

UNIVERSITY OF DELAWARE **EXCHANGE**

Amazon Registration

Revised 5/24/2024

amazon business

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The University of Delaware Amazon Business Account

- In UD Exchange, your UD email address automatically associates you with the UD Amazon Business account for UD purchases.
- As of June 2024, you will no longer need to remember your Amazon Business password since your Amazon account will be tied to Single Sign On (SSO)
- This program simplifies your purchasing process and allows you to take advantage of Amazon's wide product selection and competitive prices.
- As part of this partnership, Amazon has committed to compliance with relevant University policies.
- Please note: Office supplies, computer supplies, etc. should be bought from the contracted supplier for those commodities and *not* from Amazon.



Amazon Business is as user friendly as Amazon.com

Amazon Business includes additional benefits like:

- Free 2-Day shipping on Prime-eligible items ([learn more](#))
- Access to millions of additional products, available only to Business customers
- Business-specific pricing, including quantity discounts on eligible items
- Access to specialized [Amazon Business customer support](#)



How to Access Amazon Business

Amazon Business is integrated in UD Exchange. All users will access Amazon Business through UD Exchange regardless of how they have previously accessed Amazon.

The screenshot displays the UD Exchange user interface. On the left is a vertical navigation bar with icons for home, shopping, and various administrative functions. The main content area is titled 'Catalog & Forms Showcase'. Under the 'Procurement Forms' section, there is a grid of eight tiles. The tile for 'amazon business Misc. Supplies' is highlighted with a red border. Other tiles include 'Non-PO Payment Request', 'Honorarium Payment Request', 'Subaward Request', 'NIIMBL NIIMBL Subaward Request', 'UDX Access Request', 'NSB Customer Setup', 'NEW Waiver of Bid Request', and '2nd Party Supplier Request'. Below the 'Procurement Forms' section is the 'Office/Misc Supplies' section, which also contains two tiles: 'Office Supplies' and 'amazon business Misc. Supplies', with the latter also highlighted by a red border. A text box on the left side of the screenshot contains the following instructions:

- All registration flows start when the user clicks on the Amazon Business tile in UD Exchange for the first time
- End users should NOT access Amazon Business directly (i.e. trying to sign in from the Amazon.com home page) unless otherwise directed

The top of the interface shows a search bar, currency (0.00 USD), and user profile information.

NOTE: you may receive a pop-up page error message when punching out to Amazon. Please enable pop-ups to remedy this issue.

If you already have a profile in the University of Delaware AB account, you can disregard this and the next pages regarding registration.



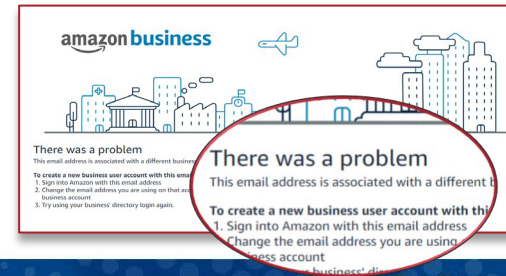
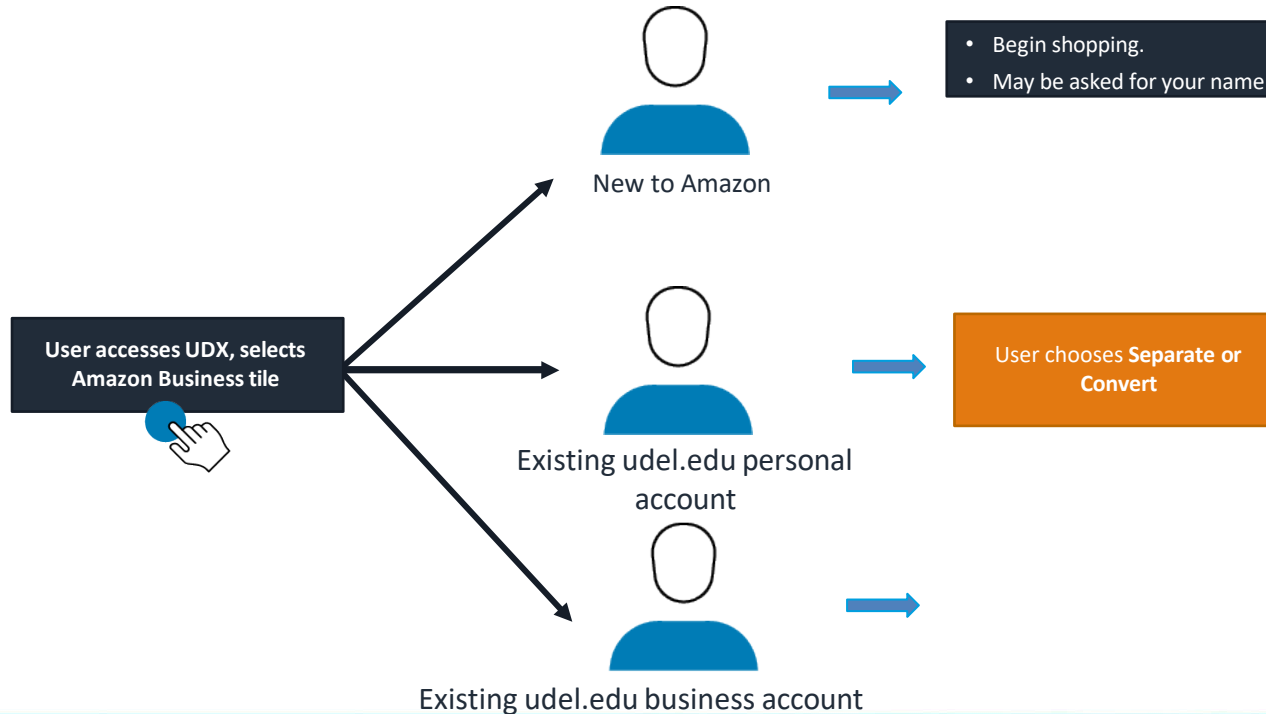
How to register for your Amazon Business account

