

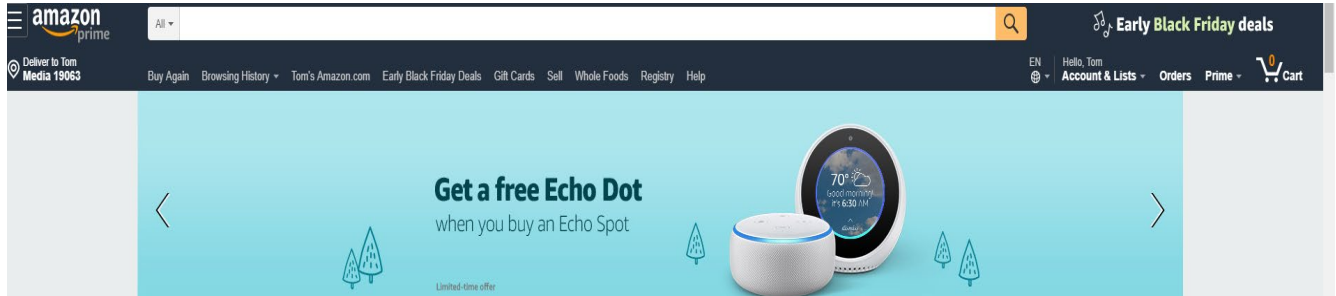
Amazon Punchout Catalog – Registration Process

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

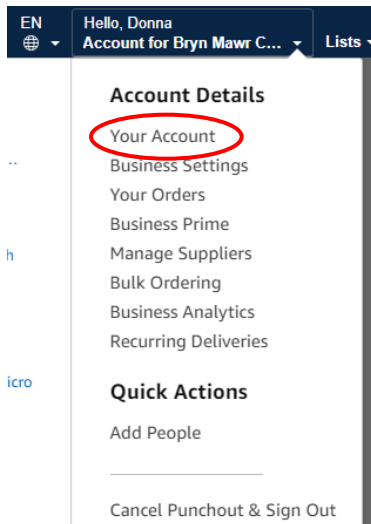
Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com

I have an existing Amazon account that I have used to make BMC purchases only with a personal email (i.e. jsmith@gmail.com)

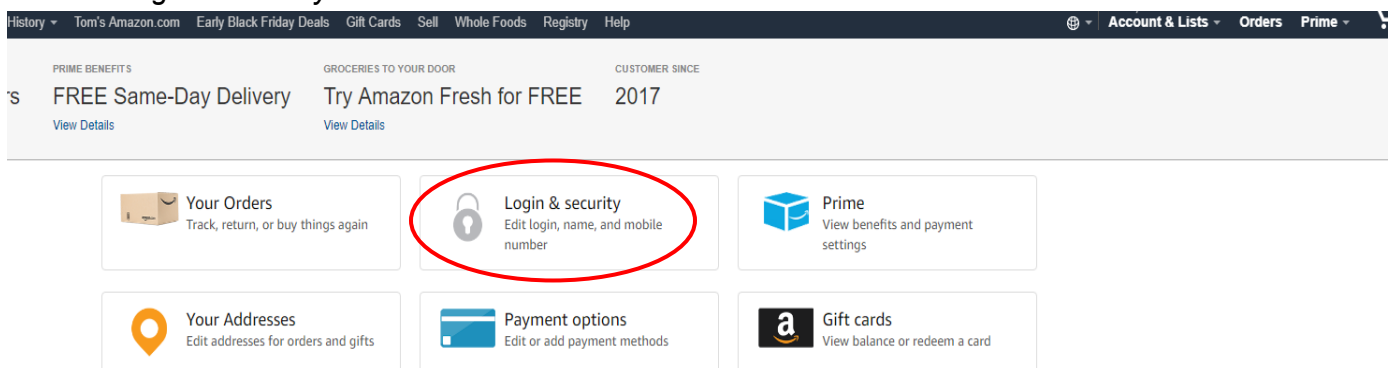
1. Login into your existing Amazon account.



2. Click on *Accounts & Lists* and choose *Your Account*. (ADD before #3 Enter password)



3. Click on *Login & security*.



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4. In *Email* section, click on *Edit*.

