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.

B. Then Click Go Shopping to reach the Marketplace and select the Amazon Icon.
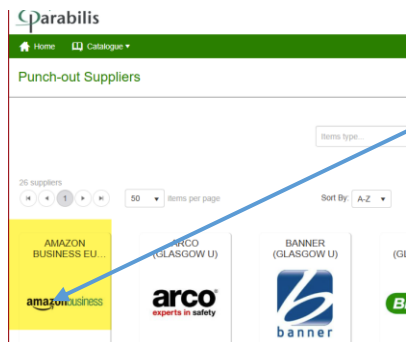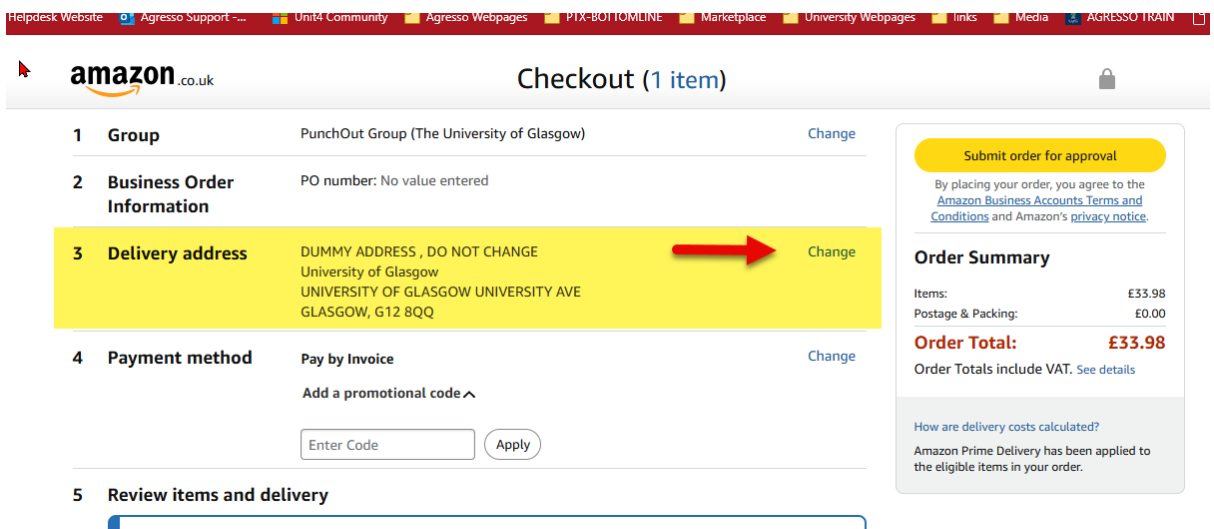
C. Within your Amazon account once you proceed to the checkout for your purchases you will be able to add Delivery Address options for where your goods will be delivered. This includes names and phone numbers.
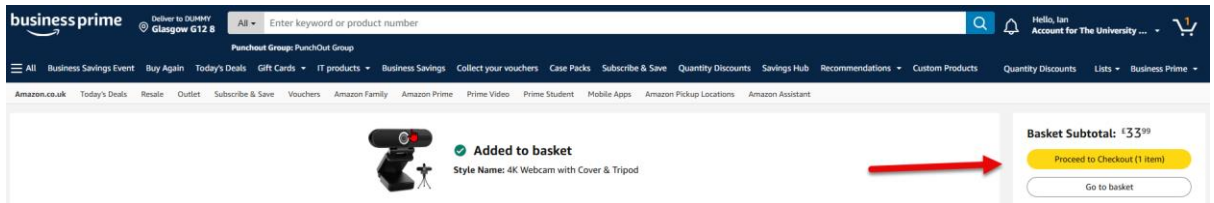
D. Select Change Delivery Addresses:

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.

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

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 ⌄

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

**+
Add Address**

Default: amazon

Ian Brown
PAVILLION 4
99 BERKELEY ST
GLASGOW, G3 7HR
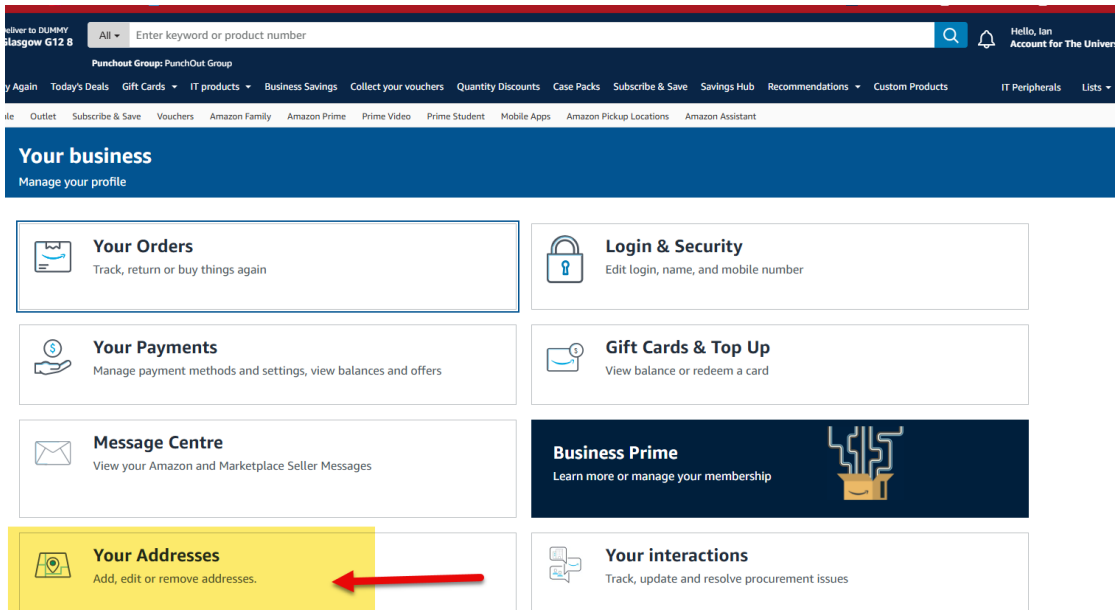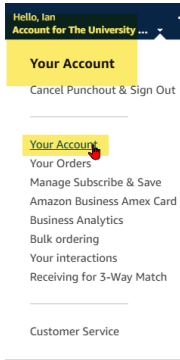United Kingdom
Phone number: 07867792126
Edit delivery preferences

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 adhere to all 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

ⓘ Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

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:

ⓘ Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

▸ Delivery times ⌃

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

Monday   ☐ Closed For deliveries
| 09:00 AM ⌄ | 05:00 PM ⌄ |

Tuesday   ☐ Closed For deliveries
| 09:00 AM ⌄ | 05:00 PM ⌄ |

Wednesday   ☐ Closed For deliveries
| 09:00 AM ⌄ | 05:00 PM ⌄ |

Thursday   ☐ Closed For deliveries
| 09:00 AM ⌄ | 05:00 PM ⌄ |

Friday   ☐ Closed For deliveries
| 09:00 AM ⌄ | 05:00 PM ⌄ |

Saturday   ☑ Clos⬅
| Closed ⌄ | Closed ⌄ |

Sunday   ☑ Closed For deliveries
| Closed ⌄ | Closed ⌄ |

Amazon Day ✓prime
Pick up to two preferred delivery days

| Monday ⌄ | None ⌄ |

☐ Make Amazon Day my preferred delivery method