

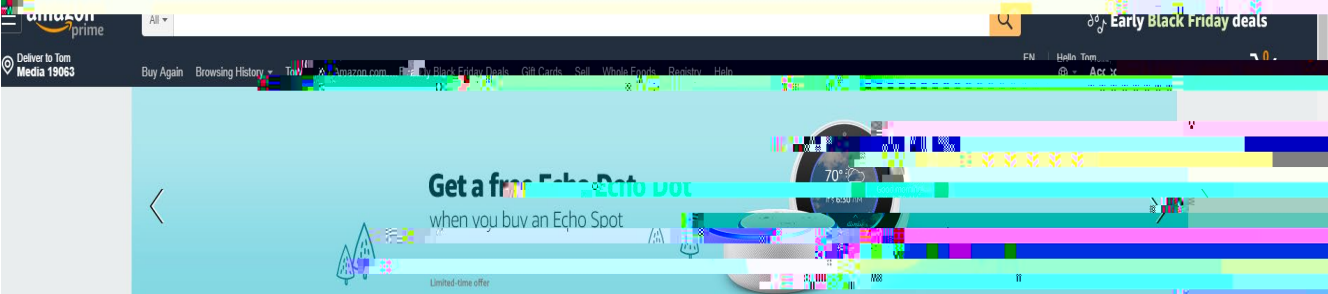
Amazon Punchout Catalog – Registration Process

All users must follow these steps the first time they click on the Amazon Punchout Catalog

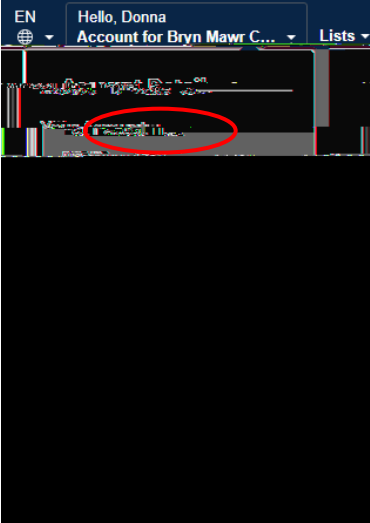
Need Help Registering? Email our dedicated Amazon implementation team at ab-services@amazon.com

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

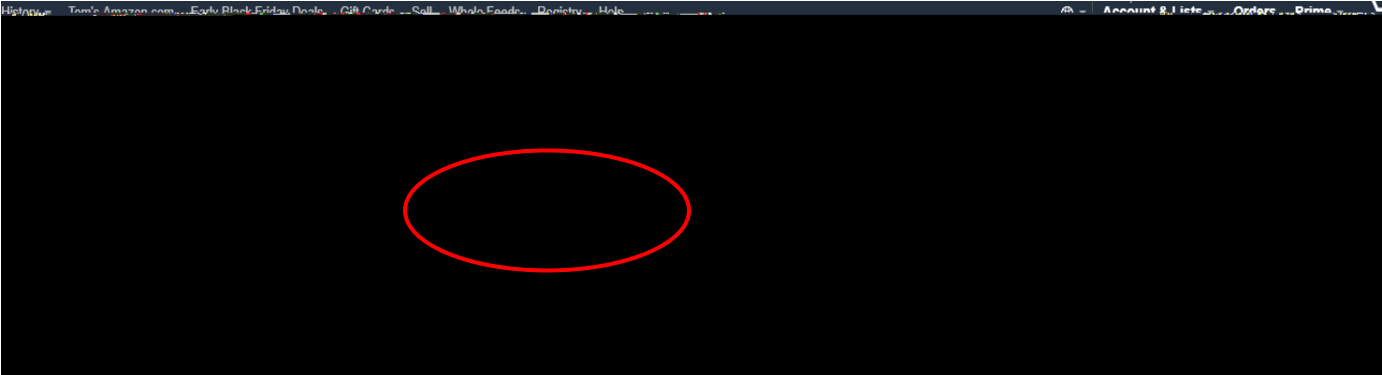
- 1. Login into your existing Amazon account.



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



- 3. Click on Login & security.

