

How do I change my shipping address in Amazon?

Problem

I am going through the checkout process in Amazon and it is showing the following as my shipping address.

Group Jaggaer Punch Out addresses

☒ **DEFAULT ADDRESS - CHOOSE IN JAGGAER CENTRAL RECEIVING, 353 INDUSTRIAL PARK DR, BOONE, NC, 28607-3978, United States, Phone: 828-262-3160** [Edit address](#)

Solution

Shipping addresses are entered in YoMart and not Amazon. This address is just a placeholder required by Amazon.

1. Continue through the checkout process in Amazon
2. The final step within Amazon is **Submit for Approval** - which will bring you back to YoMart
3. In the requisition page is where you will enter the real shipping address for this order
 - a. See [Checkout](#) for more information

Related Articles

- [All line items have been rejected for an Amazon order?](#)
- [Amazon FAQs](#)
- [How do I get my encumbrance released?](#)
- [How to I process an Amazon return?](#)
- [Purchases in YoMart and State Contracts](#)
- [What is the Ghost Card payment method?](#)
- [What's the policy on purchasing Gift Cards?](#)

[Search Knowledge Base](#)

[Submit a Service Request](#)

We value your feedback! Click [HERE](#) to suggest updates to an existing article, request a new article, or submit an idea.