Step 1: Log in to ESM easyPurchase here

Step 2: Click on the "Amazon" catalog.

ACME Supply Procurament System	Welcome, Dan Sign Out
Shopping Approvals Account Activity Settings	🔺 1 notification
Home > Shopping	
Shopping	Guides and Training
Search Catalog Search	Site Navigation Shanning Quick Reference
	Profile Quick Reference
Preferred suppliers	Product Searching
	Approvals
Office / Computer	Haining Videos

Step 3: Please note-first time University of Akron punchout users will need to register their UA email with the Amazon Business Account & create a password. You will not be required to do this each subsequent time. Once your account is created you can begin shopping. You're Done!

amazonbusiness
Create account
Your name
Punchout User 1
Email
jhherber+ppi2@amazon.com
Password
Re-enter password
Create new business account

Step 4: If you have an existing UA Amazon Business account with your UA email you will be prompted to type in your password to your existing account. Click "Sign in".

Sign in w	vith business
credentia	als
Email (phone for i	mobile accounts)
jhherber+ppi@am	nazon.com
Password	Forgot your password





Step 5: If you have not made personal purchases using your UA email choose "Use existing account" and proceed to Step 7, below.

If you have made personal purchases with your UA email, you must choose "create separate account":

amazonbusiness Choose an account option One Amazon account or two? You can create a new account for Amazon Business, or repurpose your existing Amazon account. Create a separate account Use my existing account and sign in with jhherber+test1@amazon.com Recommended if you Recommended if you · Want to keep your business and personal Amazon activity · Already use your Amazon.com account exclusively for separate. Learn more business Have used your Amazon com account · Don't mind if others in your organization can access your jhherber+test1@amazon.com for personal shopping order history or account information. Learn more

Step 5a: If you are changing a personal account email you will be prompted with the following screen.

Just some reminders:

- · A business user account is not a personal account. If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account.
- · Only one account per email is allowed. You must use different emails for your personal account and business user account.

There are 2 steps to creating a business user account using fletchp+MATC2@amazon.com:

Step 1	Step 2	
Change the email used for your personal account	Create an account for business using fletchp+MATC2@amazon.com	

Step 5b: Enter the personal email address you would like to change your personal account to.

amazonbusiness

Change your ema	il address		
To save your current account inform purchases using this account. Your par	ation, change the email address used to log into the account. You can continue making ssword will stay the same.		
Current email	james.herbert16@gmail.com		
Change email to	e.g. name1example@gmail.com		
	This will be the email used to log into your personal account		
Confirm new email	e.g. name1example@igmail.com		
	Save and continue		



Step 6: Enter your name and a password for your business account which will be linked to your UA email

amazonbusiness	
Create	e account
Your name	
Punchout U	ser 1
Email	
jhherber+pp	bi2@amazon.com
Password	
•••••	
Re-enter pas	sword
C	Freate new business account

Step 7: Hit "Complete"

amazonbusiness

Almost complete!

Your account changes have been saved. jhherber+ppi4@amazon.com will be your account for business.

Complete

You're Done: Your account has been created & you can now access through ESM Marketplace!

amazonbusiness

Your account has been created

You can now purchase for your business with jhherber+ppi4@amazon.com through ESM Marketplace

Any Questions? Contact Amazon Business Customer Service at: 888-281-3847 or by email at <u>corporate-PunchOut@amazon.com</u>