[Your Account](#) > [Login & security](#)

Login & security

Name: Tom MacIntosh	<input type="button" value="Edit"/>
Email: [REDACTED]@gmail.com	<input type="button" value="Edit"/>
Mobile Phone Number: Why add a mobile number?	<input type="button" value="Add"/>
Password: *****	<input type="button" value="Edit"/>

- a. In *New email address* and *Re-enter new email* fields enter your Bryn Mawr College email (i.e. jsmith@brynmawr.edu).

[Your Account](#) > [Login & security](#) > [Change email](#)

Change email

Old email address: [REDACTED]@gmail.com
New email address: <input type="text"/>
Re-enter new email: <input type="text"/>

- b. Enter your current Amazon password.
- c. Enter the characters you see.
- d. Click *Save changes*.

<input type="text" value="jsmith@brynmawr.edu"/>
Re-enter new email: <input type="text" value="jsmith@brynmawr.edu"/>
Password: <input type="password" value="*****"/>
Enter the characters you see 6mfcd4
See a new challenge Hear the challenge
Type characters <input type="text"/>
Having trouble or sight impaired?
<input type="button" value="Save changes"/>


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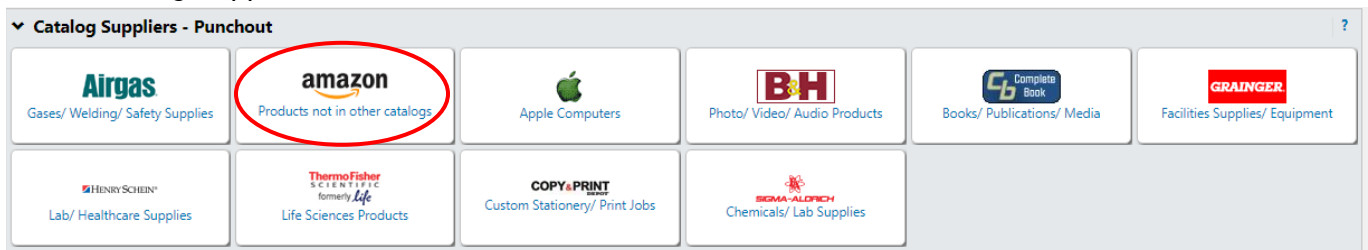
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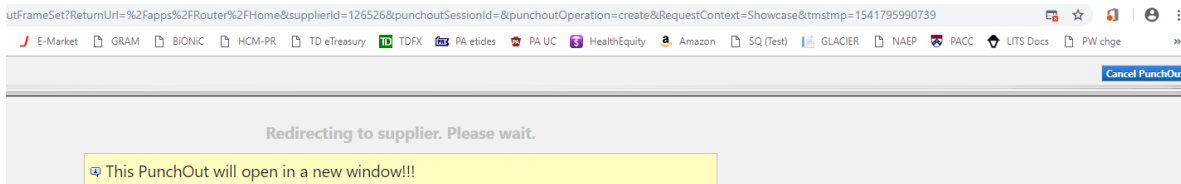
5. Click on *Accounts & Lists* and choose *Sign Out*** , then close the browser window.
**Make sure you actually choose *Sign Out* before moving to the next step. If you do not choose *Sign Out* of your Amazon account you will experience issues when performing the next steps.

6. Login to E-Market.



7. In the *Catalog Suppliers – Punchout* section of the  *Home* menu, click on the *amazon* tile.

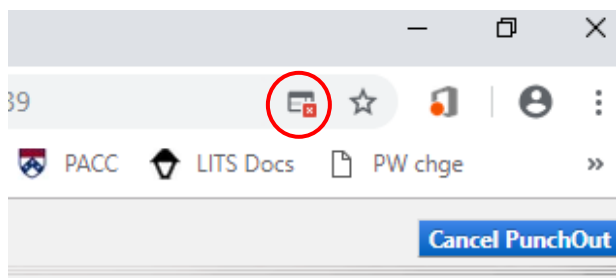



8. This screen below will appear temporarily.



9. 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 .



10. 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.

