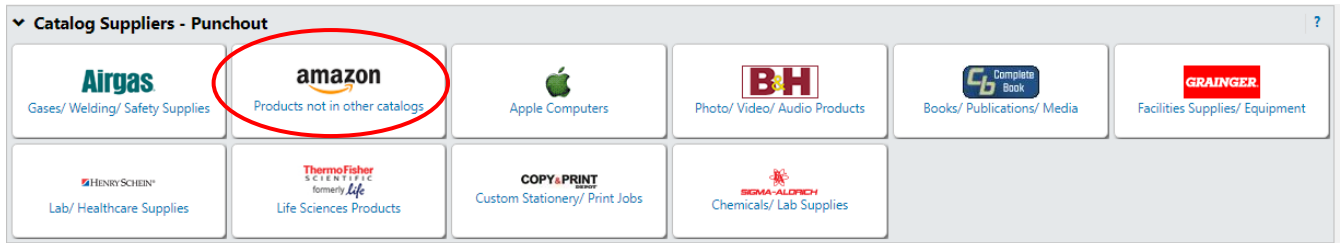**BRYN MAWR | E-MARKET**

Amazon Punchout Catalog – Registration Process

All users must follow these steps the first time they click on the Amazon Punchout Catalog in E-Market
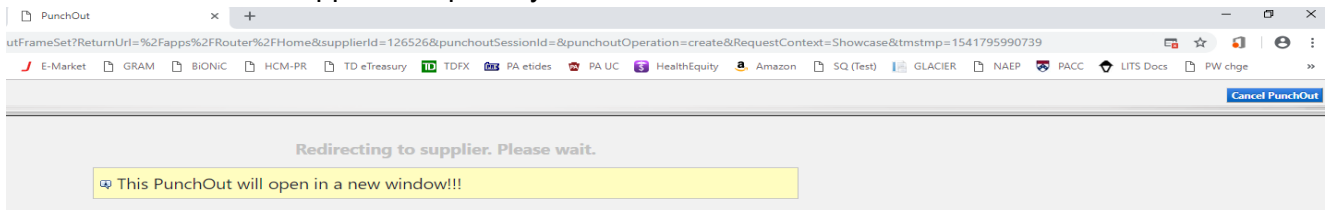
Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com

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 🏠 *Home* menu, click on the *amazon* tile.
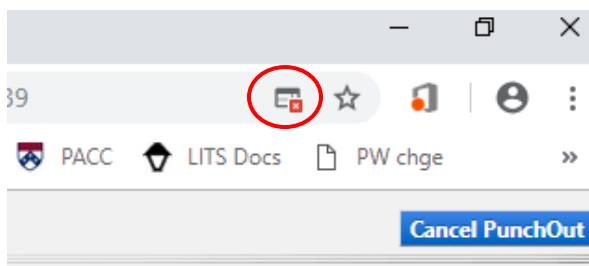

3. This screen below will appear temporarily.

4. Most users will receive a pop-up blocker alert in the top righthand corner of the screen.

    a. Click [icon] 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.

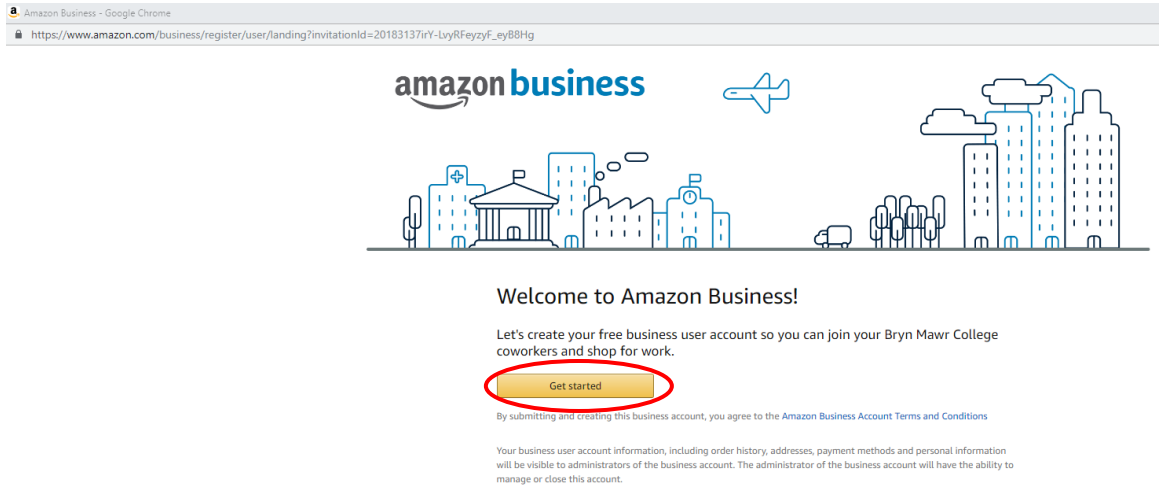6. This screen below will appear temporarily.

