

When you complete your selection of items in the Amazon punch out catalog, it is a good idea to check on potential shipping fees.

1. Before you click on "Submit these items for approval", click on either (1) the shopping cart icon in the upper right corner of the page, or (2) the word "Cart". This will allow you to make a final review of your cart in Amazon. This is the only time you have the opportunity to see estimated shipping charges..

| Your Business: University of Utah UShop   Punchout Group: University of Utah UShop  | 9   |
|---|---|
| amazonbusiness All :  | Go Mary's Account for Business * Lists *  |
| Departments - Today's Deals Sell on Amazon Business Help  | Back to Business Shop for work >  |
| Added to Cart Subtotal (3 items): \$77.93<br><i>i</i> Add \$38.06 of eligible items to qualify for Free Shipping. Details | Cart Submit these items for approval<br>Cancel this Session (Your cart will be saved) |

2. To the right of the items in your cart, you will find a link to Estimate your shipping and tax.

| amazonbu      | JSINESS AN :   |                    |  |  | Go        | Mary's Account for Business 👻 Lists 👻 🤾  |  |
|---------------|--|--------------------|--|--|-----------|--|--|
| Departments   | ✓ Today's Deals Sell on Amazon Business Help   |                    |  |  | 2         | Back to Business Shop for work   |  |
| a@            | Mary, get a \$50 Amazon.com Gift Card instantly upon approval for the Amazor<br>Rewards Visa Card  | ı                  | Current Total:<br>Savings:<br>Cost After | \$ 77.93<br>- <b>\$ 50.00</b><br><b>\$ 27.93</b> | Apply now | i Add \$38.06 of eligible items to qualify for Free<br>Shipping. Details   |  |
| Shopping Cart |  | Price              | Savings:                                 |  | Quantity  | Subtotal (3 items): \$77.93 This order contains a gift   |  |
|               | Scotch Desk Tape Dispenser, 1in. Core, Black by Scotch<br>In Stock<br>Eligible for FREE Shipping<br>This is a gift Learn more<br>Delete Save for later                       | \$2.95<br>Business | Price -                                  |  | 1 :       | Submit these items for approval<br>Cancet this Session<br>(Your cart will be saved)<br>1-Click ordening is not available for at least<br>one item in your order. |  |
|               | Sabrent USB to Parallel IEEE 1284 Printer Cable Adapter (CB-CN36) by Sabrent<br>In Stock<br>Eligible for FREE Shipping<br>This is a gift Learn more<br>Delete Save for later | \$7.99             |  |  | 1 :       | Estimate your shipping and tax<br>Enter a ZIP Code<br>Example: 98144   |  |
| 29 - F        | Hewlett Packard C4118 HP Maint Kit 120V by HP<br>In Stock<br>Shipped from: USAPrinterGuy<br>Gift options not available. Learn more<br>Delete Save for later                  | \$66.99            |  |  | 1 *       | Get estimate Customers Who Shopped for Scotch Desk Tape Dispenser, 1in. Core, Black Also   |  |

**3.** Enter your zip code and click Get estimate.

| Estimate your shipping and tax | ^ |
|--------------------------------|---|
| Enter a ZIP Code               |   |
| 84112                          |   |
| Get estimate                   |   |

**4.** Your estimated shipping fee is calculated. At this point you may examine your order to determine which items are incurring shipping fees.



5. Look at each Item in your cart to identify whether it is eligible for free shipping.

## In this example:

- 1. The first and second items are eligible for free shipping.
- 2. The third item is supplied by a 3rd-party seller and is not eligible for free shipping.



**6.** Check the price of each item.

## In this example:

- 1. The first two items are eligible for free shipping. However, free shipping for the Amazon Business account is based on the condition that the eligible items total \$49.00 or more. The total of these two items is less than \$49.00.
- 2. The total of the third item is over \$49.00. However, it is not supplied by an Amazon company and shipping fees may be charged.



7. Based on this information, you may decide whether to proceed with your order as it is, delete certain items, shop for additional items, etc.

When you are ready to proceed, click on "Submit these items for approval" to pull your Amazon items into a UShop cart.

Submit these items for approval