

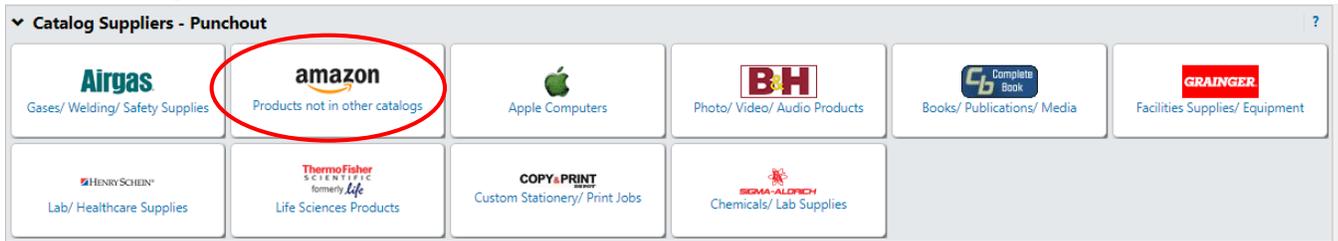
Amazon Punchout Catalog – Registration Process

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

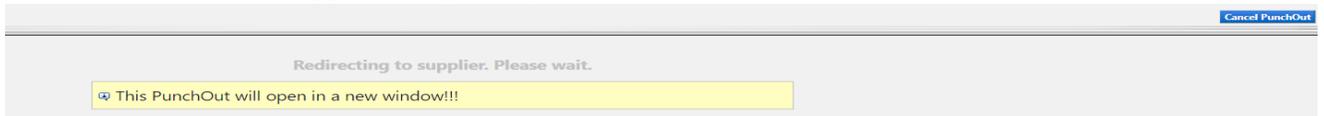
Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com

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

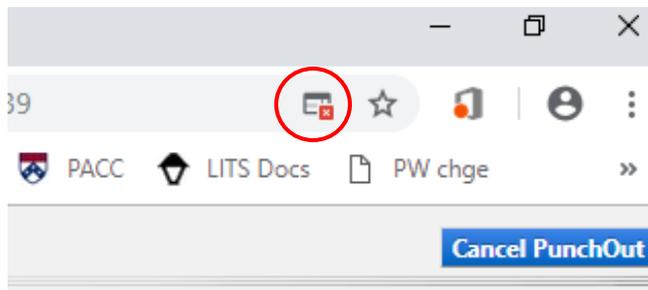
1. Login to E-Market.
2. In the *Catalog Suppliers – Punchout* section of the  Home menu, click on the *amazon* tile.



3. This screen below will appear temporarily.



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*.
 - b. Click **Cancel Punch-out**.



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.

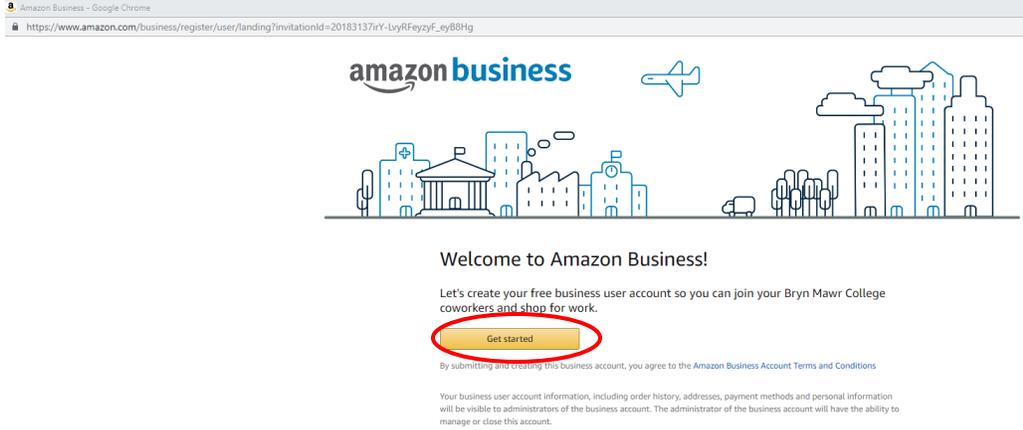


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7. A new window will open with Amazon’s punchout website. Click *Get started*.



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.**



Enter your full name
and choose your
business password

Your name

Email

Password

i Passwords must be at least 6 characters.

