

Amazon Punchout in Falcon's Purch

We are excited to announce that BGSU has enabled an Amazon Business account in Falcon's Purch that will make it easy for you to purchase from Amazon.com. Our goal is to simplify the purchasing process so you can take advantage of the wide selection and competitive prices of the Amazon marketplace.

Through this upgrade you will have immediate access to:

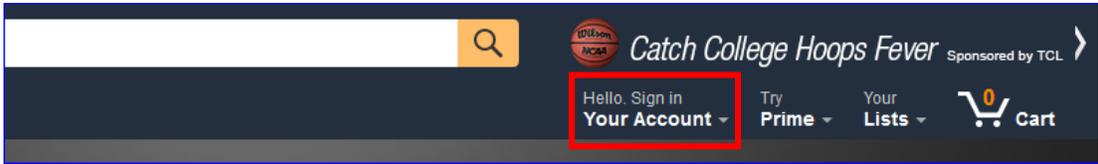
- Free Two-Day Shipping on orders over \$49 ([learn more](#))
- Business Pricing and quantity discounts on hundreds of thousands of items
- Business-tailored search and browse functionality
- Access to a specialized Customer Service team for business customers only ([contact information](#))

In order to utilize the Amazon Business account, you must [set up an Amazon account](#) using your BGSU email address. Please remember that we are tax exempt and your Amazon account can only be used for BGSU purchases. All personal purchases will need to be made using a personal account with a personal email address. Once you have set up your account, you can begin [ordering from Amazon](#).

Amazon Account Setup

If you have a personal Amazon account and your BGSU email address is used, you will need to remove the BGSU email address and add a personal email address. You can then proceed to setting up your business account. If you currently have an Amazon account that you use strictly for BGSU purchases and uses your BGSU email address, then your account is already setup and you will not need to make any changes.

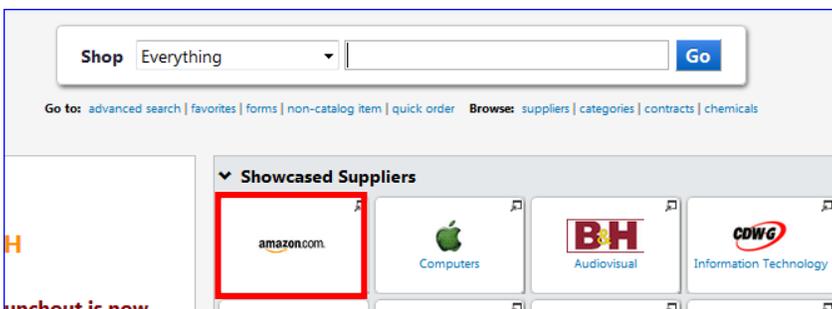
To set up your account go to [Amazon.com](https://www.amazon.com). Click on Your Account located in the upper right corner.



This will take you to a Sign In page. Click on Create an account and then enter the required information.

A screenshot of the Amazon Sign in page. The page has a white background. At the top left, it says 'Sign in'. Below that are two input fields: 'Email (phone for mobile accounts)' and 'Password'. There's a 'Forgot your password?' link next to the password field. A yellow 'Sign in' button is below the fields. At the bottom, there's a link for 'New to Amazon?' and a grey 'Create an account' button, which is highlighted with a red box. At the very bottom, there's a note: 'By signing in you are agreeing to our Conditions of Use and Sale and our Privacy Notice.'A screenshot of the Amazon Create account page. The page has a white background with the Amazon logo at the top. The main heading is 'Create account'. Below it are several input fields: 'Your name' (filled with 'Jane Clark'), 'Email' (filled with 'jhclark@bgsu.edu'), 'Email again' (filled with 'jhclark@bgsu.edu'), 'Password' (masked with dots), and 'Password again' (masked with dots). A yellow 'Create your Amazon account' button is highlighted with a yellow box. Below the button, there's a small text block: 'By creating an account, you agree to Amazon.com's Conditions of Use and Privacy Notice.' At the bottom, there's a link: 'Already have an account? Sign in'.

