

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. **PLEASE NOTE HOME DELIVERY ADDRESSES MUST NOT BE USED.**

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.

**Requisitions - advanced**

Requisition entry | Requisition details | Punchout

Requisition number: 0 ...

**Requisition**

Requisitioner \*  
Ian Brown

155239

Status \*  
Active

External reference

Message

**Default supplier & contract**

Supplier \*  
46749  
AMAZON PAYMENTS UK LTD

1 PRINCIPAL PLACE WORSHIP STREET, EC2A 2FA LONDON, United Kingdom

Contact

**Default GL analysis**

Sub\_project \*  
114564-01  
FINANCE OFFICE - DIRECTORATE

Invoice Address \*  
X24-01  
X24 Finance Office

Procurement process type \*  
VALID CONTRACT/Framework  
Current, valid signed Contract/Framework Agree...

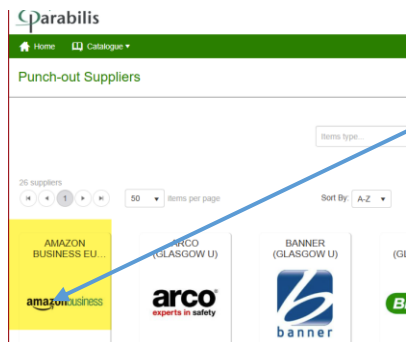
Additional info

**Delivery Address for Goods \***  
90206-01  
Finance - SSD - Berkeley Square

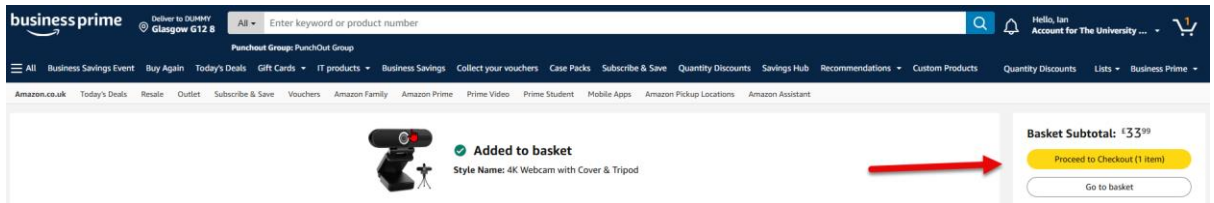
**Punchout**

Go shopping | Generate to requisition

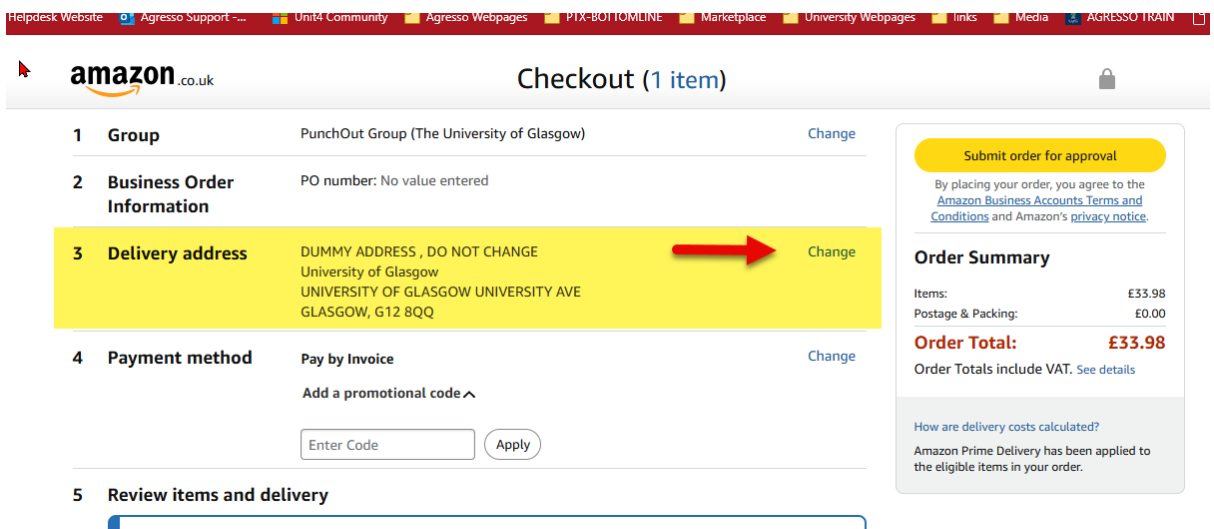
B. Then Click Go Shopping to reach the Marketplace and select the Amazon Icon.



