AMAZON HUB LOCKER

ORDER & PICK-UP INSTRUCTIONS

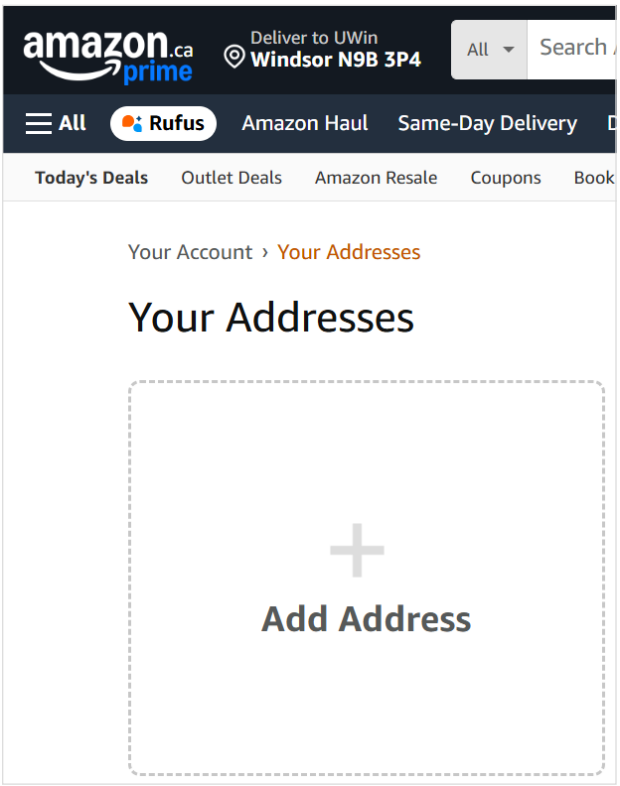
amazon hub Locker

Basic Info Page:

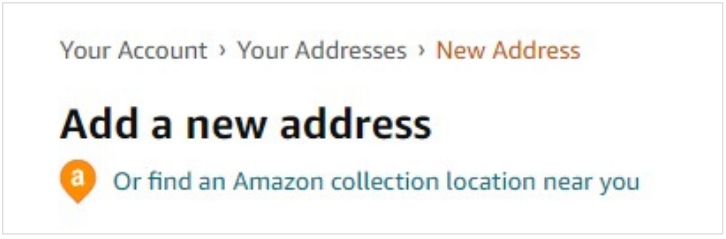
https://amazon.ca/locker

To add the Hub Locker as an address and select it when buying items, follow the steps below.

1) In your Amazon account, select “Your Addresses” and then select “Add Address”:

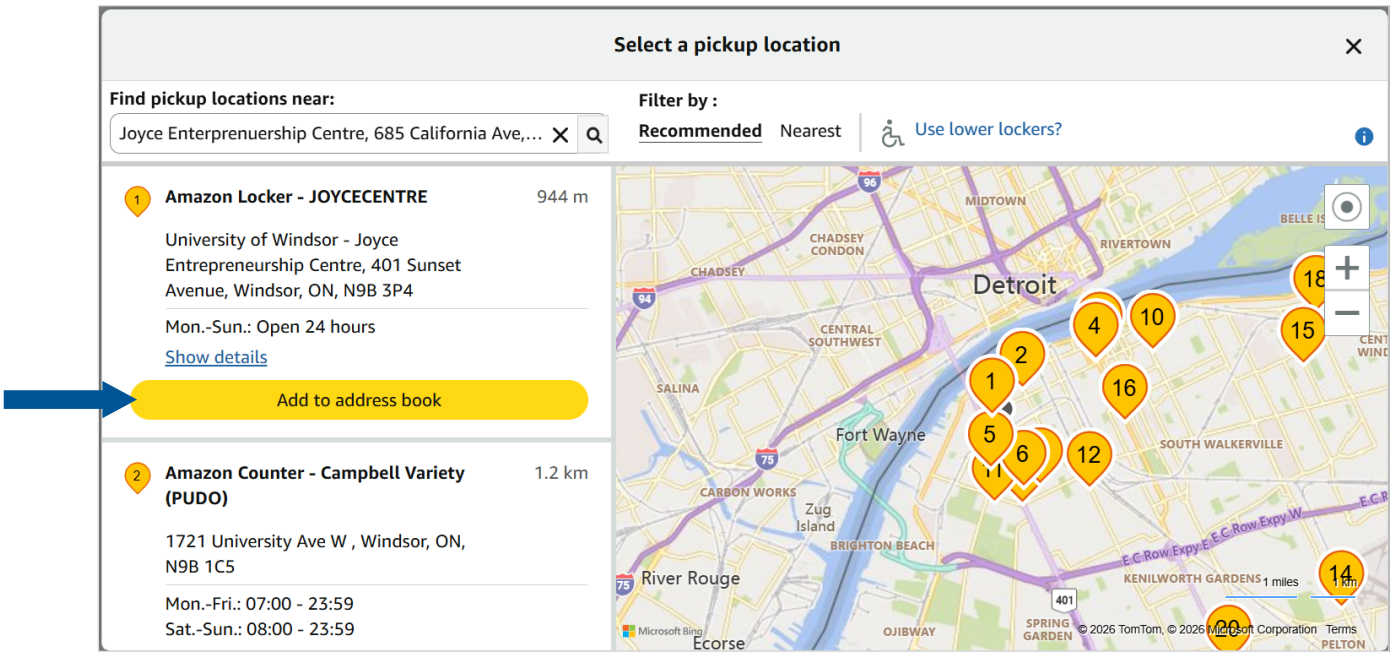


2) Then select “Find an Amazon collection location near you”:

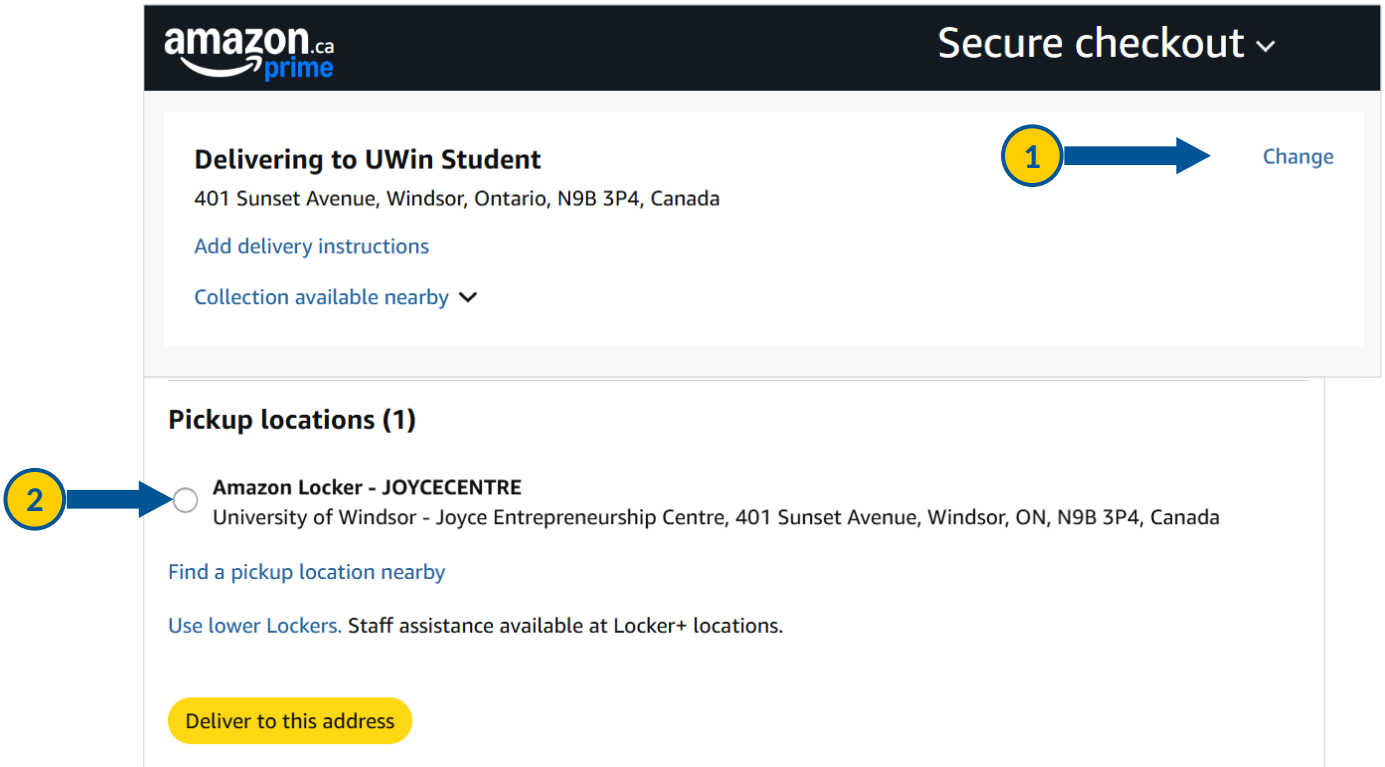


University of Windsor

3) Then search JOYCECENTRE or VANIERHALL, and select “Add to address book”:



4) When you buy an item, you can change the delivery location. Select “Change” and then choose the Amazon Hub Locker at JOYCECENTRE or VANIERHALL:



University of Windsor

The info below is helpful once your item is in the locker and ready to be picked up. Steps on the Amazon website:

https://www.amazon.ca/gp/help/customer/display.html?nodeId=GRQMENKQV9RQ6BWF

The steps are below as well:

Collect a Package at an Amazon Hub Locker

You can collect your package from an Amazon Hub Locker after you receive your pickup code.

Note: Collect your package within three calendar days after it is delivered to the Locker. If you don't collect your package by the end of the third day, we'll take it back and give you a full refund.

To pick up your package, do one of the following:

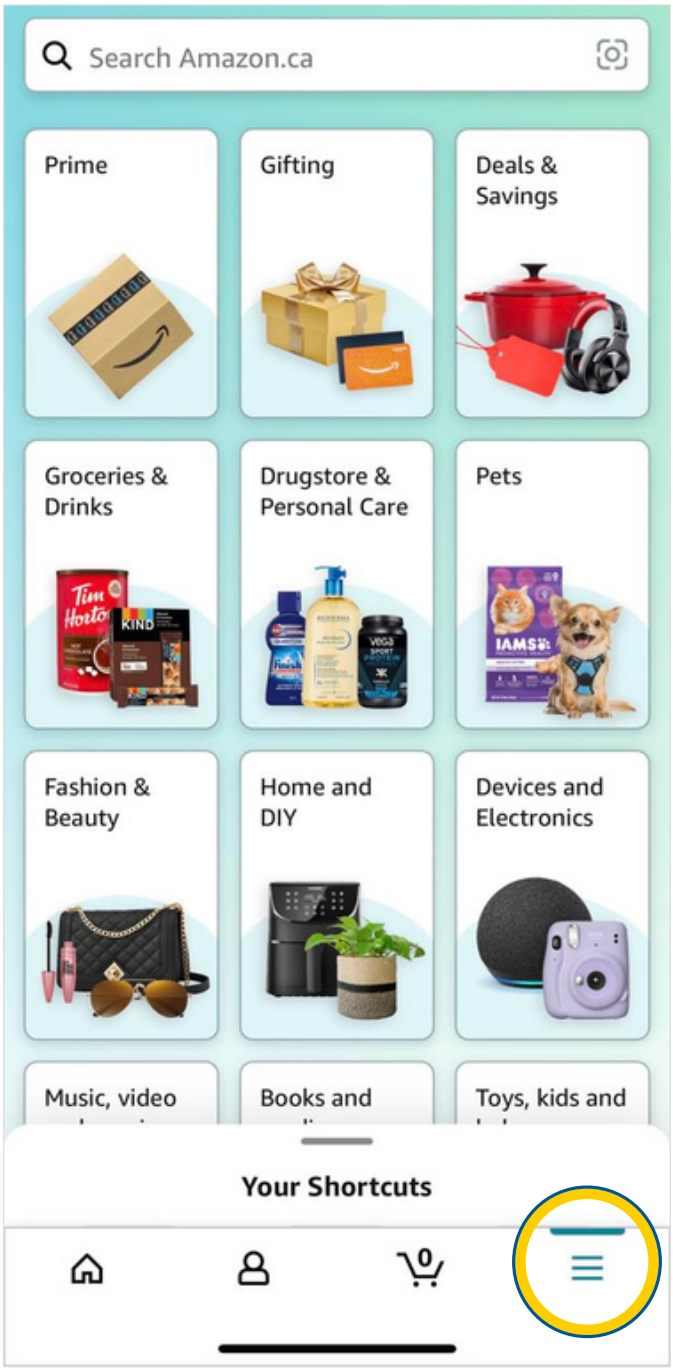
- For Lockers that require a pickup code:
  1. Go to the Locker location.
  2. Locate the 6-digit pickup code and barcode in your delivery confirmation email.
  3. Enter your pickup code on the touch-screen display or scan the barcode using the Locker scanner. The scanner is located directly beneath the touch screen of the Locker.

