

## **General Information**

- 1. Amazon Accounts set up per UShop user not per department
- 2. The email for your UShop is pulled from your CIS Profile. This will also be your default Amazon Account email and it cannot be edited when you set up your account. If you want to change your email in CIS, do it before you set up your UShop Amazon Account. It will take about 24 hours for UIT to integrate this new email information to UShop, so please wait for that time period before proceeding to set your Amazon account in UShop.
- 3. Prime Shipping now provided through UShop for all eligible orders! About 87% of the items in the amazon catalog are eligible for Prime Shipping. The remaining 13% are fulfilled by 3rd party suppliers that have the option to charge extra for shipping. Please note this as you add items to your Amazon cart. If you notice a shipping fee you may choose to remove that item from your cart.
- 4. Expedited Shipping now available on eligible items in the UShop Amazon punch-out!
  - Select One-Day Shipping in the Amazon Shipping Options
  - One-Day shipping requires an extra fee, while Prime 2-Day shipping is free
- 5. 7-Day Inventory Lock
  - The price and availability of the items selected from the amazon catalog are reserved for you for 7 days, allowing ample time to complete issuing the PO in UShop.
  - Items selected from the catalog will appear in your Amazon orders, but will not be fulfilled unless a PO is dispatched to Amazon. The reserved order will disappear after 7 days if the PO is not sent.
- 6. With regard to the \$5,000 bid limit we have on campus, Amazon is considered to be a single supplier. If your Amazon order totals \$5,000 or more, Purchasing will contact you about conducting a competitive bid.
- 7. Department PCards are not used in UShop. All orders are paid through Accounts Payable per the Accounting Distribution you provide in UShop when you Proceed to Checkout.
- 8. Go to Amazon Punchout to fill cart complete as with any other UShop Order.
- 9. For those who review Management Reports, this is how an Amazon transaction looks in the Journal Detail of the GL. The PO# starts with UZ, rather than just a U as for other UShop POs. To see the transaction detail, click on the shopping cart icon. This will take you into UShop where you can see all related documents.

64500	AP00580191	03-Jan-18	04-Jan-18 08:47 AM	V0176984	õ	AP	00327	1	U000103938 VELA PROMOS LLC / IPROMOTEU "CONSOLIDATED"	0.00	1,623.00
64500	AP00580319	04-Jan-18	05-Jan-18 09:24 AM	V0177448	õ	AP	00327	1	U000102422 VELA PROMOS LLC / IPROMOTEU "CONSOLIDATED"	0.00	3,057.52
64500	AP00580726	10-Jan-18	10-Jan-18 07:40 AM	VZ013615	<b>U</b> .	АР	00327	1	UZD0018603	0.00	500.00
64500	AP00580910	10-Jan-18	12-Jan-18 08:34 AM	VZ013706	<b>D</b>	АР	00327	1	UZ00018549 AMAZON COM "CONSOLIDATED"	0.00	350.00

 There are some items included in the Punch-out catalog that punch-out shoppers are not allowed to purchase. (We continue to request that Amazon either remove these items from the catalog or allow us to buy them, but that suggestion has not yet been accepted.)

#### Amazon Exclusions include:

- Bundled items
- Electronic Gift Cards (only physical gift cards with a pre-determined dollar value are available through the punchout)
- Software/Game downloads
- Digital Content
- Kindle Content
- Cell phones/Services
- Magazines
- Smile Program
- 11. For items not immediately in stock, Amazon has implemented a 60-day fulfillment window. If your order cannot be filled within that time period, Amazon will cancel your order and send you an email informing you of their action. At that point you may feel free to re-order the item from either Amazon or a different supplier.
- 12. Please confirm that you have selected a default address in your UShop Profile. Click here for instructions
- 13. The activation of Inventory Lock and other new features requires a new Checkout process in the Amazon Punch-out. <u>Click here for instructions</u>

