amazon DUSINESS Adding Purchasing Users to PunchOut

FAU PunchOut users will be prompted to create an Amazon Business account after their first requisition through Workday. Use the below scenarios to understand how to take appropriate action for creating an Amazon Business account.

Scenario 1

Create a new business user account

If you don't have an existing Amazon account, tied to your work email address, you will be provided step-by-step instructions to create your new account log in for your school's Amazon Business account.

Your name	
Email	user@company.com
Password	
Confirm password	

- Please be sure to use your full name when completing this form (First Last).
- Once your account has been created, you can start shopping.



Scenario 2

Migrate your existing Amazon Account

- · If you already have an Amazon account, tied to your work email address, and utilize this account solely for business purchases, you can migrate this existing account to your school's Amazon Business account.
- Sign in using the same password that you already use for your existing Amazon.com account.

Sign in to the a	ccount you will use for business
Your email	user@company.com
Your password	
	Sign in
1	Forgot your password?

- To migrate this account, including order history select the right hand option: Use My Existing Account.
- · Confirm that you will be using this account for Business purchases. This will not affect any personal amazon accounts you have set up with different emails.

Confirm and continue

- Complete your registration and Start Shopping
 - If you cannot remember your password, you can click Forgot your password? to reset it

Scenario 3

Separate Business & Personal Shopping

- · If you have an existing Amazon account tied to your work email and utilize this account for business & personal purchases, Amazon recommends changing your existing account to a personal email address in order to associate your work email with a new account for business.
- · After accepting the invitation, sign into your account with your existing password.
- When prompted to Choose an Account option, select Create a Separate Account
 - 1. Update the email on your existing account to a personal, non-work email address.

Change your email address

To save your current account inform purchases using this account. Your pa	ation, change the email address used to log into the account. You can continue making ssword will stay the same.
Current email	user@company.com
Change email to e.g. name1example@gm	e.g. name1example@gmail.com
	This will be the email used to log into your personal account
Confirm new email	e.g. name1example@gmail.com
	Save and continue Next, we will create your Amazon business account.

- Complete the registration steps to create your new account for business.
- Complete the set up for a new account following steps in • Scenario 1