➢ **Access Amazon through the punchout sticker on the YoMart Homepage**

![Amazon Punchout](image)

➢ **Amazon will open in a popup window**
- If your popup blocker is on, click the little red x at the end of the URL and select Always Allow Popups from this Site
- You may have to cancel the punchout and restart from the YoMart homepage

![Popup Blocker](image)
➢ Search for products in the search bar at the top if the page

➢ Click on the item that is displayed in your search results and click Add to Cart
➢ Once your shopping is complete, click **Proceed to Checkout**

➢ Choose your shipping options and click **Continue**
  - It’s okay if your correct shipping address is not showing up here – this is just a placeholder
  - You will select the correct shipping address in YoMart during the requisition process
➢ Select payment method and click Continue
  ▪ The only payment method available is Ghost Card – that is okay
  ▪ This is not a PCard - You will still enter your Fund/Org/Account info in YoMart

➢ Review your order and click Submit order for Approval
  ▪ You will be redirected to YoMart to complete the order
➢ In the YoMart shopping cart click **Proceed to Checkout**

On the requisition page is where you enter your Shipping Address
- This is where your Amazon order will ship
➢ Enter your Accounting codes
   ▪ Your Funds will be encumbered

➢ Once your Shipping Address and Accounting Codes are entered click Place Order