- 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:



- 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.

1 **Group** PunchOut Group (The University of Glasgow) [Change](#)

2 **Business Order Information** PO number: No value entered


3 **Choose a delivery address** [Close X](#)

**Addresses**

Ian Brown PAVILLION 4, 99 BERKELEY ST, GLASGOW, G3 7HR, United Kingdom, Phone: 07867792126 [Edit address](#)

Ian Brown 205, ARDOS DRIVE, GLASGOW, United Kingdom, Phone: 07867792126 [Edit address](#)


Ian Brown TAY HOUSE 300 BATH STREET, LEVEL 1, GLASGOW, G2 4JR, United Kingdom, Phone: 07867792126 [Edit address](#)

[Add a new delivery address](#) 

[Find a pick-up location near you](#)

[Use this Address](#)

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

 **CHECKOUT (1 item)**

1 **Group** PunchOut Group (The University of Glasgow) [Change](#)

2 **Business Order Information** PO number: No value entered

3 **Delivery address** [Change](#)

Ian Brown  
University of Glasgow  
TAY HOUSE 300 BATH STREET  
LEVEL 1  
GLASGOW, G2 4JR

FREE pickup available nearby  
Shop Stop - 0.2 mi [\(See details\)](#)  
[Change to pickup](#)

4 **Payment method** [Change](#)

Pay by Invoice

Add a promotional code [^](#)

[Apply](#)

[Submit order for approval](#)

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

**Order Summary**

|                     |               |
|---------------------|---------------|
| Items:              | £30.98        |
| Postage & Packing:  | £0.00         |
| <b>Order Total:</b> | <b>£30.98</b> |

Order Totals include VAT. [See details](#)

How are delivery costs calculated?  
Amazon Prime Delivery has been applied to the eligible items in your order.

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**

07867792128

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)**

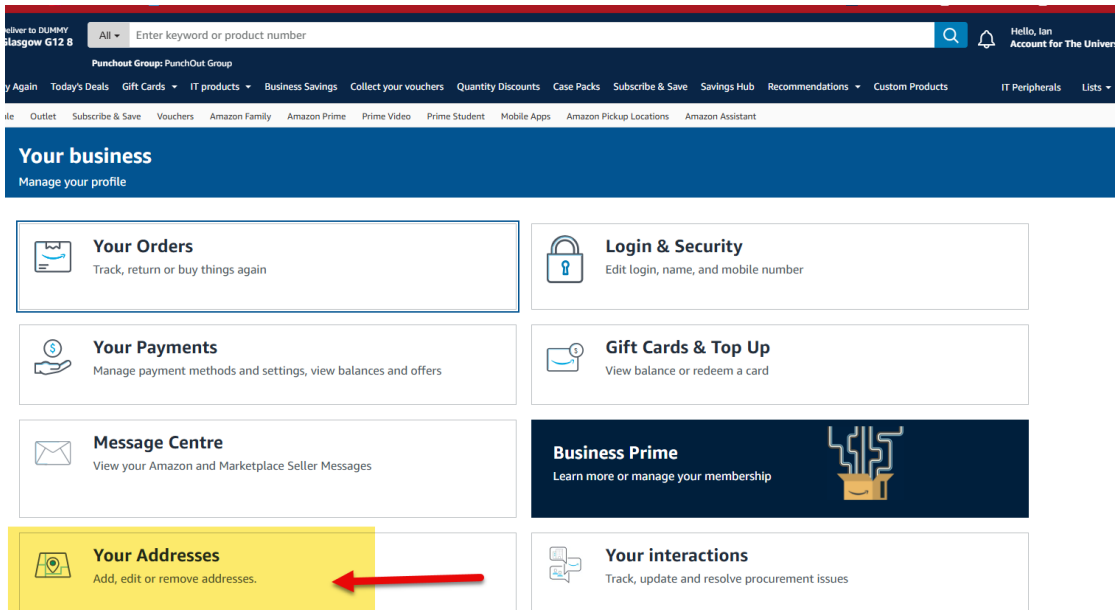
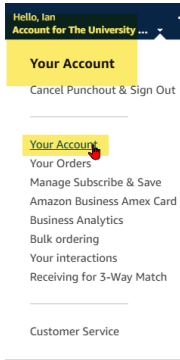
Make this my default address

