## **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 do not have an existing Amazon account used to make BMC purchases only

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

✓ Catalog Suppliers - Punchout					
Airgas Gases/ Welding/ Safety Supplies	amazon Products not in other catalogs	Apple Computers	BH Photo/ Video/ Audio Products	Books/ Publications/ Media	GRAINGER. Facilities Supplies/ Equipment
#HENRYSCHEN* Lab/ Healthcare Supplies	Thermo Fisher Section Fisher formerly, Life Life Sciences Products	COPY&PRINT Custom Stationery/ Print Jobs	Chemicals/ Lab Supplies		

3. This screen below will appear temporarily.

Redirecting to supplier. Please wait.
This PunchOut will open in a new window!!!

- 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.

Redirecting to supplier. Please wait.
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.

<ol> <li>Amazon Business - Google Chrome</li> </ol>				
https://www.amazon.com/business/register/user/landing?invitationId	=20183137irY-LvyRFeyzyF_eyB8Hg			
	amazon business			
	Welcome to Amaz	on Business!		
	Let's create your free business coworkers and shop for work.	s user account so you ca	ın join your Bryn Mawr College	
	Get started	)	Durland Annual Terrara	
	by submitting and creating this business a	scount, you agree to the Amazon	Fouries Account remisand conditions	
	Your business user account information, in will be visible to administrators of the busi manage or close this account.	ncluding order history, addresses, iness account. The administrator	payment methods and personal information of the business account will have the ability to	

- 8. Enter your First Name and Last Name in the *Your name* field.
- 9. Choose a password that differs from your College password, then enter in the Password\*\* field.

\*\*The Amazon account password is NOT the same as your College password. Please record this 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.

Your name First Name Last Name Email collegeemail@brynmawr.edu Password i Passwords must be at least 6 characters. Re-enter password 
First Name Last Name Email collegeemail@brynmawr.edu Password i Passwords must be at least 6 characters. Re-enter password
Email collegeemail@brynmawr.edu Password i Passwords must be at least 6 characters. Re-enter password
collegeemail@brynmawr.edu Password i Passwords must be at least 6 characters. Re-enter password
Password Passwords must be at least 6 characters. Re-enter password
Passwords must be at least 6 characters. -enter password
Passwords must be at least 6 characters. -enter password
Re-enter password

10. Click Next Step.

#### BRYNMAWR | E-MARKET

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- 11. Amazon will verify the information you have entered.
- 12. When the confirmation screen appears, click Start Shopping. If it does not appear, email abservices@amazon.com.



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

💐 Amazon Business - Google Chro	me		- 0 >
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 ⊕ ▼ Account for Bryn Mawr C ▼ Lists ▼ 1
$\smile$		Canica Canica	

- 14. Search for items as you normally would.
- 15. Some items will have a Groups Restricted 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.