Registering for Amazon Business

These instructions guide you through the one-time registration process for Amazon Business. Users will either register as a first time user; a user who needs to transfer account information to a personal email; a user who is currently using Amazon Business and needs to de-register and merge account; or a user who does not need to transfer account information to a personal email.

Go to the section of the 'How To' that applies to you:

- Brand new Amazon User (Jaggaer email not previously linked to Amazon): Access Amazon Business in Jaggaer and see Section A: New User.
- Amazon User (Jaggaer email previously linked to Amazon) who would like to transfer all previous account information to a personal email: see **Section B: User to Convert**.
- Amazon User (Jaggaer email previously linked to Amazon) who does not need to transfer all previous account information to a personal email: see **Section C: User to Merge**.
- Amazon Business User (Jaggaer email linked to Amazon Business) who needs to convert account to a personal account prior to accessing Jaggaer Section D: User to De-register and Merge
- Unsure of your account status? See Section E: Account Status.

Section A: New User

- 1. Access the Amazon Business Punchout in Jaggaer
- 2. At the 'Welcome' page, click continue:

amazonbusiness	
Welcome to Amazon Business!	
Purchase on behalf of Requisitioner - Pilot using SciQuest-JAGGAER Create an account using gjacob@ucsd.edu to get started	Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. The
Continue By clicking "Continue", you accept the Amazon Business Account Terms and Conditions	administrators of the business account. The administrator of the account will have the ability to manage or close this account.
Need help?	
For questions, contact Business Customer Service	
Conditions of use Privacy Notice ©1996-2017, Amazon.com Inc. or its affiliates	

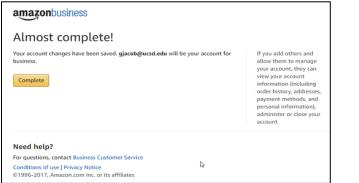
3. You will be prompted to 'Create an account for business'.

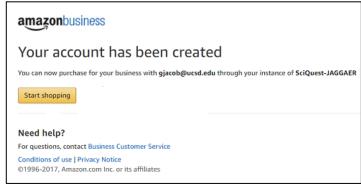
Note: If you do not see a screen similar to the one below and land on a log in page, that means your school email is linked to Amazon currently. See **Section B: User to Convert** if you want your account information to transfer to a personal account or see **Section C: User to Merge** if you are comfortable with moving all account information to Georgia Tech Amazon Business account.

- a. Enter your name in the 'Your name' field.
- b. Create a password in the 'Password' and 'Confirm Password' field.
- c. Select 'Create account'.

Your name Robbie Jacob Email gjacob@ucsd.edu Password Re-enter password	
Email gjacob@ucsd.edu Password	
gjacob@ucsd.edu Password	
Password	
Re-enter password	٦
Create your Amazon Business account	
By creating an account, you agree to Amazon's Conditions of Use and Privacy Notice.	_
Already have an account? Sign in +	

- 4. You will land on the 'Almost complete' screen. Click 'Continue.'
- 5. Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.

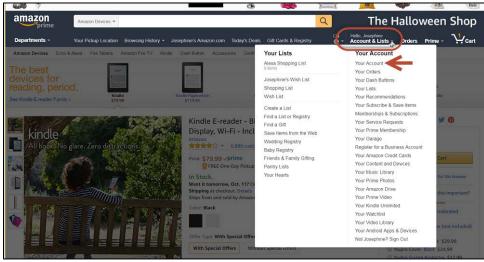




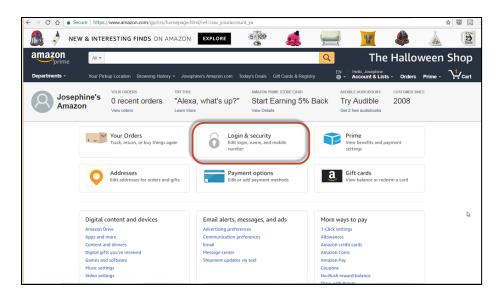
Section B: User to Convert

This section walks you through the process of transferring the account information (order history, ship-to address, credit card, etc.) to a personal account before registering for Amazon Business through Jaggaer with your Jaggaer email.

