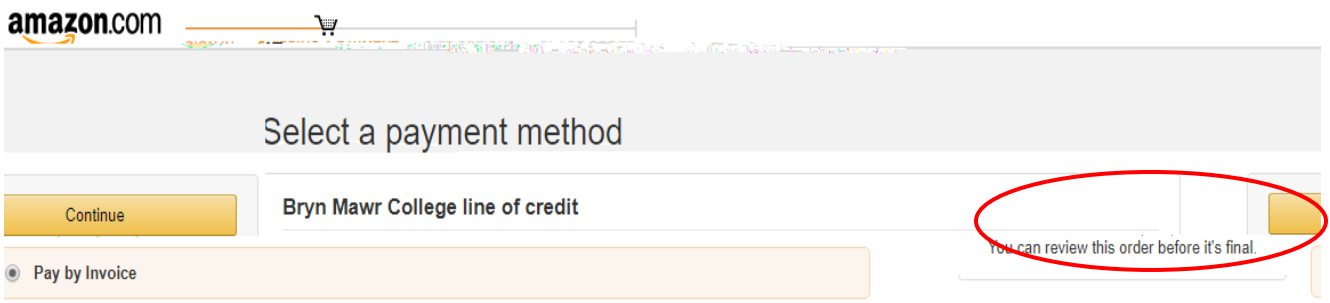*All users must follow these steps to checkout of the Amazon Punchout Catalog in E-Market*

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.

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.

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*.

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. 7 (n)16.g11oC q]BBox 213 744.45 39763.2]Subtyp0413 74475 w 1 j q 1 0 0 1 pe8686 (7 .772 0 T

Amazon Punchout Catalog – Checkout Process

All u