## Proceed to the next page for the instructional guide

1. Click on the Amazon Punch-Out tile

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	✓ Visit these Supplier Websi	tes to access Punch-Out Cat	alogs with Contract Pricing			
See	Del Computers	Computers, Accessories	Cabaran Lab and Research Supplies	Computers, Accessories	GRAINGER Maintenance, Repeir, Operation	Stane Netical
UShop Homepage     Training Materials & Registration	HP Computers	MCK Netical Supplies	Productionary Research, Redirectives	Bolecheciegy	<b>Shi</b> Computer Software	Olemicab
Using & Payment Gilde     Supplies that require P-Card     P2P & UShop Blog     Fortis-Scanned Invoices	Office Supplies, Furniture	Audio Vesal	Lab and Research Supplies	WAXIE Jantonal Supplies		
FAQ     Contact Us	✓ Hosted Catalogs with Con	tract Pricing				
Usedp Lontracted Supplier Directory     Supplier F-J     Supplier K-O     Supplier K-O     Supplier K-O	Chilling Advantage VWR					
Supplier U-Z     Supplier Commodity Search	v Visit these Supplier Websi	tes to access Punch-Out Cat	alogs with Contract Pricing (u	p to \$5,000)		
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Securi	✓ uPurchases: Use these form	ns to place an order with a s	upplier			
Nondiscrimination & Accessibility Statement	ert Croker Heres not in a catalog	UCurry	URENEN PO Renewal Request	Changes to a PO	ULEASE Real Property Lease	

2. A Welcome message will appear. Click on Continue.



3. Identify which of the four Scenarios below corresponds to your situation, and follow the applicable steps.

Scenario A: You DO NOT have an existing Amazon.com account with your University email. Page 4

Scenario B: You DO have an existing Amazon.com account with your University email, you havePage 5 made personal purchases on this account and want to retain it as a personal account.

**Scenario C:** You DO have an existing Amazon.com account with your University email which you **Page 6** want to retain as your business account in UShop.

Scenario D: You have an existing Amazon Business Account using your University email. Page 8

### Scenario A: You DO NOT have an existing Amazon.com account with your University email.

- 1. Type your name.
- 2. Your UShop email is the one currently listed as your preferred email in your CIS Profile, as UShop and CIS are integrated. Amazon requires the use of that same email for your new Business Account. You will see your preferred email displayed here but you can only edit it in your CIS bio. It is important to understand that once this UShop Amazon Account is established, this email will be exclusively affiliated with your new Amazon Business account.
- 3. Create the password you will use to track your Amazon orders in UShop.
- 4. Click Next Step.



5. Click Start shopping to place Amazon products in your UShop Cart

Your account is	s ready to go!
You can start using it to s	shop for work.
	Start shopping
	amazonbusiness
	Email:
	kevin.edminster@admin.utah.edu

6. Your Business Account has been created! Note that the heading identifies it as a Business Account. You are ready to shop as usual.

Define to University     Salt Lake _ 64112	All - Enter keyword or product numbe Parchaat Group: University of Utah UShop Departments - Today's Deals Gill C	r arðs Melp Sell	٩	Discover Business Pricing >
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**Scenario B:** You DO have an existing Amazon.com account with your University email, you have made personal purchases on this account and want to retain it as a personal account.

- 1. You have an existing account using your CIS preferred email.
- 2. Type in the password to your existing account. ("Forgot your Password? reset)
- 3. Click Sign in to existing account.



- 4. CIS preferred email to be used in UShop
- 5. Enter the personal email address you would like to use going forward on your personal account. The password stays the same.
- 6. Click Next steps.

mazonbusiness 🚺	amazon 2
is will be the email for your new business user account.	Now choose a new email for your existing account (this password stays the same).
naŝ	New omail address
evin.edminster@vullook.com	Re-enter email
	I want to convert my existing account and transfer my order history and info to my business user account

**NOTE**: After changing the email for your personal account, your University email is now free to use for your UShop Amazon Business account. Follow the steps in Scernario A to set up your Amazon Business account in UShop

# **Scenario C:** You DO have an existing Amazon.com account with your University email which you want to retain as your business account in UShop.

1. Type in the password to your existing account.

(If you have forgotten your password, click "Forgot your Password?" and follow the prompts to reset your password. After doing so, return here and enter the password.)

2. Click "Sign in" to existing account.



3. A. Confirm that you want this account to become/remain your work account. B. If you agree not to make personal purchases on this account in the future, click No.

