

How to Place an Order on Amazon

1. Add Items to Cart

Select the items you wish to purchase and add them to your cart. When ready, proceed to checkout.

2. Enter Business Order Information

In the **Business Order Information** section, enter your:

- Full Name
- Building
- Room Number

Then click **Continue**.

The screenshot shows the Amazon Business checkout page. The top navigation bar includes the Amazon Business logo, a 'Secure checkout' dropdown menu, and a shopping cart icon. The main content area is titled 'Business Order Information' and contains two input fields: 'First and Last Name' and 'Building Name and Room Number'. A yellow 'Continue' button is located below these fields. To the right, a summary box displays the order total as \$54.94, with a yellow 'Continue' button above it.

3. Enter Delivery Information - *Required for Timely Delivery of New Packages*

In the **Deliver To** field:

- Enter the recipient's name, building, and room number

The screenshot shows the 'Select a delivery address' section of the Amazon checkout process. It features a question: 'Does this order need to be delivered to a recipient other than the name in your address book?'. Below this is a 'Deliver To:' label followed by an input field for 'Enter Recipient Name' and a note: 'This will be applied to only this order.'

- Select the appropriate delivery address
- Click **Deliver to this address**

The screenshot shows a list of delivery addresses for the University of Texas Rio Grande Valley. At the top is a search bar labeled 'Search addresses:'. Below it is a group of addresses under the heading 'Group University of Texas Rio Grande Valley addresses'. The addresses listed are: 'Central Receiving McAllen' (3901 N JACKSON RD, MCALLEN, TX, 78501-1499, United States, Phone: 956-665-3076), 'Central Receiving Brownsville' (1 W UNIVERSITY BLVD, BROWNSVILLE, TX, 78520-4933, United States, Phone: 956-882-6774), 'Institute of Neuroscience HAR' (2902 HAINE DR, HARLINGEN, TX, 78550-8969, United States, Phone: (956) 296-4808), and 'University of Texas Rio Grande Valley' (307, E RAILROAD ST, WESLACO, TX, 78596, United States, Phone: 956-665-2166). Each address has a radio button next to it, and the 'Central Receiving McAllen' address is selected. Below the list are navigation buttons for '< Previous' and 'Next >'. At the bottom, there are links for 'Add a new delivery address' and 'Deliver to multiple addresses', and a yellow 'Deliver to this address' button.

4. Select Payment Method

Add credit card or select your payment information, then click **Use this payment method**.

The screenshot shows the 'Payment method' section of an Amazon checkout page. It features three main sections: 'Add a credit or debit card' with a link to 'Add a credit or debit card' and a note that Amazon accepts all major credit cards; 'Other payment methods' with options to 'Add a business checking account', 'Add a personal checking account', and 'Earn big for your business with the Amazon Business Card'; and 'Your available balance' with a field to 'Enter a gift card, voucher or promotional code' and an 'Apply' button. A yellow 'Use this payment method' button is located at the bottom left of the section.

This is a modal form titled 'Add a credit or debit card'. It contains input fields for 'Card number', 'Name on card', and 'Expiration date' (with dropdowns for month and year). There are checkboxes for 'Use as my default payment' and 'Use as backup payment method', with a 'What's this?' link. To the right, it lists 'Amazon accepts all major credit and debit cards:' with logos for VISA, Mastercard, American Express, Discover, JCB, and Diners Club. At the bottom, there are 'Cancel' and 'Add your card' buttons.

5. Enter Billing Address

Provide the billing address along with the cardholder's name and phone number, then click **Use this address**.

This is a modal form titled 'Add a billing address'. It includes an 'Autofill' button with the text 'Save time. Autofill your current location.' Below this are fields for 'Country/Region' (set to United States), 'Full name (First and Last name)', 'Phone number', and 'Address' (with a sub-field for 'Apt, suite, unit, building, floor, etc.'). There are also fields for 'City', 'State' (set to Texas), and 'ZIP Code' (set to 78539). A 'Delivery instructions (optional)' section is at the bottom with a dropdown arrow. A yellow 'Use this address' button is at the bottom center.

6. Review and Place Order

Review all order details to ensure the delivery information includes the recipient's name, building, and room number. Confirm the total amount, then click Place your order.

**If Delivery information does not include recipient's name, building, and room number possibility of delayed or lost packages.*

amazon business Secure checkout ▾

Business Order Information Change

PO number: No value entered
First and Last Name: John Smith
Building Name and Room Number: ECESS 1.106

Delivering to John Smith ECESS 1.106 Change

3901 N JACKSON RD, MCALLEN, TX, 78501-1499, United States

[Deliver to multiple addresses](#)

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Arriving Jun 8, 2026
If you order in the next 13 hours and 14 minutes

Monday, Jun 8
\$6.99 Shipping

Friday, Jun 5
\$9.99 Shipping

+ -

Tax Exemption Applied. [Remove](#)

Add gift options

Item often ships in manufacturer's container to reduce packaging and reveals what's inside. To change, click below.

▾

Place your order

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items:	\$7.49
Shipping & handling:	\$6.99
Estimated tax to be collected:	\$0.00
Order total:	\$14.48

Why has sales tax been applied? [See tax and seller information](#)

Do you need help? [Explore our Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado Purchasers: [Important information regarding sales tax you may owe in your State](#)

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)

[Back to cart](#)