
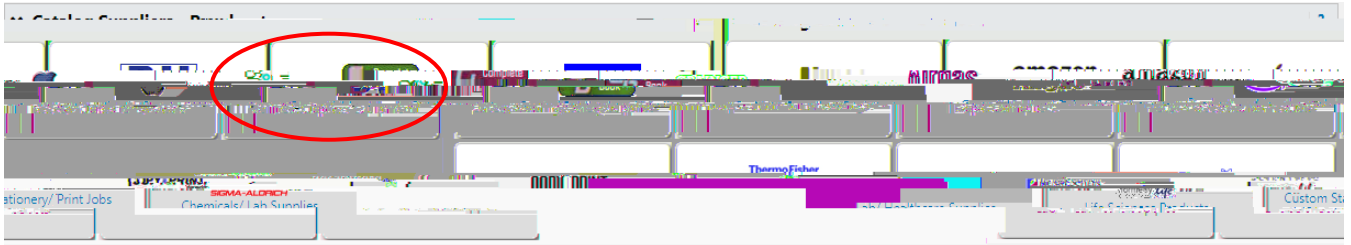
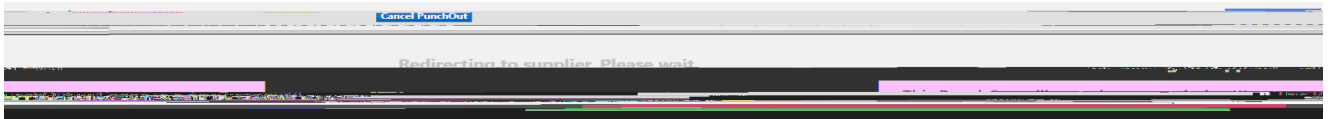


1. Login to E-Market.


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

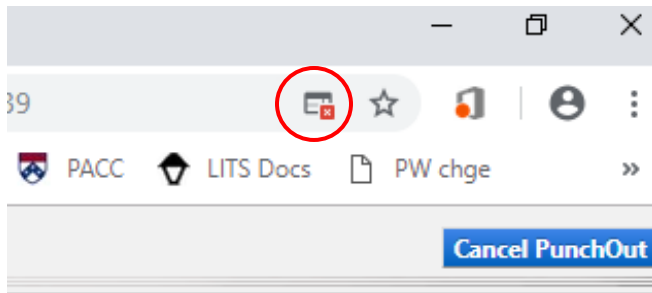



3. This screen below will appear temporarily.



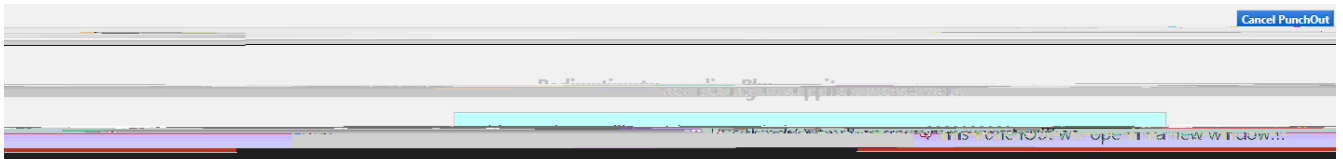
4. Most users will receive a pop-up blocker alert in the top righthand corner of the screen.

- 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.

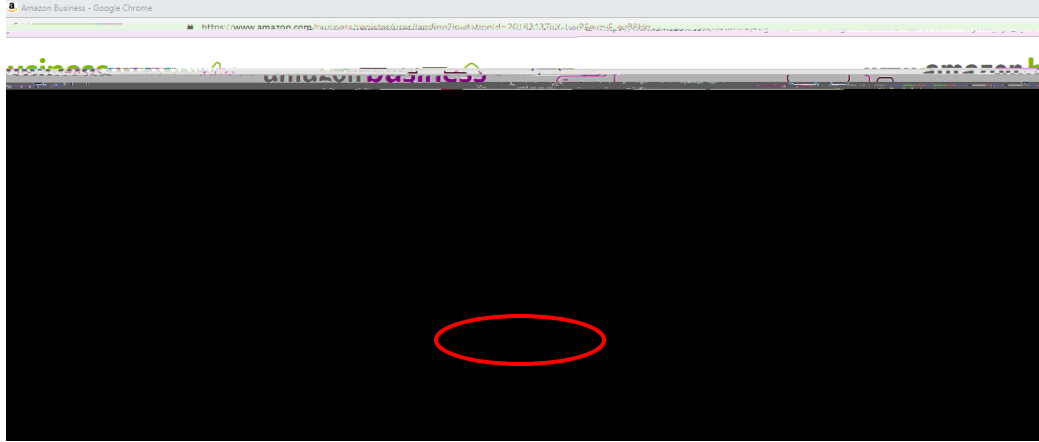
6. This screen below will appear temporarily.



