Helpful Hints:

1. A confirmation e-mail from Amazon will be sent to the end-user's email address. This e-mail will contain your PO# and will be your receipt for the purchase. It should be saved and used as support when reconciling your monthly P-Card statement. The P-Card on file will be charged at the time of shipment.

2. Punchout users can check the order status by logging into Amazon via your Stony Brook email address, selecting "Your Account", and then choosing "Your Orders". There will be a Purchase Order search tool (via a link on the PO number), which will be provided in the e-mail sent from Amazon to the buyer. If an order was not able to be fulfilled, or is only partially fulfilled, the user will receive an email from Amazon with order details, itemized information, and instructions, when applicable. Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.

3. To view WolfMart step-by-step instructions and online training videos, please visit https://wolfmart.stonybrook.edu/