

Supply Chain Management

Using Amazon Business Hub Locker as a Ship-To Address in BearBUY

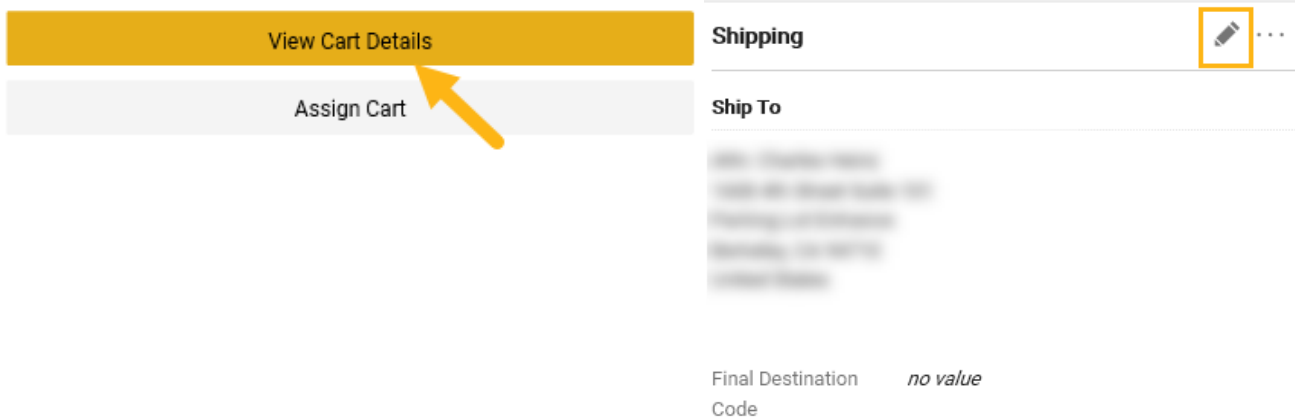
For more information and training resources, please see the [BearBUY website](#).

ATTENTION: Due to safeguards, Amazon Business will automatically cancel your order if your requisition is not approved in BearBUY within 7 days from the time you add the items to your Amazon Business cart.

IMPORTANT! You CANNOT select an Amazon Business hub locker at the MLK Student Union as a Ship-To Address for any other Supplier in BearBUY. This is to be used for AMAZON BUSINESS orders ONLY.

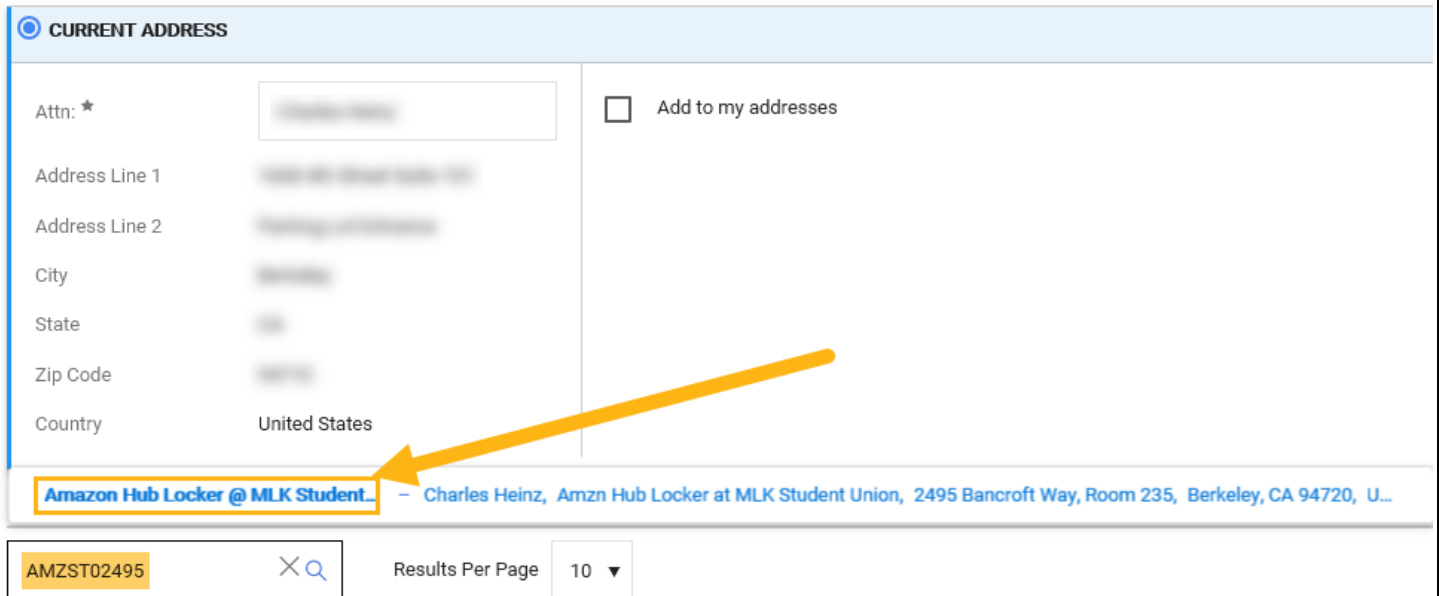
Please Note: Amazon Business Hub lockers will only hold packages for a limited time. Per Amazon's policy, "You have 3 calendar days to pick up your package from a locker and 7 calendar days to pick up your package from a counter. If you're not able to pick up your package within this time frame, we'll automatically return it for you and send you a refund."