Re-enter password

Next step

By creating an account, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

10. Click *Next Step*.

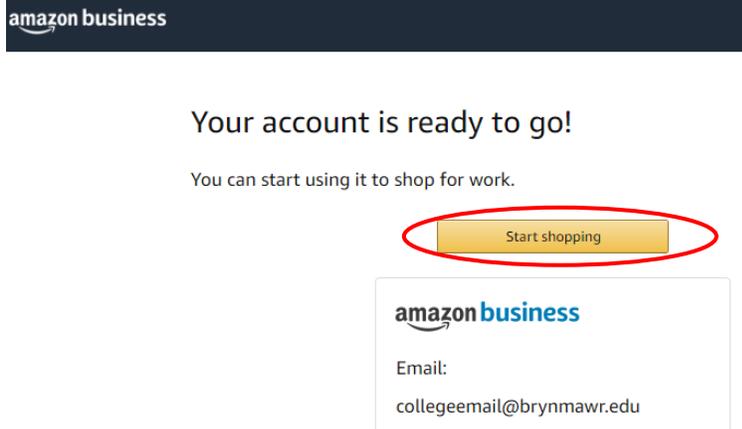
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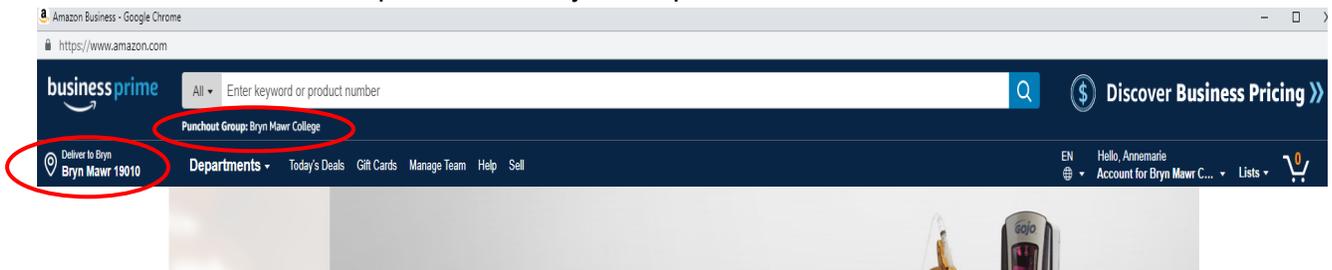
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11. Amazon will verify the information you have entered.

12. When the confirmation screen appears, click *Start Shopping*. If it does not appear, email ab-services@amazon.com.

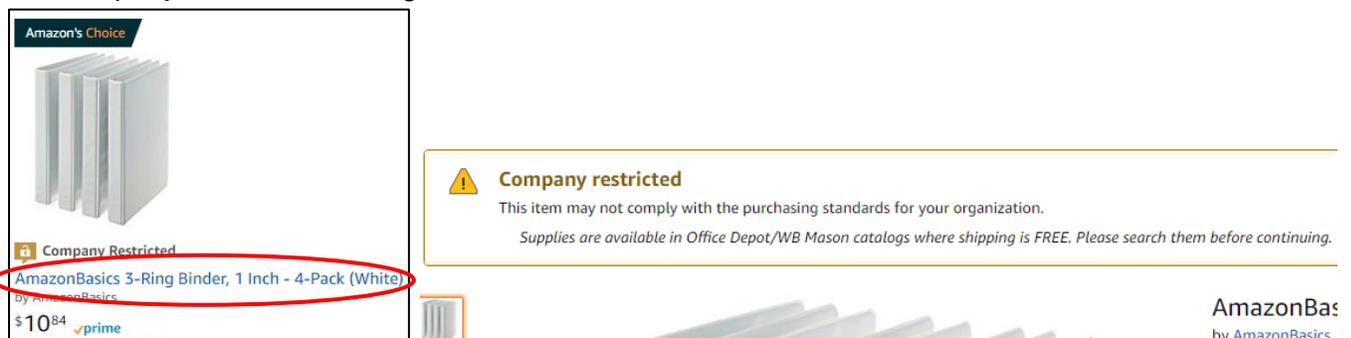


13. Since you are in the College's organization level punchout business account you will notice some differences on the site compared to when you shop on Amazon's consumer website.



14. Search for items as you normally would.

15. Some items will have a  **Company 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.



Company restricted

This item may not comply with the purchasing standards for your organization.

STOP! Per IRS regulations & BMC policy gift cards cannot be purchased due to tax implications. DO NOT add to your cart.

- c. Item should NOT be purchased by individual users, it should be purchased by contacting LITS.



Company restricted

This item may not comply with the purchasing standards for your organization.

^ [Learn Why](#)

- *STOP! Computers not purchased by LITS are not supported. DO NOT add to cart. Contact LITS help desk for this purchase.*
- *Computing Equipment not purchased by LITS is typically not supported. Consult LITS help desk before purchasing.*

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 [Amazon Punchout Catalog - Checkout Process](#) document.