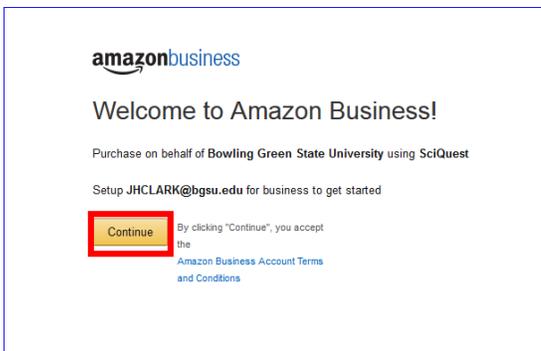
To activate the account, log into Falcon's Purch through your MyBGSU account. Select amazon.com under Showcased Suppliers.



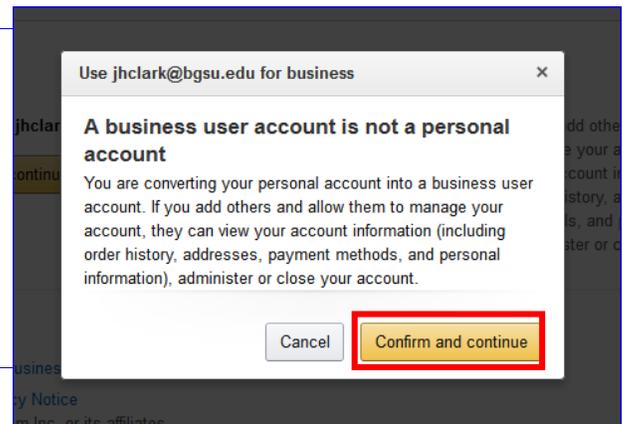
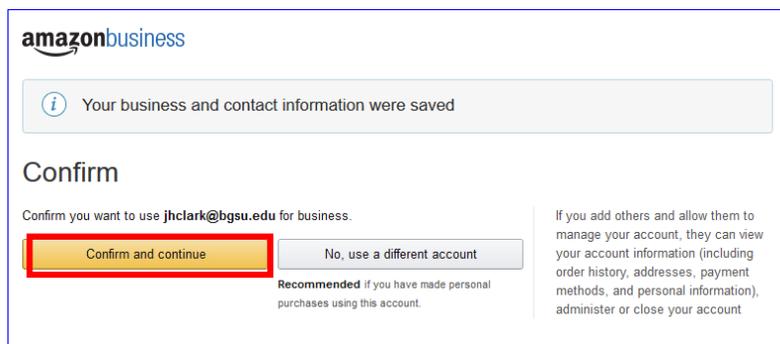
After you click on the amazon.com punch-out, you may receive a pop-up blocking the window. If the occurs, choose the option to allow the pop-up window. Appearance of message will vary, depending on which browser you are using.



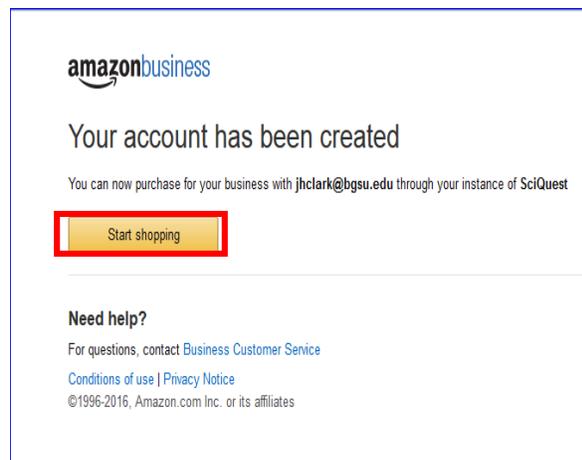
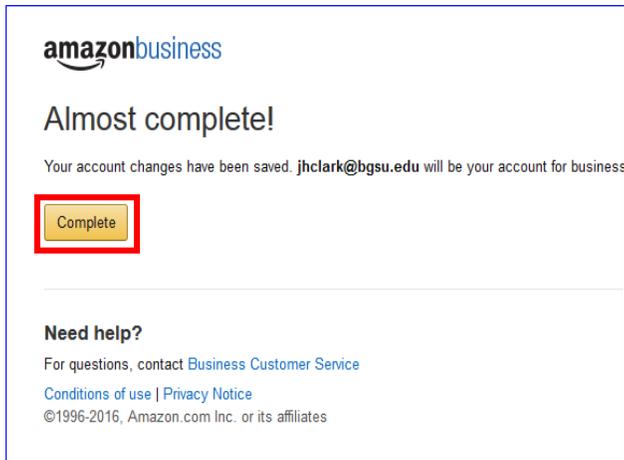
You will receive a Welcome message, click on Continue and then enter your login information. Please note that the login information will only be required during your initial login.