**Delivery instructions**

[Add preferences, notes, access codes and more](#)

Update address

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



Your Account > Your Addresses

## Your Addresses

Default: amazon

**Ian Brown**  
PAVILLION 4  
99 BERKELEY ST  
GLASGOW, G3 7HR  
United Kingdom  
Phone number: 07867792126  
[Edit delivery preferences](#)

Edit | Remove

**Ian Brown**  
TAY HOUSE 300 BATH STREET  
LEVEL 1  
GLASGOW, G2 4JR  
United Kingdom  
Phone number: 07867792126  
[Edit delivery preferences](#)

Edit | Remove | Set as Default

### Your delivery preferences

always be able to return to my preferences.

#### Delivery times

Delivery hours  
Monday - Sunday 09:00 AM - 05:00 PM

Amazon Day  prime  
Monday  
(Not set as default)

[Edit](#)

#### Delivery instructions

Drop-off location  
No preference

Access info  
Security code:  
Call box name or number:

[Cancel](#) [Save](#)

**Your delivery preferences** ✕

Ian Brown  
TAY HOUSE 300 BATH STREET, LEVEL 1, GLASGOW, G2 4JR

**Delivery times** ^

Delivery hours  
We currently support delivery windows of 6 hours or longer and up to one closed weekday.

Monday - Sunday  
09:00 AM ▼ 05:00 PM ▼

Expand days

Amazon Day ✓prime  
Pick up to two preferred delivery days  
Monday ▼ None ▼

Make Amazon Day my preferred delivery method

Cancel Save

Choose your delivery days/times for your addresses:

**Delivery times** ^

Delivery hours  
We currently support delivery windows of 6 hours or longer and up to one closed weekday.

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| Monday                  | <input type="checkbox"/> Closed For deliveries            |
| 09:00 AM <span>▼</span> | 05:00 PM <span>▼</span>                                   |
| Tuesday                 | <input type="checkbox"/> Closed For deliveries            |
| 09:00 AM <span>▼</span> | 05:00 PM <span>▼</span>                                   |
| Wednesday               | <input type="checkbox"/> Closed For deliveries            |
| 09:00 AM <span>▼</span> | 05:00 PM <span>▼</span>                                   |
| Thursday                | <input type="checkbox"/> Closed For deliveries            |
| 09:00 AM <span>▼</span> | 05:00 PM <span>▼</span>                                   |
| Friday                  | <input type="checkbox"/> Closed For deliveries            |
| 09:00 AM <span>▼</span> | 05:00 PM <span>▼</span>                                   |
| Saturday                | <input checked="" type="checkbox"/> Closed For deliveries |
| Closed <span>▼</span>   | Closed <span>▼</span>                                     |
| Sunday                  | <input checked="" type="checkbox"/> Closed For deliveries |
| Closed <span>▼</span>   | Closed <span>▼</span>                                     |

Amazon Day ✓prime  
Pick up to two preferred delivery days  
Monday ▼ None ▼

Make Amazon Day my preferred delivery method