- For Lockers that require a smartphone with the Amazon Shopping app installed:
  1. Go to the Locker location.
  2. Tap the Start Pickup button in your delivery confirmation email. You'll be navigated to the Locker detail page in the Amazon Shopping app.
  3. When the Locker detail page loads, wait a few seconds for the app to connect to the Locker automatically via Bluetooth.
  4. Once connected, you'll be able to tap the Open Locker button in the app to open the Locker.

Note: If you want someone else to pick up your package from an Amazon Hub Locker, simply forward the delivery confirmation email with the pickup code or the Start Pickup button to that person. If your package was delivered to a smartphone Locker, the person who's picking up the package on your behalf will need a smartphone with Bluetooth connection and the latest version of the Amazon Shopping App.

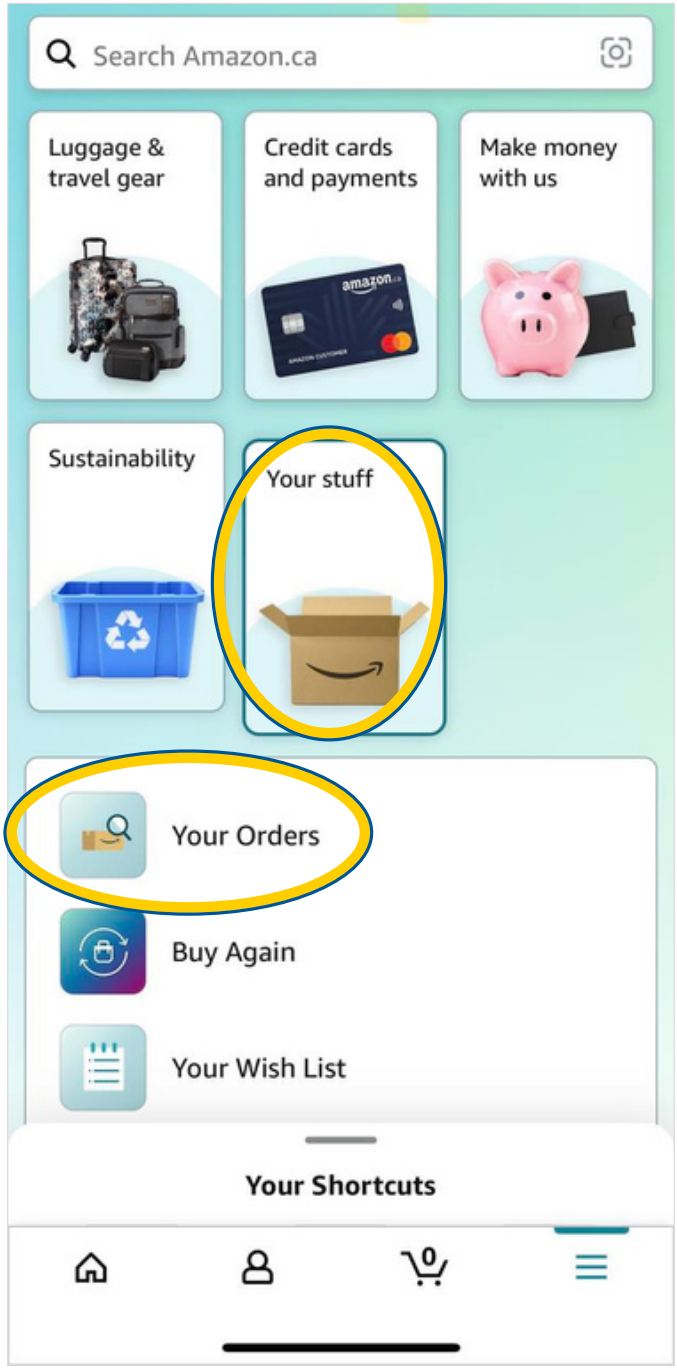
Screenshots from within the app:

1) Tap the three lines in the bottom right corner:



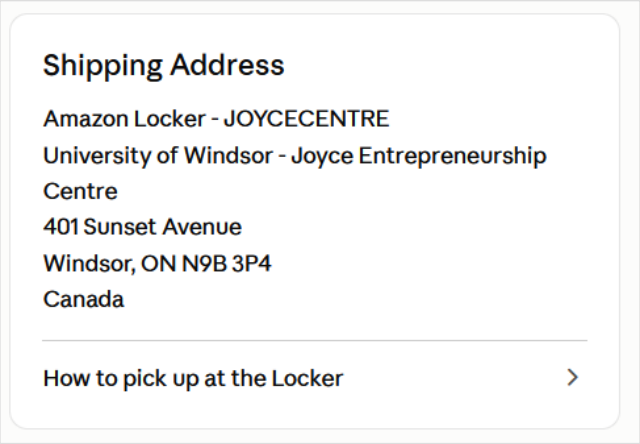
University of Windsor

2) Then tap “Your stuff” and it will show “Your Orders”. Tap on that.

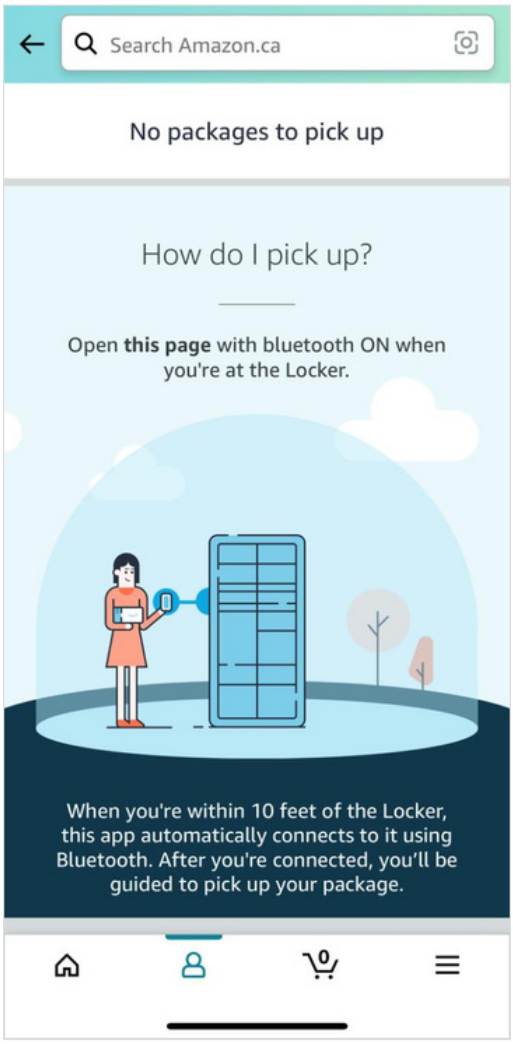


University of Windsor

3) Once you've tapped "Your Orders", any upcoming deliveries will be on this page. Tap the relevant delivery and the app will show the shipping address for that delivery.