 Log into Amazon (<u>www.amazon.com</u>) with your Jaggaer email and password. Navigate to the 'Your Account' screen. This will be the first step in resetting the existing Amazon account to a personal email account. Note: The new email address must be one that has never been linked to Amazon.



7. Navigate to the "Login & Security' screen.



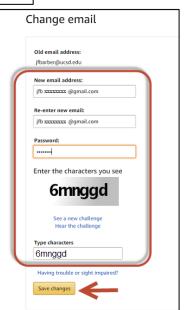
8. Click on the 'Edit' button next to your email address:

Name: Josephine F. Barber	Edit
Email: jfbarber@ucsd.edu	Edit
Mobile Phone Number: Why add a mobile number?	Add
Password:	Edit
Advanced Security Settings: Manage how and when you receive security codes	Edit

You will be prompted to change the email associated with this account.
 Note: The new email address must be one that has never been linked to

Amazon. Complete the fields on the screen.

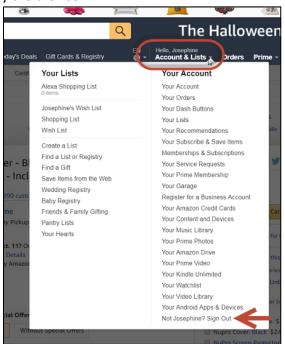
- a. Enter new personal email address in 'New email address:'
- b. Reenter new personal email address in 'Re-enter new email:'
- c. Enter your current password in 'Password:'
- d. Enter the character exactly how you see it in the challenge in '**Type** characters'.
- e. Click 'Save changes'



Once you complete the change and click 'Save change', the screen will refresh with a successful message (seen below.

Vou have successfully modified your account!	
Login & security	
Name: Josephine F. Barber	Edit
Email: jfb xxxxxxxx @gmail.com	Edit
Mobile Phone Number: Why add a mobile number?	Add
Password:	Edit
Advanced Security Settings:	Edit

10. Log out of Amazon by going to the top right hand corner to sign out. Ensure you log out this way so that your login information is not cached by the browser.



11. To begin the registration for Amazon Business, log in to Workday and 'Connect to Supplier Website' to access Jaggaer to access the Amazon Business punchout.

You should land on the 'Welcome to Amazon Business' screen. Click 'Continue.'

amazonbusiness	
Welcome to Amazon Business	5!
Purchase on behalf of Requisitioner - Pilot using SciQuest-JA	GGAER
Create an account using jfbarber@ucsd.edu to get started	
Continue	By clicking "Continue", you accept the Amazon Business Account Terms and Conditions
Your account information, including order history, addresses, pa administrators of the business account. The administrator of the	
Need help?	
For questions, contact Business Customer Service	
Conditions of use Privacy Notice ©1996-2017, Amazon.com Inc. or its affiliates	

12.	You will be prompted to create an Amazon Business Account. Complete
	the fields and click 'Create your Amazon Business Account.'
	Note: Your school email address will be prepopulated in the 'Email' field.

	amazonbusiness	
Cre	Create account	
Your	name	
Jose	phine Barber	
Email		
jfbar	ber@ucsd.edu	
Passw	vord	
Re-en	iter password	
	Create your Amazon Business account	
	ating an account, you agree to Amazon's ions of Use and Privacy Notice.	
Alread	ly have an account? Sign in •	

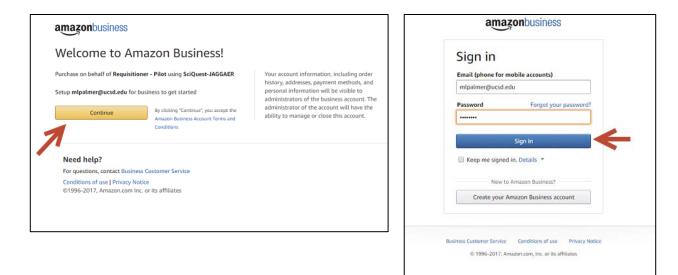
- 13. You will land on the 'Almost complete' screen. Click 'Continue.'
- 14. Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.