After adding items to your cart in the Amazon Business punch-out catalog and redirecting it back into BearBUY, click the **View Cart Details** button on your cart. Then, click on the **edit icon** next to Shipping.



Enter **AMZST02495** in the search field and click on the **Amazon Hub Locker @ MLK Student Union** option when it appears.

Ship To ★



Berkeley BearBUY

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Enter your name in the field next to “Attn.:

Amazon Hub Locker @ MLK Student Union

Attn.:	<input type="text"/>
Address Line 1	Amzn Hub Locker at MLK Student Union
Address Line 2	2495 Bancroft Way, Room 235
City	Berkeley
State	CA
Zip Code	94720
Country	United States

Next, enter your **Org Node**, select your **Bill-To Address**, enter your **chartstring**, and click the **Submit** button.

Your order will go through the approval process and a BearBUY PO (Purchase Order) Number will be issued.

You should receive the following email from Amazon Business:

Your Amazon.com order # [redacted] has shipped SCM/Amazon x

Amazon.com <shipment-tracking@amazon.com>
to me

amazon business Shipping Confirmation

PO# [redacted]
Order # [redacted]

Hello [redacted]
We wanted to let you know that we have shipped your items.

Berkeley, CA

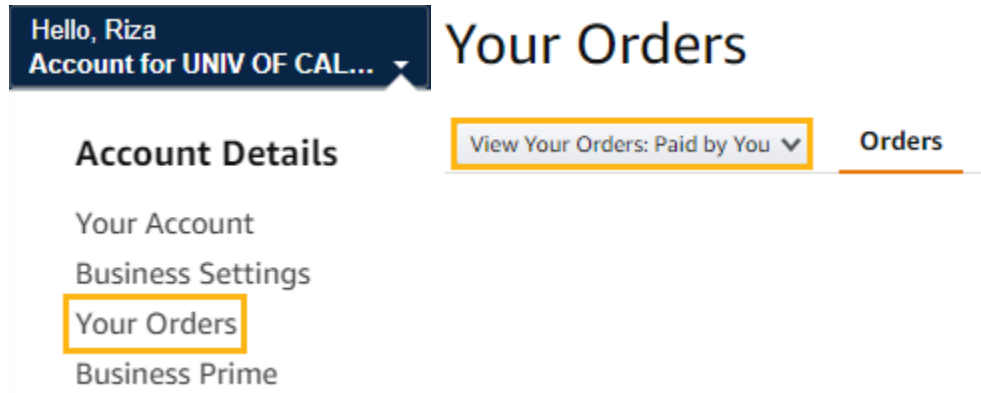
Expected Delivery [redacted]

[Track your package](#)

[Your Orders](#)

Click the **Track your package** button to track your delivery.

You can also check your order by navigating to **Your Orders** in the **Amazon Business punch-out**. The default view will display all orders **Paid For By You**. If your organization is utilizing a central payment method (i.e. not your individual purchasing card), select **View All Orders** from the drop-down menu.



You can view real-time delivery details for all pending orders, including estimated delivery date and carrier information. From within your Amazon Business account, navigate to **Your Orders | Track Package**.

*If your package is shipped via the **Amazon** van, your tracking ID will start with **TBA**:*

[Your Account](#) > [Your Orders](#) > [Order Details](#) > [Track Package](#)

Arriving [blurred] by 10 PM

- Ordered today
- Shipped today
[See all updates](#)
- Out for delivery
- Arriving tomorrow

Shipped with Amazon

Tracking ID: [blurred]

Address info

[blurred]

Berkeley, CA

Order Info

[View order details](#)

Berkeley BearBUY

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If your package is shipped via the **USPS** or **UPS**, your tracking ID will be a series of numbers:

[Your Account](#) > [Your Orders](#) > [Order Details](#) > [Track Package](#)

