



UNIVERSITY PROCUREMENT

8/17/20

Changes to EKU Amazon Business with Jaggaer –

Amazon Business Prime Enhanced Checkout is now in effect. Below is a list of benefits and improvements to ordering with Amazon:

- 1) 7-day inventory hold for all items ordered.
- 2) 7-day price lock for all items ordered.
- 3) Multiple shipping speed options.
- 4) Shipping costs carrying forward to purchase orders (if item is not available on Amazon Business Prime).
- 5) Warranties for certain items ordered.

Changes to Checkout Screens –

With these changes, users will experience a few additional screens during the Checkout process than previously seen before. These screens are used to “freeze” your items within Amazon to guarantee your 7-day lock on inventory and price.

Please see the below screens and how to navigate these changes:

- 1) Users will be asked to select a shipping address. The addresses listed here will mimic what addresses are selectable through Jaggaer today. Select your address and press CONTINUE.



Select a shipping address

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group EKU Jaggaer Users addresses

- EKU Central Stores/Receiving 1132 VAN HOOSE DR, RICHMOND, KY, 40475-2136, United States, Phone: 8596223517

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.


- 2) Users will be asked to confirm a payment method. Simply press CONTINUE on this screen. Users will not have access to add alternative payment methods.


Select a payment method

Eastern Kentucky University credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/> Visa ending in 6007	Amazon	06/2024


Continue

You can review this order before it's final.

 This order requires approval.

 Save your checkout settings as the default for future orders

Use the selected group, shipping address, and payment method as my checkout defaults.


 **Keep your operating hours updated:**

Confirm your operating hours: If your business' operating hours have changed, you can click **Edit delivery preferences** below the shipping address and update them. Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

3) Users will then be asked to Submit Order for Approval. This will bring your order back into EKU Jaggaer where you will compete the requisition process and submit your order for approval.

 **Keep your operating hours updated:**

Confirm your operating hours: If your business' operating hours have changed, you can click **Edit delivery preferences** below the shipping address and update them. Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary

Should you have any questions or comments concerning these changes, please reach out to EKU's Department of University Procurement at 2-2047 or email adm.purchasing@eku.edu.