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

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

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.

9. Click *Sign in*.

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

10. Since your existing Amazon account is associated with your @brynmawr.edu email, you must choose **one** of the options below.

    a. *Convert my existing Amazon account* – If all previous purchases made under this account were for **BMC Only**, 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 **NOT for BMC only**, 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.
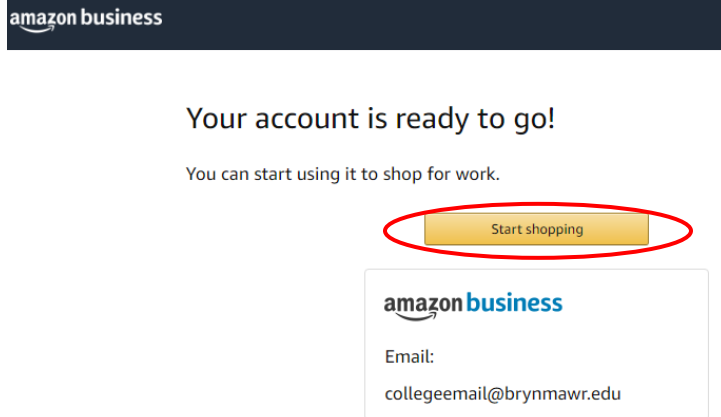

11. Amazon will verify the information you have entered.

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

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 your old Amazon account.

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.

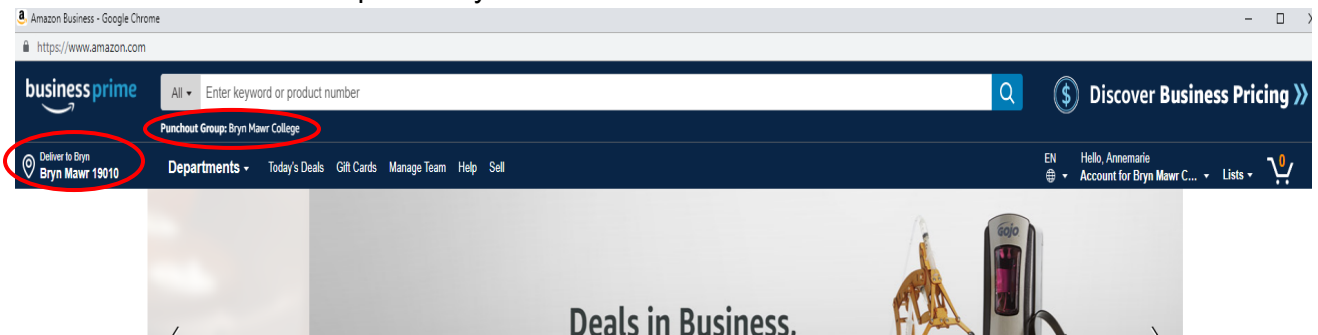
Amazon Punchout Catalog – Registration Process
All users must follow these steps the first time they click on the Amazon Punchout Catalog in E-Market

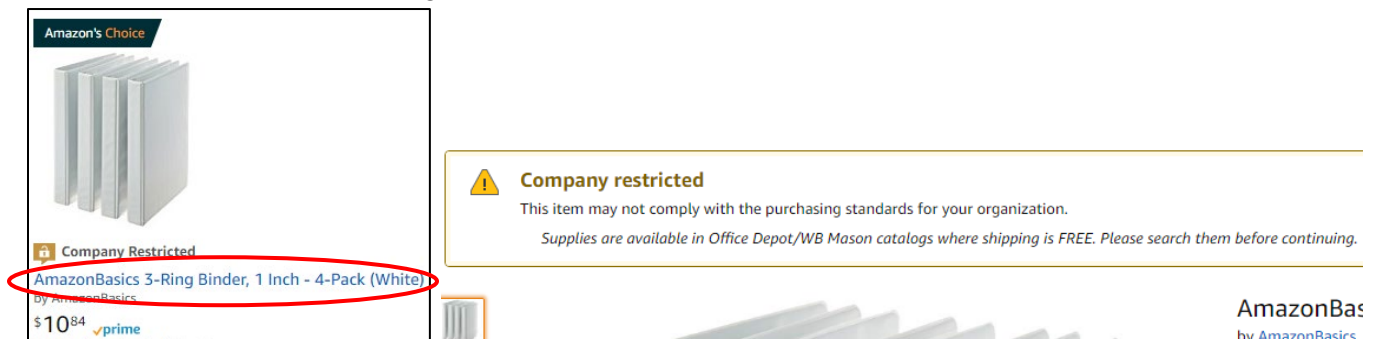**Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com**

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.