Arriving **tomorrow by 8 PM**

Ordered **Monday, May 2**

Shipped today
See all updates

Out for delivery

Arriving tomorrow

Shipped with USPS

Tracking ID: **[REDACTED]**

Address info


[REDACTED]
Berkeley, CA

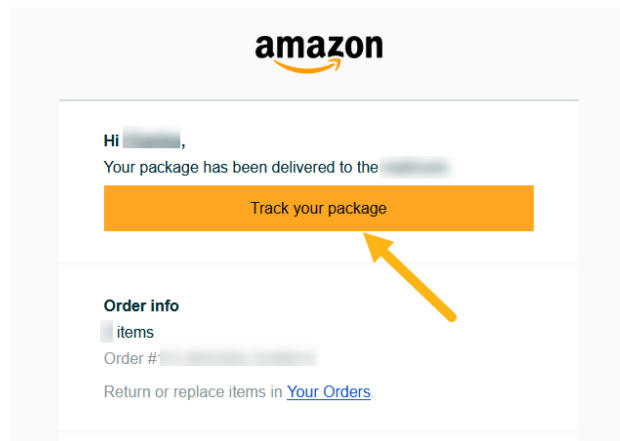
Order Info

[View order details](#)

Once your package has been delivered to the Amazon Hub Locker at the MLK Student Union, you will receive the following email:

Delivered: Your Amazon.com order # **[REDACTED]** External ⌵ Inbox ×

 **Amazon.com** <order-update@amazon.com>
to me ▾




Click the **Track your package** button to confirm your delivery.
Your delivery confirmation should look like this:

[Your Account](#) > [Your Orders](#) > [Order Details](#) > [Track Package](#)

Delivered today

Your package was left in the mail room.

 **Delivered**
██████████
Berkeley, CA
[See all updates](#)

Delivery by ██████████
Tracking ID: ██████████

Order Info
[View order details](#)

Once your package is ready for pick-up, you will receive an email. Click the **Get pickup code** button when you are 15 minutes away from the Amazon Hub Locker.



[Your Orders](#) | [Your Account](#) | [Amazon.com](#)

Your stuff is ready at Amazon Hub Locker+ (ASUC Student Union)

Click here when you're ready to get your stuff

[Get pickup code](#)

Hello ██████████,

Your stuff is ready. You can pick up your stuff until ██████████

Where to go

Amazon Hub Locker+ (ASUC Student Union)
MLK Student Union
2495 Bancroft Way, Room 235
Berkeley, CA 94720-4555-95

Hours

Mon-Sun 9am - 9pm

Directions: Located on the UC Berkeley campus, proceed through Upper Sproul Plaza to see the Hub on the Northeast corner of the MLK building. The MLK Student Union is on the corner of Bancroft Way and Telegraph Ave. We are currently inaccessible through the MLK and must use our exterior doors for entry. Metered parking is available on Telegraph Way and Durant Ave.

Berkeley BearBUY

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IMPORTANT: The Pickup codes are active for *ONLY 15 minutes*.

amazon

NEED ASSISTANCE?
Visit the counter at the Amazon Hub Locker+ (ASUC Student Union) store.

STORE INFO
Amazon Hub Locker+ (ASUC Student Union)
MLK Student Union
2495 Bancroft Way, Room 235
Berkeley, CA 94720

STORE HOURS
Mon-Sun 9am - 9pm

We recommend using your mobile device for faster and easier pickup.

Let us know when you're ready

Pickup codes are active for 15 mins

Get new pickup code

Please **show the barcode** to the **Amazon Hub Locker staff**.

amazon

We recommend using your mobile device for faster and easier pickup.

Your stuff is ready at locker 1

Scan this barcode:

or enter this code:

In light of COVID-19, please take necessary precautions when interacting with high touch surfaces.

NEED ASSISTANCE?
Visit the counter at the Amazon Hub Locker+ (ASUC Student Union) store.

STORE INFO
Amazon Hub Locker+ (ASUC Student Union)
MLK Student Union
2495 Bancroft Way, Room 235
Berkeley, CA 94720

STORE HOURS
Mon-Sun 9am - 9pm

Helpful Hint: If you are unable to create a pickup code or your pickup code expires, please provide your “@berkeley.edu” email address to the Amazon Hub Locker staff and he/she will be able to locate your package for you.

Support

- **First Line of Support:** BearBUY Help Desk
 - Available Mon. – Fri. from 8AM to 5PM, **Phone:** 510-664-9000 Option 1, Option 2
 - **Email:** Buyerhelp@berkeley.edu
- **Regional Group Purchasing Inquiries:** <https://portal.berkeley.edu/regions>
- **Invoice Inquiries:** <https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors>
- **Inquiries for High Value Goods and Services over \$10,000:**
<https://supplychain.berkeley.edu/procurement/contact-your-buyer>