Amazon Punch-out

(Check Out Defaults)

The University of Utah's Amazon account is a Business **Prime** Account and is **tax exempt**

1. **Shop**

   - In Punch-out

2. **Checkout**

   💡 This next section will walk you through how to **accept the Defaults** which have been added to the punch-out for the purposes of calculating shipping when appropriate, for example Expedited Shipping.

3. To **accept the Defaults** Click the following:

   - **Default** address of Receiving Department will appear   `RECEIVING DEPARTMENT 1795 E SOUTHCAMPUS DR RM 253, SALT LAKE CITY, UT, 84112-9405, United States, Phone: 8015852255 Edit address`
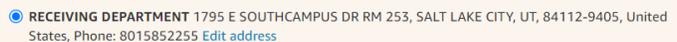
   - Click Deliver to this Address   `Deliver to this address`

     💡 Note that you will add your address for this order during *Proceed to Checkout* when the cart returns to UShop

   - Choose delivery options: `Choose your Prime delivery option:`
     - Free with Prime
     - Expedited

   - Click Continue to accept the payment method on File   `Continue`

     `University of Utah` **UShop** `credit and debit cards        Name on card`
     `◉  J.P.Morgan Purchasing Card ending in 7676        ACCOUNTS PAYABLE`
     `   Provided by your organization`

   - Click Submit order for approval   `Submit order for approval`   to transfer the order from Amazon back into UShop

4. Proceed to **Checkout**   `Proceed To Checkout`

   - Add Shipto Address

     💡 This address **overrides the default** in Amazon and is where the order will be delivered

   - Add Accounting Distribution

     - Click One UShop pages 8 & 9 for more *Proceed to Checkout* help

5. **Submit** the Requisition   `Submit Requisition`

Amazon Help Resources:

   ♦ Amazon Order Tracking

   ♦ One UShop page 13