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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 <u>ALWAYS</u> 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.

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