

U Market
UNIVERSITY OF MINNESOTA

amazonbusiness

PUNCHOUT ASSISTANCE TIPS

There are a few ways Amazon Business operates differently due to its integration with U Market.

Click on a tip below to learn more.

1. Restricted Item Message
2. Shipping Address
3. Shipping Options
4. Tracking Your Order
5. Completing Your Order

If you need help using U Market, check out our [training materials](#) or contact [U Market Customer Support](#) for assistance.

If you 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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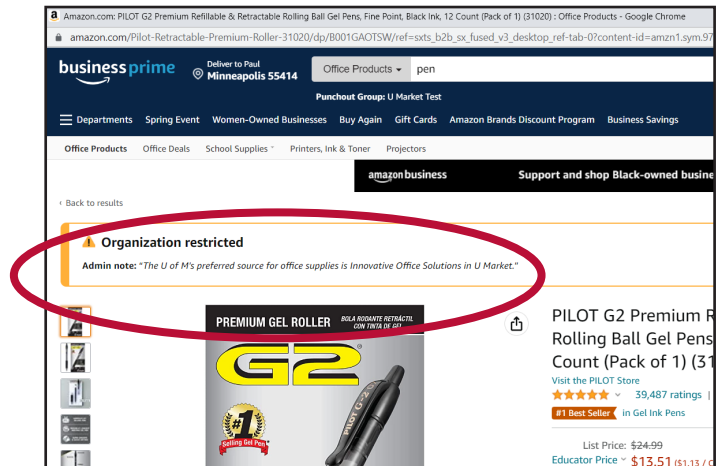
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1. RESTRICTED ITEM MESSAGES

Depending on the type of products you are searching for, you may come across a "restricted item" message.

This message is to inform you that these items are available through other U Market suppliers.

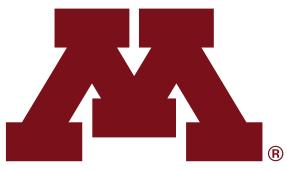
The University has negotiated contract pricing for the item with one or more suppliers other than Amazon. You will often get better pricing by ordering through a U Market supplier other than Amazon.



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2. SHIPPING ADDRESS

By default, the shipping address selected will be "2901 Talmage Ave SE, Minneapolis, MN 55414-2710" for all orders. This address is U Market Services' delivery facility.

This is the correct shipping address selection within the Amazon punchout and cannot be changed.

The final destination will be added by the Requisition Preparer in EFS with the shipping information you provide in the "Justification and Chartfield Information" section when you assign your cart. See "[Completing Your Order](#)."

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: [Recipient Name] [Address] [City] [State] [Zip] [Phone] [Email] [Company] [Applies only to this order.]

Group U Market Prod addresses

- ☒ U of Minnesota Default Address: Finalize in EFS 2901 TALMAGE AVE SE, MINNEAPOLIS, MN, 55414-2710, United States, Phone: 612-624-4678

Use this address

4 Payment method

5 Items and shipping

Order Summary

Items:	\$21.99
Shipping & handling:	---
Total before tax:	---
Estimated tax to be collected:	---
Order total:	---

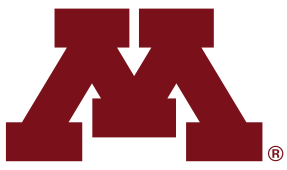
How are shipping costs calculated?



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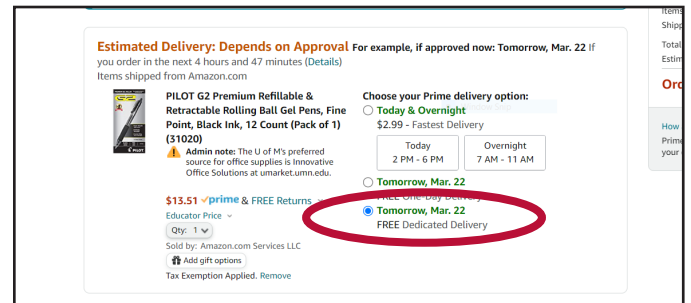
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3. SHIPPING OPTIONS

By default, the shipping option will be set to "Free Dedicated Delivery."

For the Twin Cities campus, this is always the best shipping option as it ensures your package will be delivered to its final destination by U Market Services staff.



U Market Services has access to secured spaces that Amazon drivers do not, and they make sure packages get to the right office, intended desk, appropriate lab space just like they do with orders from other suppliers made through U Market.

Delivery to non-Twin Cities campuses will continue to be completed by Amazon (or its 3rd party carriers).



