



**U Market**  
UNIVERSITY OF MINNESOTA

**amazon business**

## Purchasing Kindle eBooks on U Market

*Since Amazon Business is integrated into the U Market system, there are a few ways it operates differently. This includes purchasing and accessing Kindle eBooks.*

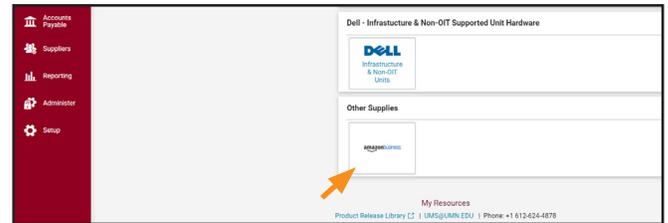
*See below for a few important best practices. On the following page, you'll find a walkthrough with everything you need to purchase and access Kindle eBooks effectively.*

### **Kindle eBook Best Practices**

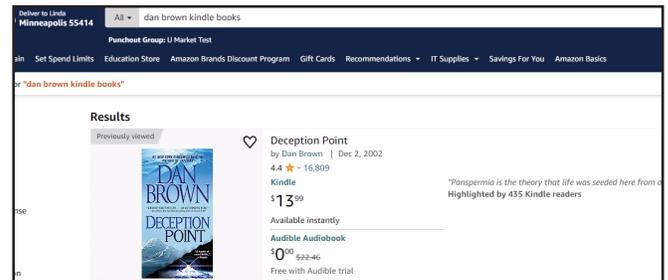
1. You should ALWAYS punchout from U Market before accessing Amazon Business.
2. The emails you receive from Amazon should NOT be used to order or redeem your eBooks because you will not be connected to the U Market punchout.
3. To redeem your eBook, punchout to Amazon Business from U Market. Go to the main dropdown and select "Your Orders". Select "Digital Orders" making sure the date range is appropriate. Select "Manage eBooks" to redeem or distribute (see steps 5 and 6 on the following pages.)
4. You should NEVER enter a credit card to make purchases on Amazon Business, as the University of Minnesota exclusively purchases from Amazon via a shared line of credit. If prompted to enter a credit card for a Kindle eBook, close the window and punchout from the U Market. Then search for the Kindle eBook again.
5. NEVER click on One-Click Buy. This payment option should be suppressed, but if it appears you should not utilize it for completing Amazon Business purchases.

# Purchasing Kindle eBooks on U Market

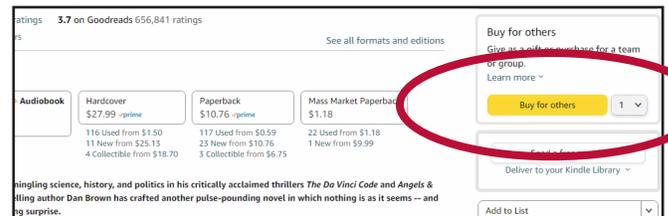
- 1 | Login to U Market.  
Then punchout to Amazon Business by clicking on their tile at the bottom of the home screen.



- 2 | Use the search bar at the top to find the Kindle eBook you'd like to purchase. Then click on it.



- 3 | On the item description screen, select "Buy for others," even if you're only purchasing it for yourself.



- 4 | On the checkout page, choose "Pay By Invoice" if it appears as the method of payment.  
Then complete the order.



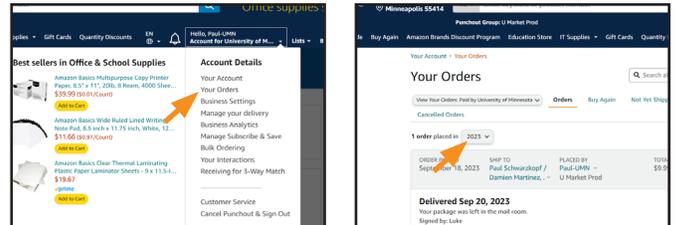
 Need help using U Market? Check out our [training materials](#) or contact [U Market Customer Support](#) for assistance. We're happy to help.

 Need help using Amazon Business? Contact Amazon directly through their punchout site by hovering over your name in the upper-right corner and then clicking "Customer Service."

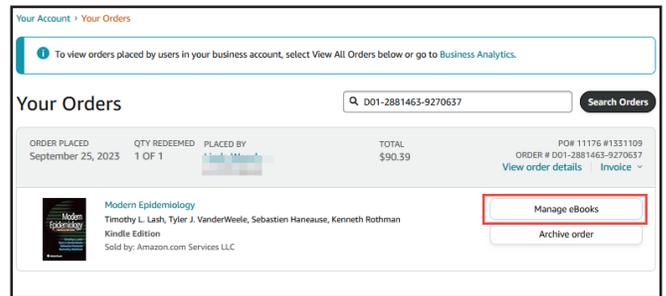
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**5** To access your Kindle eBook, punchout to Amazon again, hover over your account name in the upper-right corner, then click "Orders."

On the orders page, find your eBook by changing the date range, if necessary.



**6** Select Digital Orders. Find the appropriate eBook and select "Manage eBooks" to redeem or distribute the Kindle eBook.



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