Select Confirm and continue on the next two prompts



Click complete and then Start shopping! You can now proceed to search for and add items to your cart.

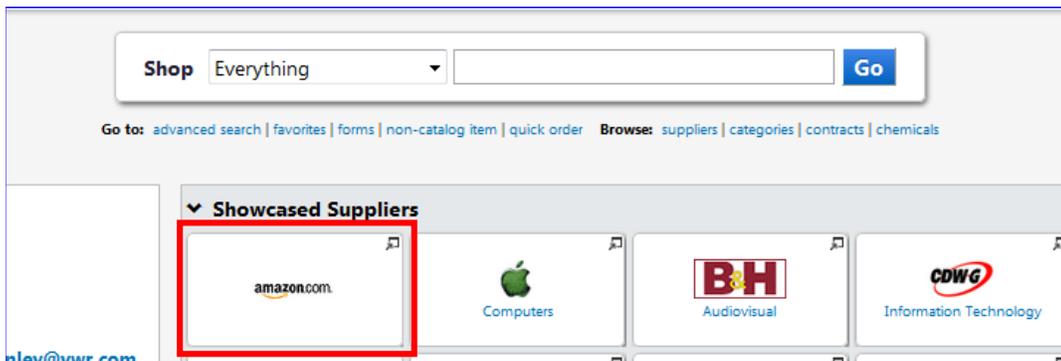


Ordering from Amazon

Once you have set up your Amazon account, you will simply click on the Amazon.com punch-out to begin shopping.

When placing your order through the Amazon punch-out, please know that the order isn't actually placed until the purchase order has been approved and sent to Amazon in Falcon's Purch. If there is a delay in approval the items/quantities you selected when shopping on the Amazon site may not be available. If this occurs, when you receive your emailed Order Summary from Amazon they will let you know if the item is no longer available or if there are limited quantities left of the item. You will then have the option to place the order with the limited quantities available, delete the line, or reject the entire order.

Select the Amazon punch-out in Showcased Suppliers.



You will see a message reading "This PunchOut will open in a new window." Shop as you normally would, adding items to your cart. When done, click on the shopping cart icon in the upper right corner to review your order.



If you need to remove an item, click on Delete under the item.

	Price	Quantity
The Future of Architecture in 100 Buildings (TED Books) by Marc Kushner Hardcover ISBN-10: 1476784922 ISBN-13: 978-1476784922 In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift Learn more Delete Save for later	\$11.39 You save: \$5.60 (33%)	1 2 3 4 5 6 7 8 9 10+
Economics in One Lesson: The Shortest and Surest Way to Understand Basic Economics by Henry Hazlitt Paperback	\$9.72 You save: \$5.27 (35%)	

You can now Submit these items for approval. You may receive the Security Warning below, click Continue.

T's Account for Business Wish List

Save with business prices and products >

i Add \$16.50 of eligible items to qualify for Free Shipping. [Details](#)

Subtotal (3 items): \$32.50

This order contains a gift

Submit these items for approval

[Cancel this Session](#)
(Your cart will be saved)

1-Click ordering is not available for at least one item in your order.

Security Warning

Although this page is encrypted, the information you have entered is to be sent over an unencrypted connection and could easily be read by a third party.

Are you sure you want to continue sending this information?

Continue

The items are now in your shopping cart in Falcon's Purch. You can now Proceed to Checkout or Assign Cart.

Shopping Cart for Teresa Cross Continue Shopping 3 Item(s) for a total of 32.50 USD

Proceed to Checkout or Assign Cart

Amazon.com ATLANTA Edit PO Box 530958, Atlanta, GA 30353-0958 US

Product Description	Unit Price	Quantity	Total
The Future of Architecture in 100 Buildings (TED Books) Item added on Mar 9, 2016 Part Number: 1476784922 Manufacturer Info: ISBN-1476784922 - (Simon & Schuster/ TED) Commodity Code: 10000000 FP Goods	11.39 USD EA	2	22.78 USD

Once your order has been placed and the purchase order created in Falcon's Purch, you will receive an order summary from Amazon. Once the items have been shipped, you will receive a shipping confirmation with a tracking number.

Contacts

Please contact Amazon Customer Service at (866) 486-2360 Monday – Friday 8am – 10pm Eastern and Saturday & Sunday 8am – 5pm Eastern for any questions concerning the Amazon website or a specific order.

Falcon's Purch and general questions should be directed to Purchasing at 419-372-8411.