Using addresses from your Amazon Account

The University of Glasgow has updated the Amazon E-procurement option to now use the Delivery Addresses held against your Business Account instead of the delivery addresses held in Agresso. This will be used for Amazon only and no other supplier. <u>PLEASE NOTE</u> <u>HOME DELIVERY ADDRESSES MUST NOT BE USED.</u>

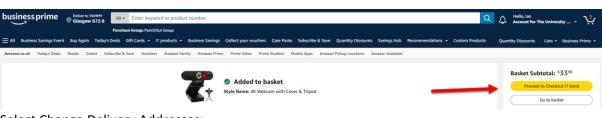
A. When raising a requisition for Amazon you will still need to enter a Delivery Address for goods within the Requisition as this is a Mandatory field.

Requisition entry	Requisition details	Punchout	
Requisition number		0	
Requisition			Default supplier & contract
Requisitioner * lan Brown 155239 Status * Active External reference	ce	<b>=</b> *	Supplier*       46749       AMAZON PAYMENTS UK LTD       1 PRINCIPAL PLACE WORSHIP STREET, EC2A 2FA LONDC N, United Kingdom       Contact
Message			Default GL analysis Sub_project* I14564-01 INVOIC Address* X24-01 INVOIC OFFICE - DIRECTORATE X24 Finance Office
			Procurement process type*     Image: Contract/Framework Agreeme       VALID CONTRACT/FRAMEWORK     Image: Contract/Framework Agreeme       Additional info     Image: Contract/Framework Agreeme
Punchout			

B. Then Click Go Shopping to reach the Marketplace and select the Amazon Icon.

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Punch-out Supplier	s			
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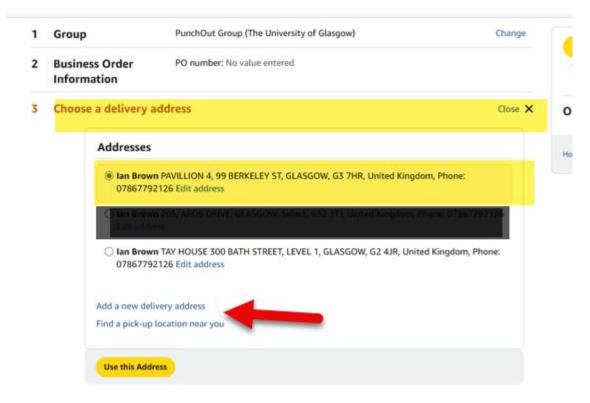
C. Within your Amazon account once you proceed to the checkout for your purchases you will be able to add Delivery Address options for where your goods will be delivered. This includes names and phone numbers.



D. Select Change Delivery Addresses:

a	mazon.co.uk	Checkout (1 item)			
1	Group	PunchOut Group (The University of Glasgow)	Change	Submit order for a	annaual
2	Business Order Information	PO number: No value entered		By placing your order, you Amazon Business Accoun <u>Conditions</u> and Amazon's	agree to the ts Terms and
3	Delivery address	DUMMY ADDRESS , DO NOT CHANGE University of Glasgow UNIVERSITY OF GLASGOW UNIVERSITY AVE GLASGOW, G12 8QQ	Change	Order Summary Items: Postage & Packing:	£33.9 £0.0
4	Payment method	Pay by Invoice Add a promotional code 🔨	Change	Order Total: Order Totals include VAT.	£33.98 See details
		Enter Code Apply		How are delivery costs calcula Amazon Prime Delivery has b the eligible items in your orde	een applied to

- E. Amend the delivery address to:
  - 1. one of your already saved addresses.
  - 2. Add a new delivery address.
  - 3. Find a pick-up location near you.



If you use an existing delivery address you will see the detials in the order:

		Checkout (	riterity	
1	Group	PunchOut Group (The University of Glasgow)	Change	Submit order for approval
2	Business Order Information	PO number: No value entered		By placing your order, you agree to the Amazon Business Accounts Terms and <u>Conditions</u> and Amazon's <u>privacy notice</u> .
3	3 Delivery address	Ian Brown University of Glasgow TAY HOUSE 300 BATH STREET LEVEL 1	Change	Order Summary Items: £30.98 Postage & Packing: £0.00
		GLASSOW, G2 4JR FREE pickup available nearby Shop Stop 0.2 mi (See details) Change to pickup		Order Total: £30.98 Order Totals include VAT. See details
4	Payment method	Pay by Invoice Add a promotional code A	Change	How are delivery costs calculated? Amazon Prime Delivery has been applied to the eligible items in your order.
		Enter Code Apply		

If you need to enter a new delivery address a pop will enter to add the new delivery address.

