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. 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.

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 that 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Future of Architecture in 100 Buildings (TED Books) by Marc Kushner</td>
<td>$11.39</td>
<td>1</td>
</tr>
<tr>
<td>Economics in One Lesson: The Shortest and Surest Way to Understand Basic Economics by Henry Hazlitt</td>
<td>$9.72</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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.