amazonbusiness Adding Purchasing Users to PunchOut

FAU PunchOut users will be prompted to create an Amazon Business account after their <u>first</u> 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

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

- 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, <u>and utilize this account solely for business purchases</u>, 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.

- 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. <u>This will not affect any personal amazon accounts you have set up with different emails.</u>
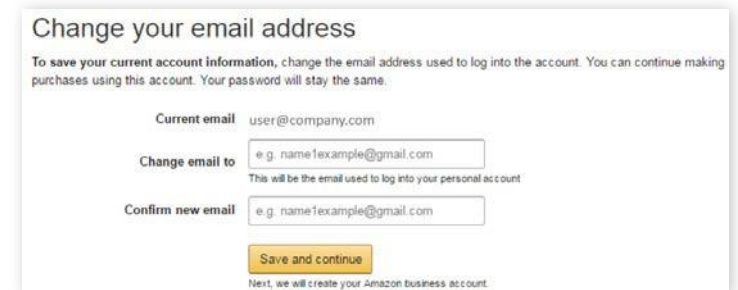

- Complete your registration and **Start Shopping**

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 <u>and utilize this account for business & personal purchases</u>, 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.

  2. Complete the registration steps to create your new account for business.

- Complete the set up for a new account following steps in Scenario 1