

**To:** All SciQuest Users

**From:** Laurie Sirois, Assistant Director, Procurement Systems

**RE:** Amazon.com has been added as a punchout catalog to SciQuest!

You asked for it, and we listened. **Starting on March 19th you can purchase books (only) from Amazon.com through SciQuest!** Amazon will be a punchout catalog, and they ship via UPS and FedEx, so make sure your desktop delivery address correctly appears on your order.

**Non-Catalog orders for Amazon.com cannot be made, so you must select products from the punchout catalog only.**

**Does Yale Receive a discount from Amazon?**

No. SciQuest offers the convenience of automated approvals, stored profile settings, and Line Item detail on financial reports.

**What are the Amazon shipping charges through SciQuest?**

Orders will automatically ship via Super Saver Shipping (free shipping for orders \$25.00 and over). Transit time for Super Saver Shipping orders is 5 to 9 business days after shipping. If an alternate shipping method is chosen in your SciQuest shopping cart, a shipping charge will apply.

**What types of books from Amazon can we buy through SciQuest?**

Nonfiction, Reference, Textbooks, Business & Technology, Fiction, Arts & Entertainment.

**Can we buy more than books from Amazon through SciQuest?**

No. Not at this time.

**Can we buy used books through Amazon's punchout catalog?**

No. Used books are not available because they are typically provided by third party vendors.

**What if I buy a lot of books from Amazon, but don't have access to SciQuest?**

SciQuest is available campus-wide for institutional purchases by Yale faculty and staff. Your Business Office is responsible to set up your appropriate SciQuest access.

**Who can we call for assistance at Amazon?**

The Customer support number for the Amazon Punch out is 866-486-2360.

Please contact [procurement@yale.edu](mailto:procurement@yale.edu) with any questions or concerns.