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

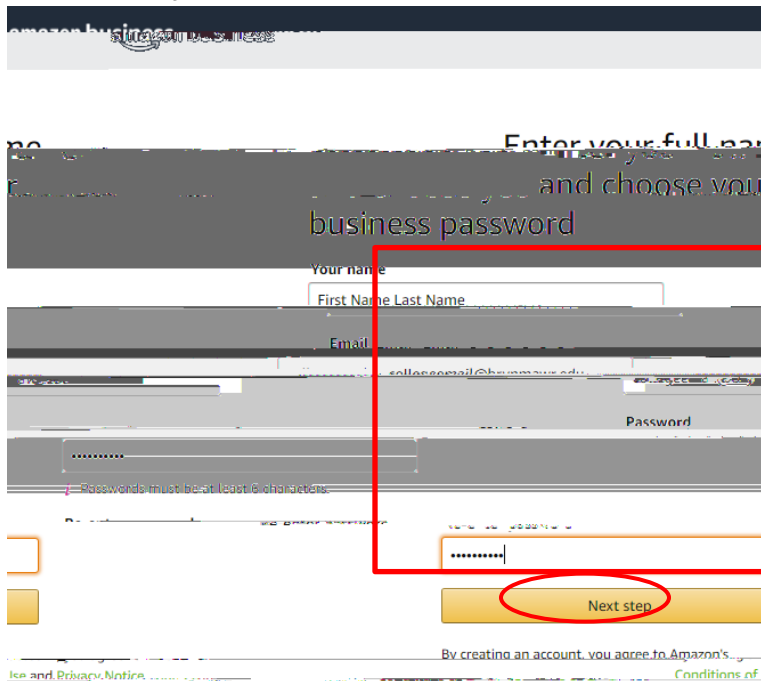
7. A new window will open with Amazon's punchout website. Click *Get started*.



8. Enter your 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.**



10. Click *Next Step*.

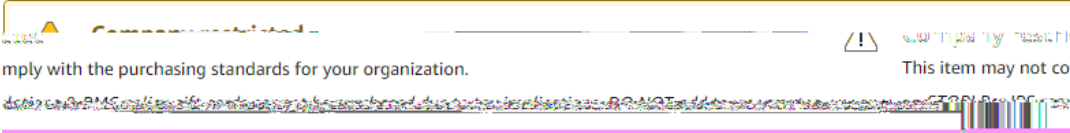
All users must follow these steps the first time they click on the Amazon Punchout Catalog in E-Market

Need Help Registering

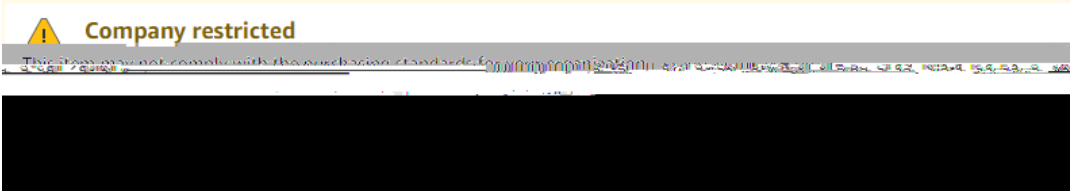
All users must follow these steps the first time they click on the Amazon Punchout Catalog in E-Market

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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.



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



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.