11. This screen below will appear temporarily.

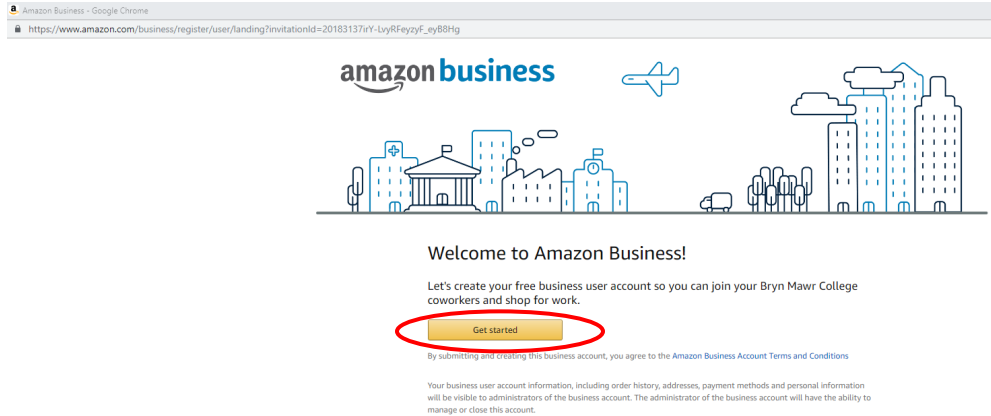
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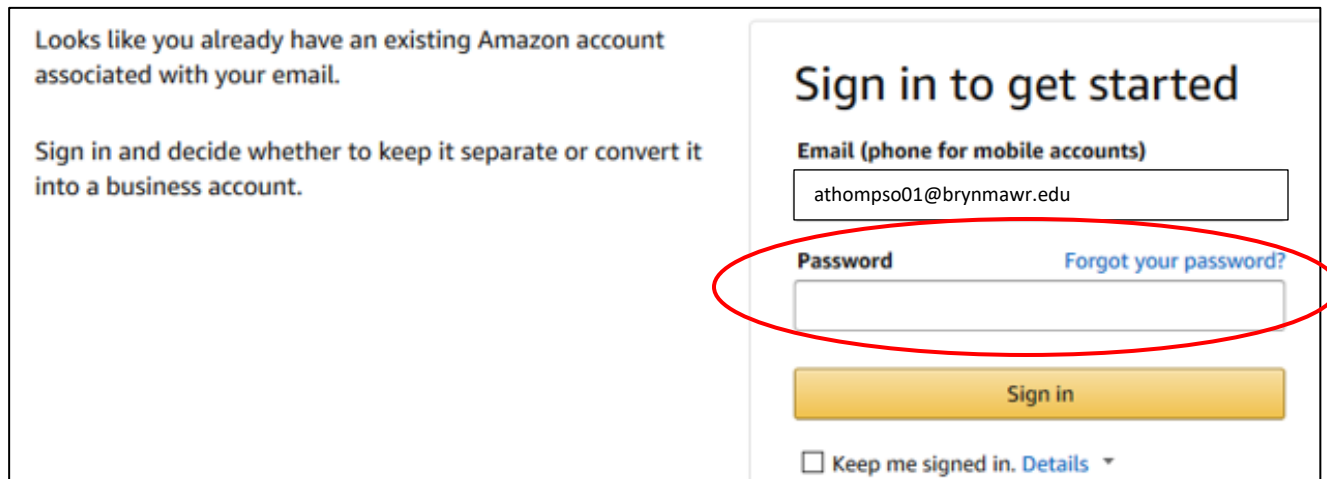


12. A new window will open with Amazon’s punchout website. Click *Get started*.



13. 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.**



14. Click *Sign in*.



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

Tell us how to create your business account (this is important)