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4. TRACKING YOUR ORDER

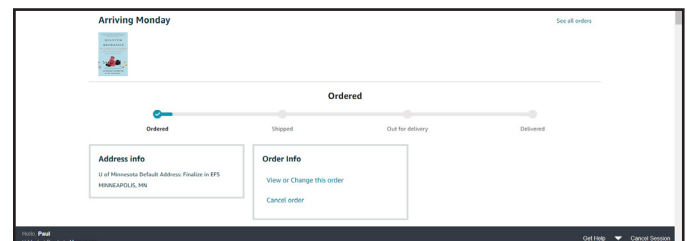
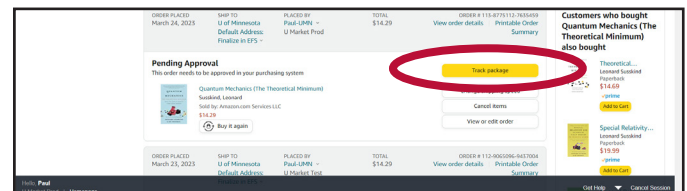
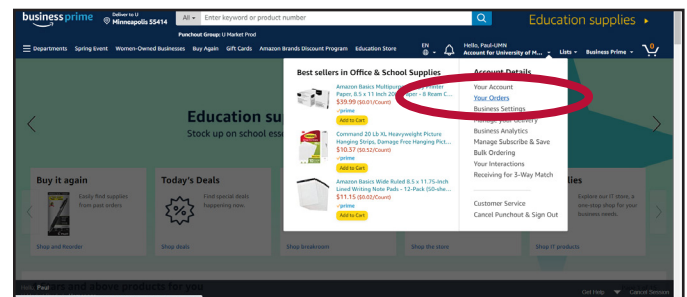
Unlike other U Market suppliers where you would call U Market Customer Support to get an ETA on your delivery, you can do so directly within the Amazon punchout.

Hover over your name in the upper-right corner and then click "Your Orders" from the drop-down menu.

Find the order you're looking for and click "Track Package."

On the following screen, you will see package tracking information.

Please note that for Twin Cities campus locations the estimated date of arrival is not the day that the package is delivered to its final destination, but the day it is scheduled to arrive at the U Market Services delivery facility.



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5. COMPLETING YOUR ORDER (ASSIGNING A CART)

If you have used Amazon Business in the past but are unfamiliar with U Market, there are a few additional steps you'll need to take to complete your order.

After you click on "Submit order for approval" within Amazon, your order will be brought back into U Market and you will see the cart checkout page.

Click the "Assign Cart" button in the upper-right corner of the screen.

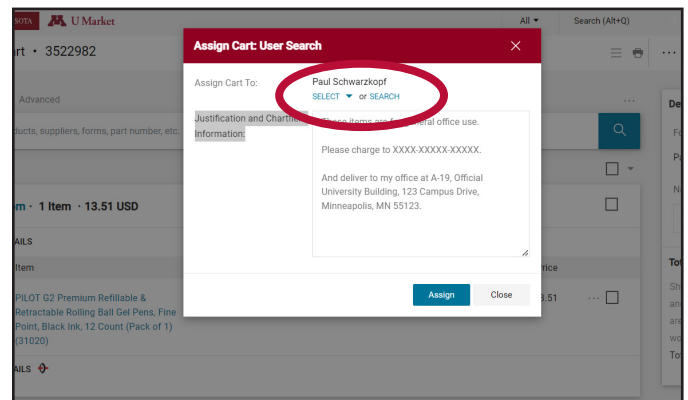
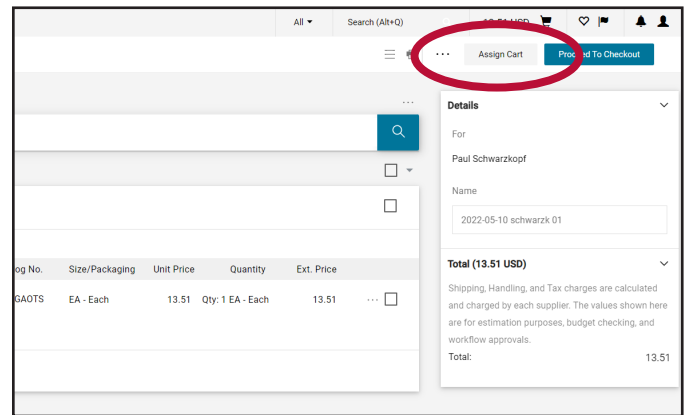
On the pop-up screen, you can either select a Requester you've assigned a cart to in the past or search for a new Requester. If you don't know the name of your Requester, check with your department's finance representative.

Then enter the following in the "Justification and Chartfield" section:

- Reason/purpose of purchase
- ChartField string
- Ship to address

The Requester will receive an email notification that a cart has been assigned and will create a U Market requisition in the University's Enterprise Financial System (EFS).

Please note that PLocation codes will be used by the Requester to provide Amazon with shipping instructions. [List of existing PLocations](#). Your Requester, Procurement Specialist, or other finance support person should be able to help get a new PLocation code created if one isn't already set up.



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