Upon accessing Amazon Business for the first time in UD Exchange, you will follow registration instructions for one of scenarios below:

1. I have never used my udel.edu email address on Amazon.com
2. I have never used my udel.edu email address on Amazon.com, but am receiving an error that there is an *existing account* associated with my email address
3. I already use my udel.edu email address to make *business* purchases on Amazon.com
4. I already use my udel.edu email address to make *personal* purchases on Amazon.com
5. I have an existing *single user* Amazon Business account
6. I have an existing *multi-user* Amazon Business account



Registration Overview



How to register for your Amazon Business account

Please read the scenario explanations on the following pages carefully to understand which applies to you.

Note: the scenarios pertain ONLY to your **udel.edu** email address. If you have a separate Amazon.com personal account tied to a personal (*gmail, yahoo, etc.*) email address, it will not be affected.



Scenario 1:

I have never used my udel.edu email address on Amazon.com

- The first time you access Amazon Business you will be able to start shopping the marketplace immediately.
- Some pages in Amazon (such as “Your Orders”) require authentication by Single Sign On to view



New User

1.



The image shows the Amazon Business welcome screen. At the top left is the 'amazon business' logo. To its right is a small airplane icon. Below these is a stylized line-art illustration of a city skyline with various buildings, a factory with smoke, and a truck. Below the illustration, the text 'Welcome to Amazon Business' is centered. Underneath this is a form with the label 'Please enter your name' above a text input field. Below the input field is a yellow button with the text 'Start shopping'. At the bottom of the screen, there is a small link for 'Conditions of Use | Privacy Notice' and a copyright notice '© 1996-2020, Amazon.com, Inc.'

On your first punchout to Amazon Business from UD Exchange, you may have to enter your name and then start shopping



Scenario 2:

I have never used my udel.edu email address on Amazon.com, but I received an error that an account already exists.

- The first time you access Amazon Business you should be able to start shopping the marketplace immediately.
- Some pages in Amazon require authentication by Single Sign On to view (such as Your Orders).
- Since UD recycles email addresses, **you may get an error that the account already exists if a former employee previously ordered on Amazon with that email address.** If this happens, reach out to procurement@udel.edu.



Scenario 3:

I already use my udel.edu email address to make BUSINESS purchases on Amazon.com

- If your **udel.edu** email address is already associated with an Amazon.com account, you will have the option to “*Convert my existing Amazon account*” and transfer any purchase history and pending orders to the central business account.
- **Please note** that if you have used your **udel.edu** email address for **BOTH** business and personal purchases and you select this option to convert your existing account, your entire purchase history will be transferred, **including personal purchases**.
- If you have made *any* personal purchases in the past using your **udel.edu** email address, please follow the instructions for **Scenario 4** to create a separate personal account instead.



You will see these prompts:

Existing Account with Work Email

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



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 your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

OR

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.



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

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



User To Convert

1.



Punchout from UD Exchange to AB

2.

A screenshot of the Amazon Business sign-in page. It says 'Sign in to join Amazon Business.' and 'We already have an Amazon account with your email address. Please sign in to see your options.' There are input fields for 'Email (phone for mobile accounts)' and 'Password', with a 'Forgot your password?' link. A 'Sign-In' button is at the bottom. Below the button, it says 'By continuing, you agree to Amazon's Conditions of Use and Privacy Notice.' and a checkbox for 'Keep me signed in. Details'.

The system recognizes the email. Sign in with existing password

3.

