# **Amazon Punchout Catalog – Registration Process**

All users must follow these steps the first time they click on the Amazon Punchout Catalog in E-Market

Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com

# I have an existing Amazon account with my Bryn Mawr College email (i.e. jsmith@brynmawr.edu)

- 1. Login to E-Market.
- 2. In the Catalog Suppliers Punchout section of the Mome menu, click on the amazon tile.



3. This screen below will appear temporarily.

PunchOut		×	+												-	đ	×
utFrameSet?Re	utFrameSet?RetumUrl=%2Fapps%2FRouter%2FHome&supplierld=126526&punchoutSessionId=&punchoutOperation=create&RequestContext=Showcase&tmstmp=1541795990739 🛛 🖪 😿								a 🛧 🌖	e	) E						
📕 E-Market	🖻 GRAM	BiONiC	HCM-PR	🗋 TD eTreasury	TD TDFX	PA etides	🔯 PA UC	BealthEquity	a, Amazon	🕒 SQ (Test)	GLACIER	🗋 NAEP	S PACC	LITS Docs	PW chge		>>
															Car	ncel Pun	chOut
	Redirecting to supplier. Please wait.																
	This Pu	nchOut	will open	in a new wir	ndow!!!												

- 4. Most users will receive a pop-up blocker alert in the top righthand corner of the screen.
  - a. Click 📑 and choose Always allow pop-up...., then click Done.



- 5. You should be back on the E-Market *Home* menu. In the *Catalog Suppliers Punchout* section of the *Home* menu, click on the *amazon* tile again.
- 6. This screen below will appear temporarily.

Cancel PunchOur This PunchOut will open in a new window!!!



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7. A new window will open with Amazon's punchout website. Click Get started.

🐣 Amazon Business - Google Chrome							
https://www.amazon.com/business/register/user/landing?invitationId=20183137irV-UyRFeyzyF_ey88Hg							
	amazon business						
_							
Welcome to Amazon Business! Let's create your free business user account so you can join your Bryn Mawr College							
	Coworkers and shop for work. Get started By submitting and creating this business account, you agree to the Amazon Business Account Terms and Conditions						
	Your business user account information, including order history, addresses, payment methods and personal information will be visible to administrators of the business account. The administrator of the business account will have the ability to manage or close this account.						

8. Enter your existing Amazon account password\*\*.

\*\*You will not be prompted for this password each time you punchout however, you will be required to enter this password in the punchout catalog when you want to view order history, return an item, cancel an order, etc.

Looks like you already have an existing Amazon account associated with your email.	Sign in to get started
Sign in and decide whether to keep it separate or convert it into a business account.	Email (phone for mobile accounts)         athompso01@brynmawr.edu         Password         Forgot your password?
	Sign in
	Keep me signed in. Details 🔻

9. Click Sign in.

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- 10. Since your existing Amazon account is associated with your @brynmawr.edu email, you must choose <u>one</u> of the options below.
  - a. *Convert my existing Amazon account* If all previous purchases made under this account were for **<u>BMC Only</u>**, click this option. Your order history will be listed in the punchout.
  - b. Create a separate business account If all previous purchases made under this account were <u>NOT for BMC only</u>, enter a personal email address in both fields and click *Next step*. Your order history will be moved to the personal account which will not be affiliated with Bryn Mawr College.

ll us how to create your busin	ess account (this is important)			
Convert my existing	Create a separate			
Amazon account	business account			
to transfer my order history.	so your order history stays private.			
<ul> <li>Your existing Amazon order history, payment</li></ul>	<ul> <li>You'll have two separate accounts at Amazon.</li> <li>Your existing Amazon order history, payment</li></ul>			
methods, and addresses move to your	methods, and addresses stay out of your			
business account. <li>Coworkers on the same business account</li>	business account. <li>You'll sign into Amazon Business with</li>			
might be able to access this info. <li>You'll sign into Amazon Business with</li>	mandakis+test+ab@amazon.com. <li>Choose a new email for your existing Amazon</li>			
mandakis+test+ab@amazon.com.	account. Your password stays the same. <li>mandakis+test+ab+2@amazon.com</li> <li>mandakis+test+ab+2@amazon.com</li>			
	Next step			

11. Amazon will verify the information you have entered.

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12. When the confirmation screen appears, click *Start Shopping*. If it does not appear, email <u>ab-</u>



13. Since you are in the College's organization level punchout business account you will notice some differences on the site compared to your old Amazon account.

- Amazon basiness Google enro	2016		
https://www.amazon.com			
business prime	All   Enter keyword or product number	Q (\$) Discover Business Pricing >>	
	Punchout Group: Bryn Mawr College		
Deliver to Bryn Bryn Mawr 19010	Departments + Today's Deals Gift Cards Manage Team Help Sell		EN Hello, Annemarie
		Deals in Business.	

- 14. Search for items as you normally would.
- 15. Some items will have a <sup>Company Restricted</sup> warning logo. Click on the item description in blue to read the *Company restricted* message.



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- 16. This warning logo can be displayed for one or more of the following reasons:
  - a. Item may be able to be purchased from another E-Market catalog at a lower price, for less shipping and/or with a shorter delivery time.
  - b. Item should NOT be purchased due to BMC Policy and/or tax implications.



- 17. These are customized warning messages for BMC users. These warnings will not stop a user from adding the items to your cart however, depending on the item(s) the cart may be returned or rejected during the approval process in E-Market.
- 18. Add items to your cart as you normally would.
- 19. Your registration is complete. When you are ready to checkout, please follow the steps in the <u>Amazon</u> <u>Punchout Catalog Checkout Process</u> document.