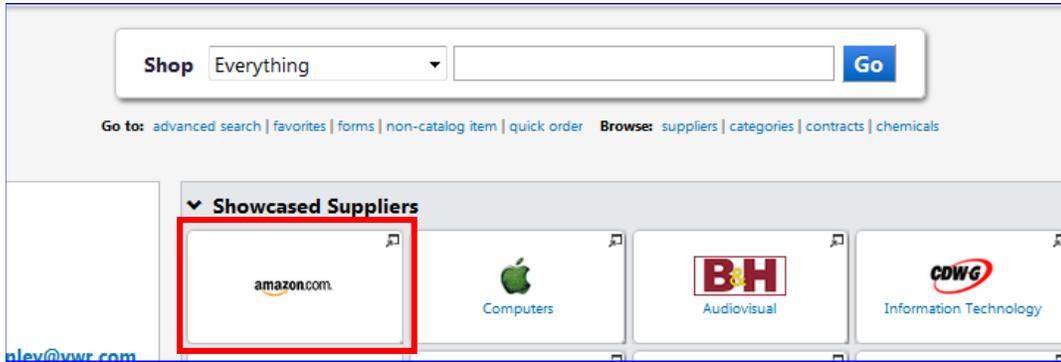


## Ordering from Amazon

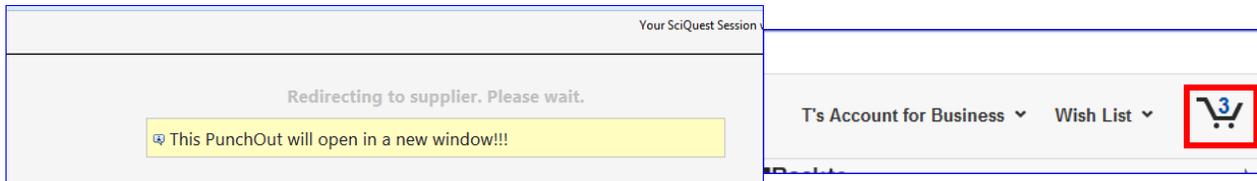
Once you have set up your Amazon account, you will simply click on the Amazon.com punch-out to begin shopping.

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.

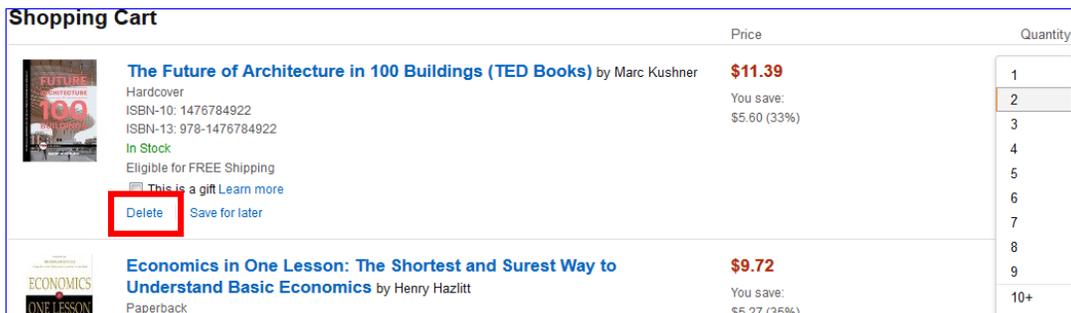
Select the Amazon punch-out in Showcased Suppliers.



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.



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

T's Account for Business ▼ Wish List ▼

ckto 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 Coss ▶ [Continue Shopping](#) 3 Item(s) for a total of 32.50 USD

the this cart: 2016-03-08 TLCOSS 02 ▶ **Proceed to Checkout** or **Assign Cart**

you made changes?  [Help](#) |  |  Perform an action on (0 items selected)...

**Amazon.com** [more info...](#)  
ATLANTA   
PO Box 530958, Atlanta, GA 30353-0958 US

item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)  
you can no longer access this item(s) on the supplier's website. [What does this mean?](#)  
e(s): 1, 2

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

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.