A screenshot of the Amazon Business account setup page. It asks 'What kind of shopping have you done with this account?' with options: 'Kamino Business's business shopping only', 'Personal shopping only', and 'A mix of Kamino Business's business and personal shopping'. There is a 'Next' button. On the left, it shows 'Your recent order' for 'Echo Dot - Charcoal' and 'Your addresses' for '515 WESTLAKE AVE N, SEATTLE WA'. It also shows 'Your payment methods' for 'VISA'.

Choose University of Delaware – Punchout business shopping only, join this account to keep the same log in info and order history

4.

A screenshot of the Amazon Business account merge confirmation page. It says 'Add this account to Kamino Business's Amazon Business account' and 'Since you haven't done any shopping with this account, we can add it to the Kamino Business's shared Amazon Business account.' It lists bullet points about individual accounts and shared accounts. There is a 'Next' button.A screenshot of the Amazon Business account merge confirmation page. It says 'Your account has been added to Acme's Amazon Business account' and 'Look for a confirmation email shortly at MergeAccount@ABDemoAccount.com'. There is a 'Start using Amazon Business' button.

Once completed with this process, you will be able to shop in the Amazon Business account



Scenario 4

I already use my udel.edu email address to make PERSONAL purchases on Amazon.com

- If your udel.edu email address is already associated with an Amazon.com account, you will have the option to create a separate account for personal orders.
- You will be prompted to select “*Create a separate business account*” and will need to choose a new, *personal* email address (e.g. gmail.com, yahoo.com, hotmail.com, etc.) for their personal purchases that is NOT tied to another Amazon account.

If you use your udel.edu email address to make **BUSINESS AND PERSONAL** purchases on Amazon, select this path as well so you retain your personal purchase history ... and can keep it personal.



You will see these prompts:

Existing Account with Work Email

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



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 your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

OR

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.



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

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



User To Split

1.



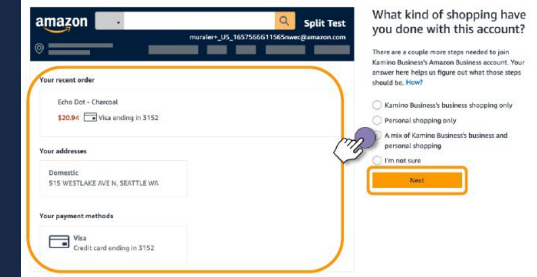
Punchout from UD Exchange to AB.

2.



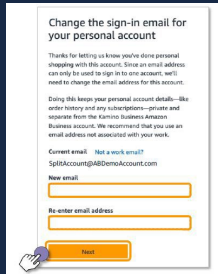
The system recognizes the email. Sign in with existing password.

3.



Choose option depending on whether the order history is personal or a mix of personal and Business purchases.

4.



Personal account email address updated

You'll now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.

Finish joining Amazon Business

Complete the process of changing the email on your Amazon.com account to a personal email (e.g. Hotmail, Gmail, etc.) that is not associated with Amazon.



Scenario 5:

I have an existing single user Amazon Business account

- If your **udel.edu** email address is already associated with an Amazon.com account, you will have the option to *“Convert my existing Amazon account”* and transfer any purchase history and pending orders to the central business account.



User To Convert

1.



Punchout from UD Exchange to AB

2.

A screenshot of the Amazon Business sign-in page. It prompts the user to 'Sign in to join Amazon Business.' and states, 'We already have an Amazon account with your email address. Please sign in to see your options.' There are input fields for 'Email (phone for mobile accounts)' and 'Password', with a 'Forgot your password?' link. A 'Sign-In' button is at the bottom. Below the button, it says 'By continuing, you agree to Amazon's Conditions of Use and Privacy Notice.' and a checkbox for 'Keep me signed in. Details'.

The system recognizes the email. Sign in with existing password

3.

A screenshot of the Amazon Business account setup page. It asks 'What kind of shopping have you done with this account?' and provides three options: 'Kamino Business's business shopping only' (selected), 'Personal shopping only', and 'A mix of Kamino Business's business and personal shopping'. There is a 'Next' button. On the left, there are sections for 'Your recent order' (Echo Dot - Charcoal, \$29.94, Visa ending in 3152) and 'Your addresses' (Domestic, 515 WESTLAKE AVE N, SEATTLE WA). There is also a 'Your payment methods' section (Visa, Credit card ending in 3152).

Choose University of Delaware – Punchout business shopping only, join this account to keep the same log in info and order history

4.

A screenshot of the Amazon Business account merge confirmation page. It asks 'Add this account to Kamino Business's Amazon Business account' and provides a summary of the merge process. There are two radio buttons: 'Yes, add to my organization's shared account' (selected) and 'No, I want to keep this account personal'. A 'Next' button is at the bottom.A screenshot of the Amazon Business account merge confirmation page. It asks 'Add this account to Kamino Business's Amazon Business account' and provides a summary of the merge process. There are two radio buttons: 'Yes, add to my organization's shared account' (selected) and 'No, I want to keep this account personal'. A 'Next' button is at the bottom.

