

amazonbusiness First Time Punch-Out Registration

You will be prompted to create an Amazon Business account before your first requisition through Amazon using your E-Procurement program. Use the below scenarios to understand how to take appropriate action for creating an Amazon Business user account.

Scenario 1

Create a new business user account

- If you don't have an existing Amazon account linked to your work email address, you will be provided step-by-step instructions to create your new account log-in for your organization's Amazon Business account.

The screenshot shows a registration form with the following fields and elements:

- Your name:** A text input field with a cursor.
- Email:** A text input field containing "user@company.com".
- Password:** A text input field with a placeholder "At least 6 characters".
- Re-enter password:** A text input field.
- Next step:** A yellow button at the bottom.
- Help text:** A small icon and text stating "Passwords must be at least 6 characters."

- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.

NOTE!

Users previously registered with another **Amazon Business** account must be de-registered prior to punching out through the central business account.

<https://www.amazon.com/gp/b2b/manage/deregister>

Scenario 2

Separate Business & Personal Shopping

- If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Please follow the prompts to separate your personal order history from your work email.

Sign in to get started

If you cannot remember your password, you can click **Forgot your password?** to reset it.

- After signing into your existing account, choose a new email for your existing personal order history to be associated with. *The new email address cannot be associated with an existing Amazon.com account.*



Now choose a new email for your existing account (this password stays the same).

- This will free up your work email to be used strictly for business purchases moving forward.
- Confirm your name and new business password by complete the set up for your business log in following steps in Scenario 1.

Scenario 3

Migrate your existing Amazon Account

- If you already have an Amazon account tied to your work email address and utilize this account solely for business purchases, you can migrate this existing account to your organization's Amazon Business account.
- Sign in to the existing account that you for business purchases on Amazon.com
- To migrate this account, click on the blue hyperlink on the right: "I want to convert..."

The screenshot shows a migration form with the following elements:

- New email address:** A text input field.
- Re-enter email:** A text input field.
- Link:** A blue hyperlink with a yellow border: "I want to convert my existing account and transfer my order history and info to my business user account".

- Confirm that you have not made personal purchases on this account. If you change your mind you can still separate your accounts.
- Click next step to confirm your account conversion and start shopping on the central account with your same existing credentials.

Next step