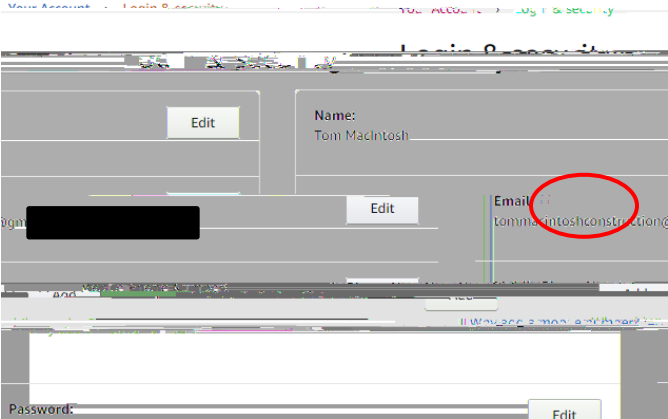


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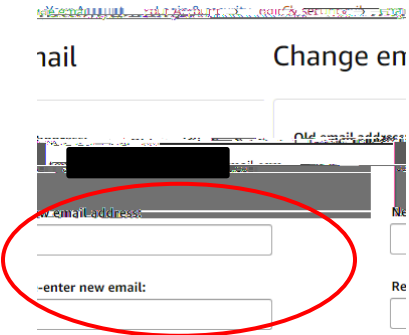
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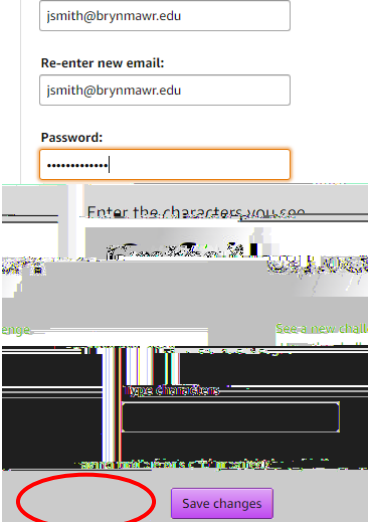
4. In Email section, click on Edit.



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



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




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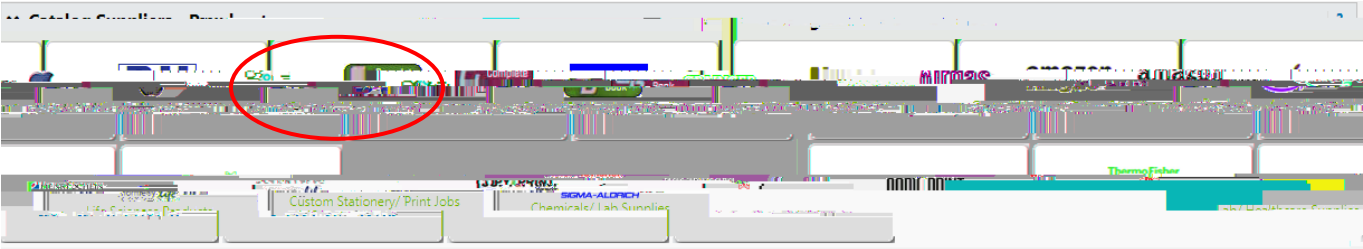
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- 5. Click on Accounts & Lists and choose Sign Out**, then close the browser window.
 Make sure you actually choose **Sign Out before moving to the next step. If you do not choose **Sign Out** of your Amazon account you will experience issues when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

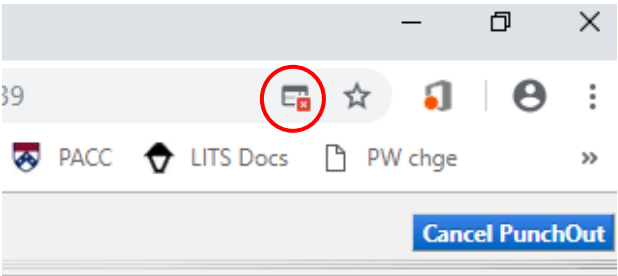



- 8. This screen below will appear temporarily.



- 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 **Cancel Punch-out**.



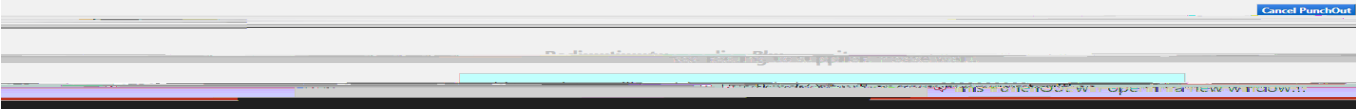
- 10. You should be back on the E-Market Home menu. In the Catalog Suppliers – Punchout section of the  Home menu, click on the amazon tile again.