Once completed with this process, you will be able to shop in the Amazon Business account



Scenario 6:

I have an existing multi-user Amazon Business account

- If your **udel.edu** email address is already associated with an Amazon.com account, you will have the option to “*Convert my existing Amazon account*” and transfer any purchase history and pending orders to the central business account.
- This action will migrate all account users to the central business account



User To Convert

1.



Punchout from UD Exchange to AB

2.

A screenshot of the Amazon Business sign-in page. The heading is 'Sign in to join Amazon Business.' Below it, a message says 'We already have an Amazon account with your email address. Please sign in to see your options.' There is a text input field for 'Email (phone for mobile accounts)'. Below that is a 'Password' field with a link 'Forgot your password?'. A yellow 'Sign-In' button is at the bottom. At the very bottom, there is a checkbox 'Keep me signed in. Details'.

The system recognizes the email. Sign in with existing password

3.

A screenshot of the Amazon Business account setup page. The Amazon logo is at the top left. A search bar with 'Split Test' is at the top right. The main heading is 'What kind of shopping have you done with this account?'. Below it, a message says 'There are a couple more steps needed to join Kamino Business's Amazon Business account. Your answer here helps us figure out what those steps should be. How?'. There are three radio button options: 'Kamino Business's business shopping only' (selected), 'Personal shopping only', and 'A mix of Kamino Business's business and personal shopping'. A yellow 'Next' button is at the bottom right. On the left, there are sections for 'Your recent order' (Echo Dot - Charcoal, \$29.94, Visa ending in 3152), 'Your addresses' (Domestic, 515 WESTLAKE AVE N, SEATTLE WA), and 'Your payment methods' (Visa, Credit card ending in 3152).

Choose University of Delaware – Punchout business shopping only, join this account to keep the same log in info and order history

4.

A screenshot of the Amazon Business account setup page. The heading is 'Add this account to Kamino Business's Amazon Business account'. Below it, a message says 'Since you haven't done any shopping with this account, we can add it to the Kamino Business shared Amazon Business account.' There is a section 'Before we continue, please review what this means:' with two bullet points. At the bottom, there are two radio button options: 'Yes, add to my organization's shared account' (selected) and 'No, I want to keep this account personal'. A yellow 'Next' button is at the bottom.A screenshot of the Amazon Business account setup page. The heading is 'Your account has been added to Acme's Amazon Business account'. Below it, a message says 'Look for a confirmation email shortly at MergeAccount@ABDemoAccount.com'. There is a yellow 'Start using Amazon Business' button. On the left, there are sections for 'Your orders' (MergeAccount@ABDemoAccount.com), 'Your addresses' (Domestic, 515 WESTLAKE AVE N, SEATTLE WA), and 'Your payment methods' (Visa, Credit card ending in 3152).

Once completed with this process, you will be able to shop in the Amazon Business account



Frequently Asked Questions

Q: I followed the steps for my scenario, and I was unable to access the UD account through UD Exchange. How can I get assistance?

A: You can contact Amazon Business Customer Service by clicking [Contact Us](#) or at 888-486-2360. If the Customer Service team is unable to assist, please send an email to procurement@udel.edu with a screenshot of any error messages, and the Procurement team will assist you.

Q: I am a student who uses Student Prime for personal purchases. How should I proceed?

A: Your account cannot be both personal and business, so you will have to decide which you prefer to keep. If you keep your Student Prime for personal shopping with your UD email address, you will not be able to use UDX to punch-out and shop for business purchases.



Frequently Asked Questions

Q: *May I still access my account at Amazon.com to make purchases on my p-card?*

A: As of June 2024, Single Sign On (SSO) will be required to log into University of Delaware's Amazon Business Account. With this transition, and UDEXchange being established, your purchases should be made through the UDX punchout shopping site. Use of p-cards on the University of Delaware's Amazon Business account will no longer be permitted, and please be certain your p-card is not stored in your personal Amazon account.

Q: *Can I use the Amazon Business account for PERSONAL use?*

A: No. Amazon Business should not be used for personal use. In the punchout shopping site, there is no ability to enter credit card information; charges are paid for immediately by a central UD card and allocated to your speedtype. This is one reason why it is important to separate business and personal use into two different accounts.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Shopping Using Punch-Out Catalogs](#)
- [Shipping to Home Addresses](#)
- [Amazon Best Practices & Troubleshooting Tips](#)
- [Amazon Gift Cards](#)
- [Amazon Business Punchout Training](#)
- [Amazon Updating Your Name](#)