Set up accounts	
Let's start with how you'll sign in to your Amazon accounts. You al each Amazon account needs a unique email address.	ready have an existing account using eric.leung741@gmail.com, and
amazonbusiness	amazon
This will be the email for your new business user account.	
	в
Email	Have you made any personal
eric.leung741@gmail.com	
	Tes

4. A. Click Next Steps to use with this account for work, or B. You still have a chance to keep it as a personal account.



#### Scenario C (cont.)

5. Click Start Shopping – your account is ready to go.

amazonbusiness				
Your account	is ready to go!			
You can start using it to shop for work.				
	amazonbusiness			
	Email: eric.leung741@gmail.com			

- 6. Delete all payment options after you have migrated an existing account into UShop. Remember that your PCard will not be used in UShop. Payments will be made through Accounts Payable per the Accounting Distribution you add to your UShop order.
  - 1. Log into your Amazon account through UShop and open your Account details.
  - 2. Click on Manage Payment Options.

:			Mary's Account for Business
Sell on Amazon Business Help N	Nebsite Feedback		BUSINESSSOLUT
Your Account			Need Support?
Orders View & Modify Recent Orders	View, Track or Cancel an Order Your Orders	Search Orders Title, Department, Recipient Go	Top Recommended Help Manage Shipping Address Add a Credit or Debit Card
	Order History View Your Kindle Orders Download Order Reports View Archived Orders	More Order Actions Return or replace items Manage Prime Membership v see more	Change Email or Password View or Redeem Gift Card Your Other Accounts Your Selier Account
Amazon Wallet Credit Cards & Gitt Cards	Manage Payment Options Add a Credit or Debit Card Amazon Credit Cards Shop with Points	Gift Cards View Gift Card Balance and Activity Redeem a Gift Card Reload your Gift Card Balance Your Allowances	Your Trade-In account Corporate Customers Web Services Account Amazon Payments Account Sell Your Stuff

7. Click on the drop down arrow by any existing payment options and follow the prompts to delete each one

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Your Business: Univesity of Utah U	JShop   Punchout Group: University of Utah UShop			
amazonbusiness	All :		Go William's Account for	Business 👻 Lists 👻 🧎
Departments ~ Today's C	eals Sell on Amazon Business Help Website Fee	sdback	🔍 Solutio	ons for the workplace
Your Account > Your Ama	zon Wallet			
Here are the payment methods s	tored in your Amazon account.			
Your Administrator has seen need to add new payment	t up <b>shared</b> payment methods and shipping addresses for b method.	usiness purchases. Payment methods	managed here cannot be used to place orders. Please con	tact your administrator if you
Manage 1-Click settings	Your credit and debit cards	Expires		
Edit payment method for a current order	MasterCard ending in 3998	Expires 07/2019		
	Your balances			
	Amazon Gift Card Reload your balance   Redeem a gift card	\$0.00		
	Add a New Payment Method			
	Credit or Debit Cards			
	Amazon accepts all major credit and debit cards.			

Scenario D: You have an existing Amazon Business Account using your University email.

1. If you receive this message, you will know that you need to de-register your existing Amazon Business account. This will not cancel the account but rather will make your existing account available for migration into UShop.



2. To de-register your account, type in this URL to a new page, and follow the prompts: https://www.amazon.com/gp/b2b/manage/deregister/

**NOTE:** If your account was shared by multiple people, you may be prompted to contact the Customer Service to remove others from your account. 888-281-3847

3. When asked to give the reason for the de-register, select "I want to join an existing business account". Click De-register this account.

Your Business: University of Utah
amazonbusiness AII : Go
Departments - Today's Deals Sell on Amazon Business Help Website Feedback
amazon
You have asked to de-register the University of Utah business account.
If you did not, please contact Business Customer Service
By clicking "de-register this account":
<ul> <li>Your business account for University of Utah will no longer be active.</li> <li>You can continue making personal purchases with william.blycker@utah.edu</li> <li>You can still view the order history for any Amazon Business purchases made with personal payment methods</li> </ul>
Why do you wish to de-register your business? (optional)
I registered using my personal email I want to join an existing business account The account did not fit my needs Other
De-register this Account

4. When your account is de-registered, log back into UShop, click on the Amazon tile, and follow the steps in Scenario C.