<div style="text-align: center; background-color: #f9c74f; padding: 10px; border-radius: 5px;">  <p>Convert my existing Amazon account to transfer my order history.</p> </div> <ul style="list-style-type: none"> • Your existing Amazon order history, payment methods, and addresses move to your business account. • Coworkers on the same business account might be able to access this info. • You'll sign into Amazon Business with mandakis+test+ab@amazon.com. 	<div style="text-align: center; background-color: #f9c74f; padding: 10px; border-radius: 5px;">  <p>Create a separate business account so your order history stays private.</p> </div> <ul style="list-style-type: none"> • You'll have two separate accounts at Amazon. • Your existing Amazon order history, payment methods, and addresses stay out of your business account. • You'll sign into Amazon Business with mandakis+test+ab@amazon.com. <p>Choose a new email for your existing Amazon account. Your password stays the same.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; width: 80%; margin-left: auto; margin-right: auto;">mandakis+test+ab+2@amazon.com</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; width: 80%; margin-left: auto; margin-right: auto;">mandakis+test+ab+2@amazon.com</div> <div style="text-align: center; background-color: #f9c74f; padding: 10px; border-radius: 5px; width: 80%; margin-left: auto; margin-right: auto; margin-top: 10px;">Next step</div>
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16. Amazon will verify the information you have entered.

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

amazon business

Your account is ready to go!

You can start using it to shop for work.

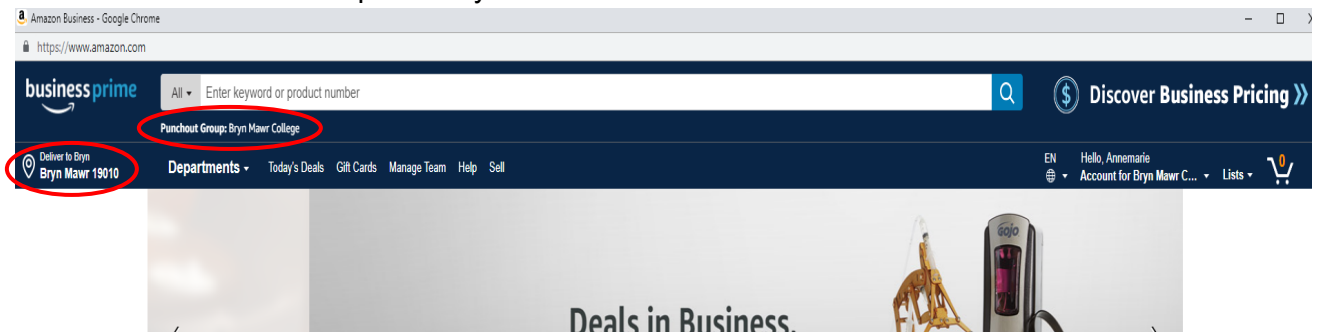
Start shopping

amazon business


Email:

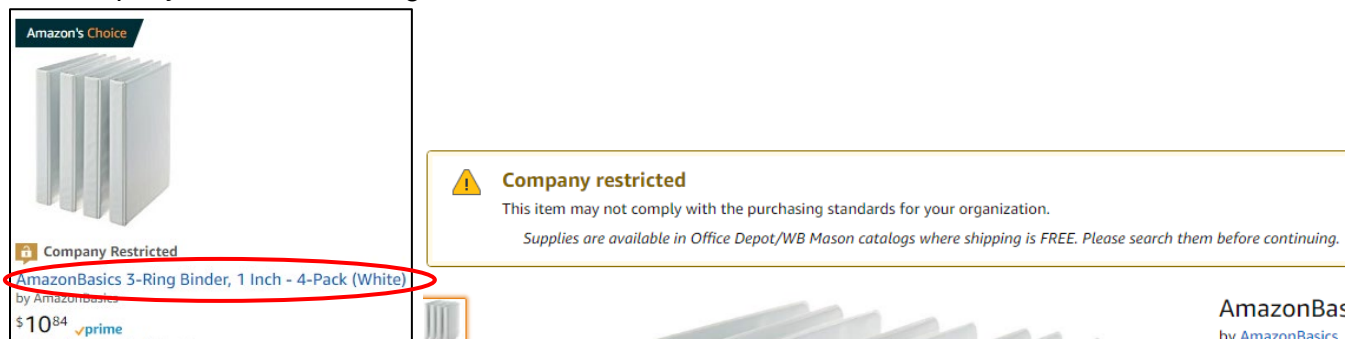
collegeemail@brynmawr.edu

18. 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.



19. Search for items as you normally would.

20. 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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21. 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.*

22. 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.

23. Add items to your cart as you normally would.

24. Your registration is complete. When you are ready to checkout, please follow the steps in the [Amazon Punchout Catalog - Checkout Process](#) document.