Save time. Autofill your current location.	Autofill
Country/Region	
United Kingdom	`
Full name (first name and surname)	
Jo Gallagher	
Company name (optional)	
University of Glasgow	
Phone number	
07867792126	
May be used to assist delivery	
Postcode	
G2 4JR	
Address line 1	
TAY HOUSE 300 BATH STREET	
Address line 2 (optional)	
LEVEL 1	
Town/City	
GLASGOW	
County (if applicable)	
□ Make this my default address	
Delivery instructions	

Add preferences, notes, access codes and more  $\checkmark$ 

Update address

## k

You can set up Multiple Addresses within our Amazon Account and also set up delivery preferences for specific days:

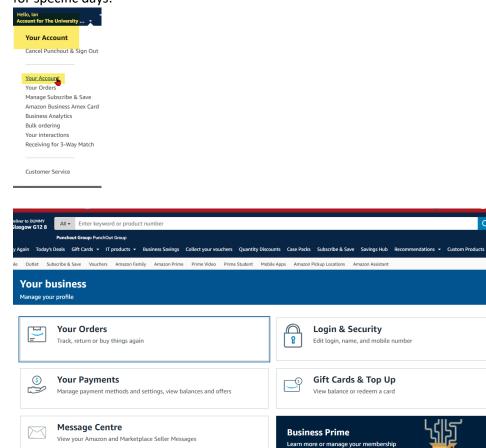
Your interactions

Track, update and resolve procurement issues

Account for The

IT Peripherals

List



Your Addresses

Add, edit or remove addresses.

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				Business Savings			ty Discounts	
let	Subscribe & Save	Vouchers	Amazon Family		Prime Video	Prime Student	Mobile Apps	Amazon Picku
			count > Your Add					
		You	r Addre	sses				
						Default: amazon		
						lan Brown PAVILLION 4		
				÷		99 BERKELEY S GLASGOW, G3		
						United Kingdon	n	
			Add	Address		Phone number: Edit delivery pr		
						Edit   Remo	ve	
		lan	Brown					
		TAY	HOUSE 300 BAT	H STREET				
			SGOW, G2 4JR					
		Phor	ed Kingdom ne number: 0786					
		Edit	delivery preferer	nces				
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			· · ·	Set as Default				
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	Delivery tours onday - Sunday mazon Day <b>/prim</b> onday lot set as default) dit Delivery in: rop-off location o preference ccess info ecurity code:	e structio	09:00	D AM - 05:00 РМ	ncel	∧ ∧		

Your delivery prefere	ıces		×
lan Brown TAY HOUSE 300 BATH STRE	ET, LEVEL 1, GLA	ASGOW, G2 4JR	
i Your delivery preferences always be able to adhere		your delivery experience. He	wever, we may not
Delivery times			^
Delivery hours			
We currently support delive	ry windows of 6	hours or longer and up to	one closed weekday.
Monday - Sunday			
09:00 AM	~	05:00 PM	*
Expand days		_	
Amazon Day <b>√prime</b>			
Pick up to two preferred de	ivery days		
Monday V None	~		
Make Amazon Day my p	referred delivery	method	
		Cancel	Save

Choose your delivery days/times for your addresses:

Delivery times			^
elivery hours			
Ve currently support deliv veekday.	ery windows of	6 hours or longer and up to on	e closed
1onday		Closed For deliveries	
09:00 AM	~	05:00 PM	~
uesday		Closed For deliveries	
09:00 AM	~	05:00 PM	~
Vednesday		Closed For deliveries	
09:00 AM	*	05:00 PM	~
hursday		Closed For deliveries	
09:00 AM	*	05:00 PM	~
riday		Closed For deliveries	
09:00 AM	~	05:00 PM	~
aturday		Close Interview	
Closed	~	Closed	~
		Closed For deliveries	
unday			
Closed	× .	Closed	~

Make Amazon Day my preferred delivery method