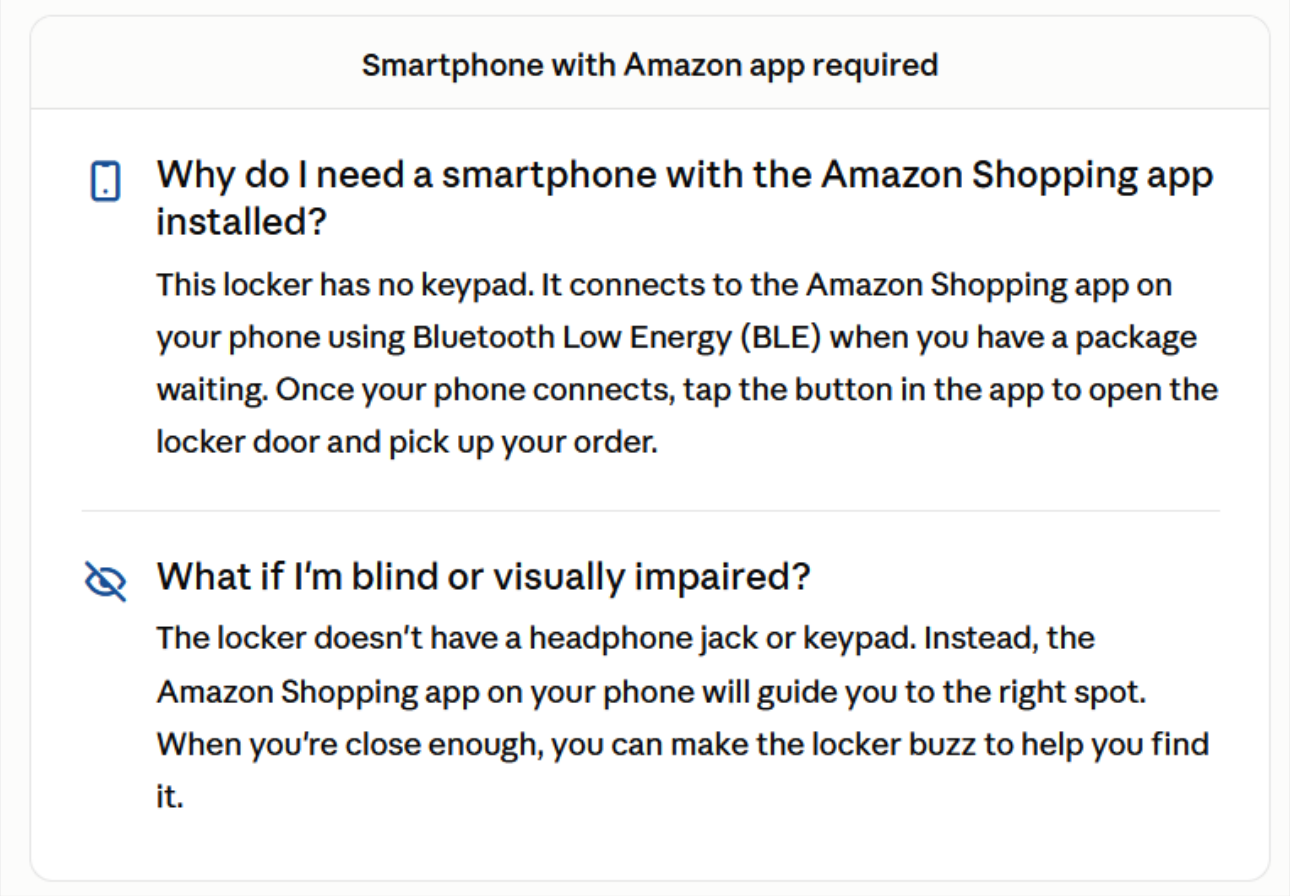
4) Then tap "How to pick up at the Locker". This brings you to the screen below in the app (your packages will be listed, unlike in this screenshot).



University of Windsor

5) At that point, tap the “Open Locker” button and the locker with your item will pop open. Please close the locker once your item has been removed.

Some additional information:



University of Windsor