

AMAZON BUSINESS ACCOUNT SET-UP GUIDE

First time RISD punchout users will need to register their work email for the Amazon Business Account and create a password. You will not be required to do this each subsequent time. Once your account is created you can begin shopping.

Invitation from Amazon

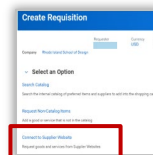
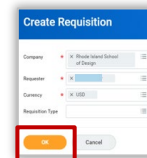
1. You will receive an email inviting you to join the **RISD Amazon Business account**. Click **SET UP YOUR ACCOUNT**
Note: Invitations are time sensitive.
2. If you do not receive your invitation, please check your spam folder. The email will come from no-reply@Amazon.com
3. Follow the directions below that match how you have used your @risd.edu email address with Amazon accounts in the past.
From the link in the invitation email you can do one of the following:
 - a. Create A New Business User Account
 - b. Convert Your Existing Amazon Account
 - c. Separate Business and Personal Amazon Shopping Accounts

Create your first Punch-Out Requisition for Amazon

1. Enter **Create Requisition** in the **Search** bar and select the task.

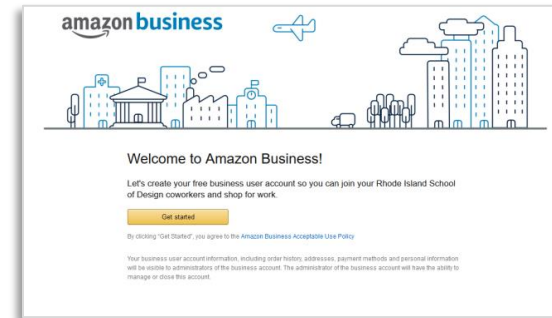
Access Amazon

2. Click **OK** on the initial **Create Requisition** screen
3. Select **Connect to Supplier Website**.
4. Click **Connect** on the Amazon row of the table.

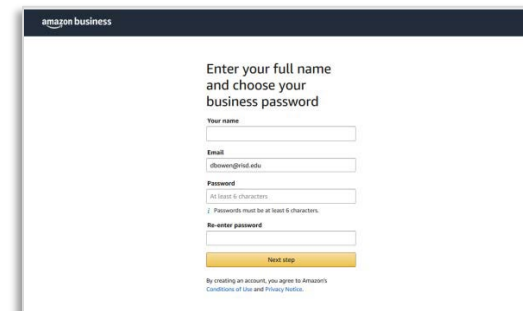


Create A New Business User Account

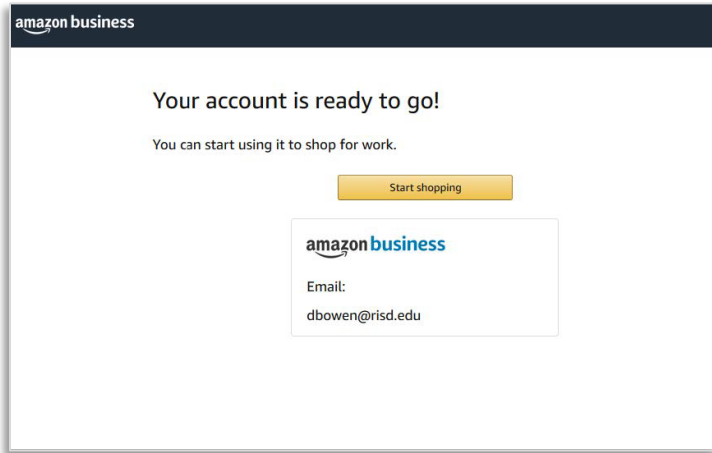
If you are creating a new account, Amazon will guide you through the steps.



1. Enter your full name.
2. Your email will be auto-populated.
3. Choose your business password.



4. Once completed, Amazon will confirm your account is ready.



Convert Your Existing Amazon Account

If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to the RISD Amazon Business account.

Note: Do not choose this option if you have made personal purchases on this account.

1. Sign in to the existing account that you use for business purchases on Amazon.com
2. Select **Convert my existing Amazon account** to transfer your order history

Separate Business and Personal Amazon Shopping Accounts

If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, Amazon will separate your personal order history from your work email.

1. Sign in to the existing account you use for business/personal purchases on Amazon.com.
2. Choose a new email for your existing Amazon account. Your password stays the same.

Note: The email designated here will be used to access your previous account, including existing order history and saved payments or shipping addresses.