- 11. This screen below will appear temporarily.

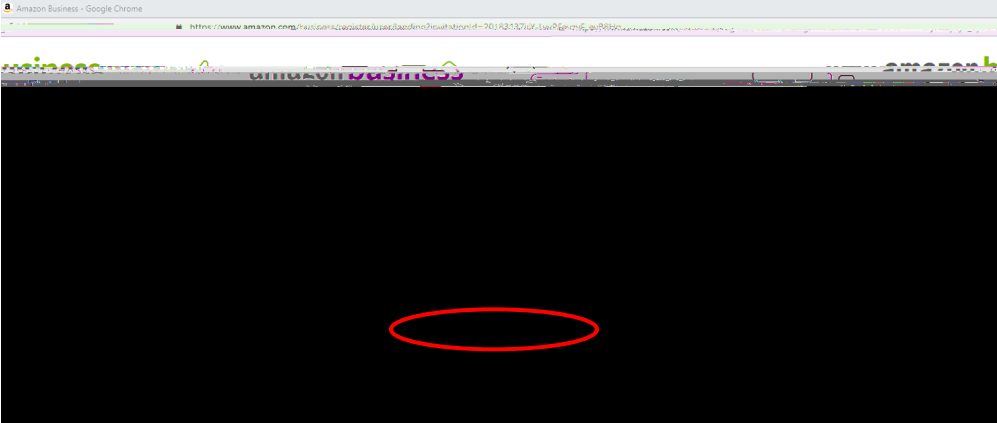
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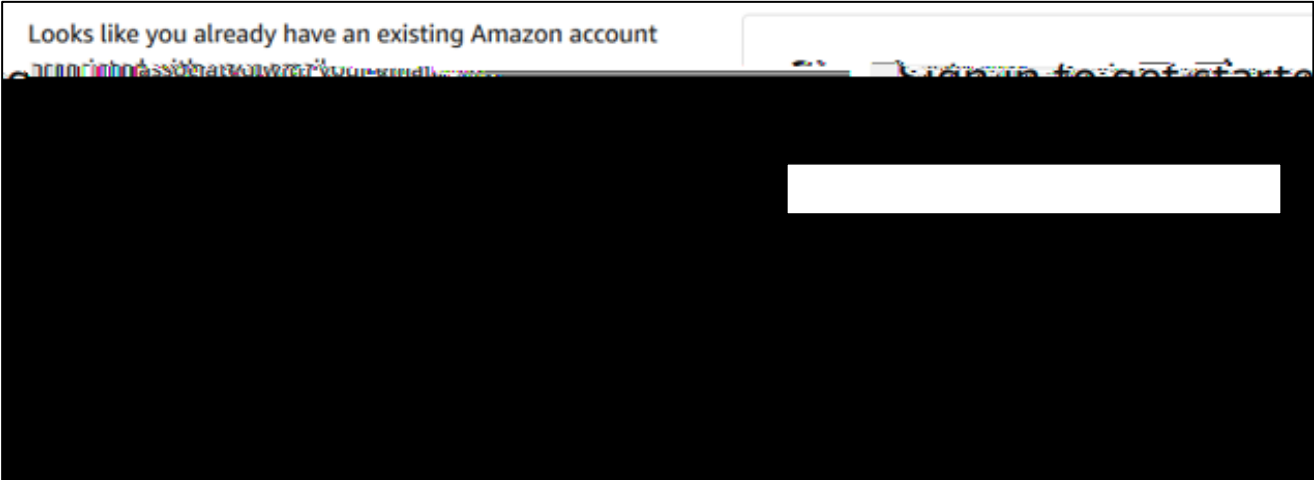


12. A new window will open with Amazon’s punchout website. Click Get started.



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.
 - a. 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.
 - b. 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)

Convert my existing Amazon account
to transfer my order history.

- Your existing Amazon order history, payment methods, and addresses transfer to your new 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`.

Create a separate business account
so your order history stays private.

- Your previous personal accounts at Amazon, your order history, payment methods, and addresses stay out of your business account.
- You'll sign into Amazon Business with `mandakis+test+ab@amazon.com`.

Choose a new email for your new Amazon account. Your password stays the same.

`mandakis+test+ab+2@amazon.com`

`mandakis+test+ab+2@amazon.com`

Next step

16. Amazon will verify the information you have entered.

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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.

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

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](#)