amazonbusiness	amazonbusiness
Almost complete!	Your account has been created
Your account changes have been saved. jfbarber@ucsd.edu will be your account for business.	Your account has been created
Complete ← Step 13	You can now purchase for your business with jfbarber@ucsd.edu through your instance of SciQuest-JAGGAER
	Start shopping
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	
audresses, payment meurous, and personal mormation, administer of close your account	Need help?
Need help?	For questions, contact Business Customer Service
For questions, contact Business Customer Service	Conditions of use Privacy Notice
Conditions of use Privacy Notice ©1996-2017, Amazon.com Inc. or its affiliates	©1996-2017, Amazon.com Inc. or its affiliates

Section C: User to Merge

This section walks you through the process of merging your current Amazon account with the Georgia Tech Amazon Business account. Note: All previous information will carry over to the Georgia Tech Amazon Business account and will be visible to the administrators of the account.

- 1. Access the Amazon Business Punchout in Jaggaer. You will land on the 'Welcome to Amazon Business!' page. Click 'Continue'.
- 2. You will be prompted to login. The email address tied to your Jaggaer profile will automatically populate. Enter your password and click 'Sign in'.



3. In the 'Choose an account option' screen, click on 'Use my existing account.'

 Your business and contact information we 	ere saved
Choose an account option	
One Amazon account or two? You can create a new account for A	mazon Business, or repurpose your existing Amazon account.
Create a separate account	Use my existing account
and choose how to sign in	and sign in with mlpalmer@ucsd.edu
Recommended if you • Want to keep your business and personal Amazon activity separate. Learn more • Have used your Amazon.com account mipsImer@ucsd.edu for personal shopping	Recommended if you • Alteady use your Amazon.com account exclusively for business • Don't mind if others in your organization can access your order history or account information. Learn more
Need help? For questions, contact Business Customer Service Conditions of use Privacy Notice	

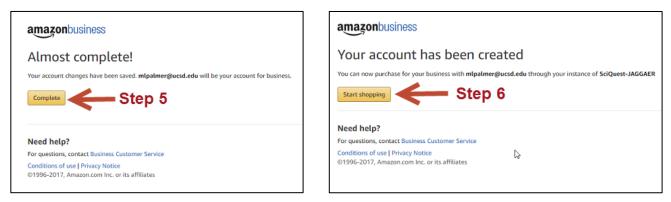
 A disclaimer will appear notifying you that your account is changing to a business account and any previous account information will be visible. Click 'Confirm and continue'.

If you change your mind and would like to transfer this information to a persona account, click 'Cancel'. Close out of the punch out and follow the steps in **Section B:** User to Convert.

Use mlpalmer@ucsd.edu for business	×	account exclusively
A business user account is not a personal account		ganization can acce mation. Learn more
You are converting your personal account into a business use 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. Cancel Confirm and continue		

5. You will land on the 'Almost complete' screen. Click 'Continue.'

6. Congratulations! You have now completed your registration for Amazon Business. Click on 'Start shopping' to begin your shopping experience.



Section D: User to De-register and Merge

This section walks you through the process of de-registering your current Amazon Business account prior to merging your account to Jaggaer.

- 1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice).
- 2. If applicable, remove all users from the account.
- 3. Click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag): <u>https://amazon.com/gp/b2b/manage/deregister</u>

***Please remove any form of payment from your account prior to shopping in Jaggaer as all purchases will be done via purchase order moving forward.

4. Go to Jaggaer, click the Amazon Business icon and follow instructions in <u>Section C: User to Merge</u> to begin using the new Amazon Business account

Section E: Account Status

This section walks you through the process to easily check if your school email address was previously linked to Amazon.

 Access the Amazon Business punchout in Jaggaer. You will land on the 'Welcome to Amazon Business!' page. Click 'Continue'.



2. If you land on a page that prompts you to login with your school email, then your email is currently linked to Amazon. If you do not remember your password, click on the "Forgot your password?" link. An email will be sent to you to reset your password.

Sign in	
Email (phone f	for mobile accounts)
mlpalmer@uc	sd.edu
Password	Forgot your password?
	gned in. Details *
145	
	our Amazon Business account

**Note, if you do not receive an email to reset your password, you must call Amazon Business Customer Service at 1-888-281-3847

3. If you would like to transfer your account information to a personal email, see **Section B: User to Convert**. If you do not need to transfer your account information to a personal email, see **Section C: User to Merge**.