# Enhanced Checkout Based Punchout

- Hold the inventory of cart items for up to 7 days, locking the price and reserving the quantity.

- Multiple shipping speed options at checkout
[Note: expedited shipping costs may apply and vary by item]

- Scheduled delivery options for large items
[Note: messaging will indicate items that support scheduled delivery]

- Promotional codes toward punchout orders

- View estimated shipping, taxes and handling charges (if applicable) to be applied to an order prior to submitting a requisition for approval

- Enables ability to purchase:

  - Customizable items – Purchase items such as custom signs or custom-length HDMI cables

  - Warranties – Products offering warranties are now supported with punchout checkout

  - Today's Deals
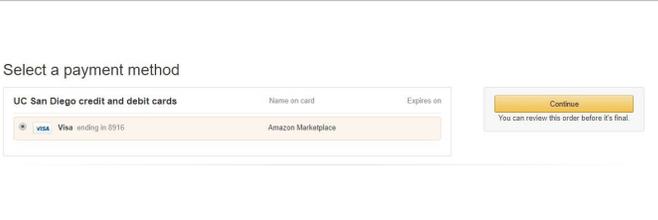
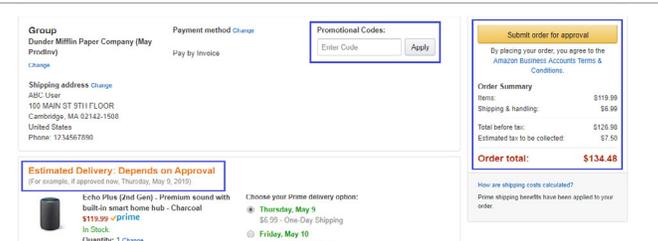**1** Choose a desired shipping speed
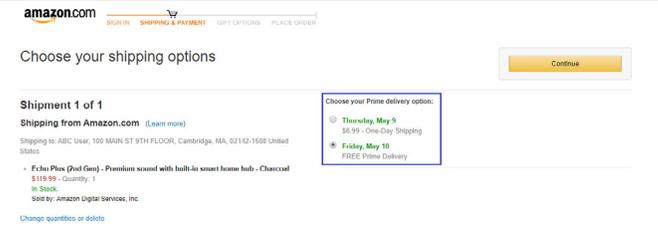
2 Continue with default payment method

3 Enter and apply promotional code. View estimated shipping cost and estimated tax to be collected

Will there be exceptions?

Order is not approved within 7 days

When a punchout user submits an order, it is automatically routed for approval and order verification. If a pending order exceeds 7 days without approval, the contents of the cart will default to the existing tolerances.

The address on the final PO differs from the address used at checkout.

We recommend the Ship-To address on the PO be in the same state as the address used during checkout.

If the checkout address is in the contiguous US (48 states) and the address on the PO is also in the contiguous US – the checkout agreement will be kept. The final order will reflect the correct shipping and tax for the Ship-To address on the PO.

Please note, if the checkout address is in the contiguous US but the address on the PO is outside the contiguous US - the checkout agreement will be broken and existing tolerances will apply. Non-contiguous states include Alaska, Hawaii and all off-shore US territories and possessions, which are American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands.

What happens if I select Next Day shipping but change the zip code on the PO?

If the checkout address is in the contiguous US and the user selected Next Day shipping but the PO has an address with a different zip code—the checkout agreement will be broken and the existing tolerances apply.

What happens if I change the line item quantity or delete a line item?

If a PO is sent with deleted line items or different quantities, the checkout agreement will not be held or honored and the existing tolerance settings will be applied.

If a user deletes a line item or modifies an order, such as updating an item quantity while the requisition is in the approval process (i.e. order has been routed to the internal purchasing system), the contents of the cart will default to the existing tolerances and the checkout agreement will not be held or honored. In this scenario, it is recommended to cancel that order and place a new order.

Frequently asked questions

What if I have a pending order appearing under "Your Orders" even though they have not been approved and sent to Amazon?

You will now see an order under "Your Orders" on My Amazon Business Account even if the order is still pending approval. "This order is pending approval" will appear on the order indicating it has not been sent to Amazon for fulfillment. The order will remain in your order history for 7 days as "pending" until we receive the approved PO from Marketplace. If the approved PO is not received within 7 days from the checkout, or the order falls into any of the previously mentioned exceptions, the order will be cancelled from your order history.

TIP-You will notice there is no PO# associated with these orders yet, only an order #. This is a clue that the order has not been sent back to Amazon Business from Marketplace.
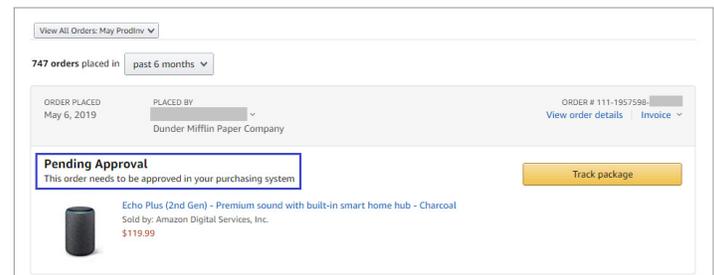
Will I be able to change my Ship-To address before the final checkout?

Yes, you will be able to change your Ship-To address before the final checkout.

Does the cost of the expedited shipping speed carry over to the purchasing system?

Yes, the cost of shipping will carry over, however, the speed of shipping will not be sent to the purchasing system. The order message header will contain total shipping charges for all items in the order. Line level will have item-specific shipping charges.