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		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		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		AP	00327	1	UZ00018603 AMAZON.COM *CONSOLIDATED*	0.00	500.00
64500	AP00580910	10-Jan-18	12-Jan-18 08:34 AM	VZ013706		AP	00327	1	UZ00018549 AMAZON.COM *CONSOLIDATED*	0.00	350.00

10. 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. Click here for instructions

Proceed to the next page for the instructional guide

1. Click on the Amazon Punch-Out tile
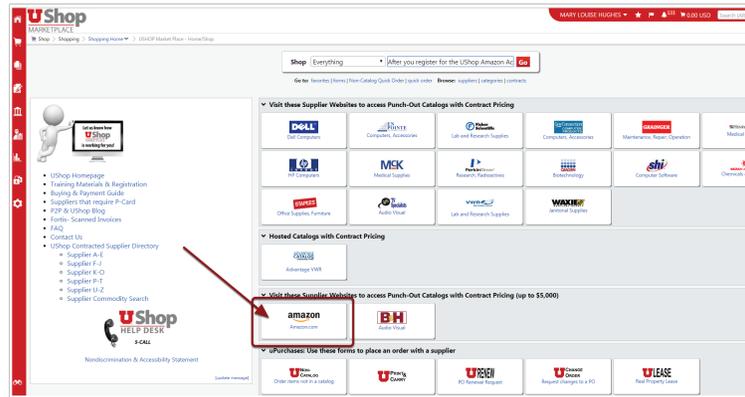
2. A Welcome message will appear. Click on Continue.
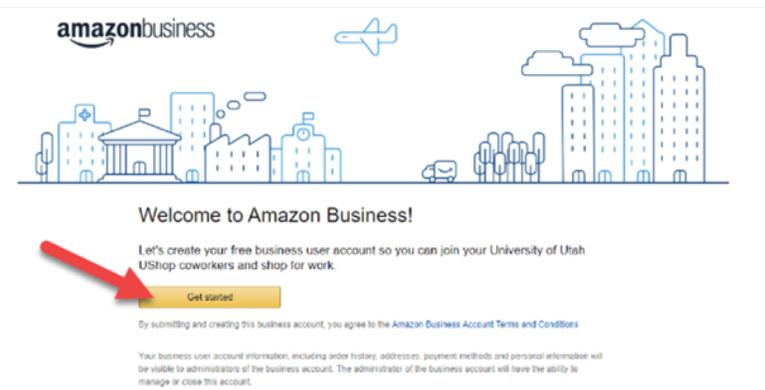
3. Identify which of the **four Scenarios** below corresponds to your situation, and follow the applicable steps.

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 have
   Page 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.

Enter your full name and choose your business password

1

Your name

Email
kevin.edminster@admin.utah.edu **2**

Password
At least 6 characters

i Passwords must be at least 6 characters. **3**

Re-enter password

Next step

By creating an account, you agree to Amazon's Conditions of Use and Privacy Notice. **4**

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

Your account is ready to go!

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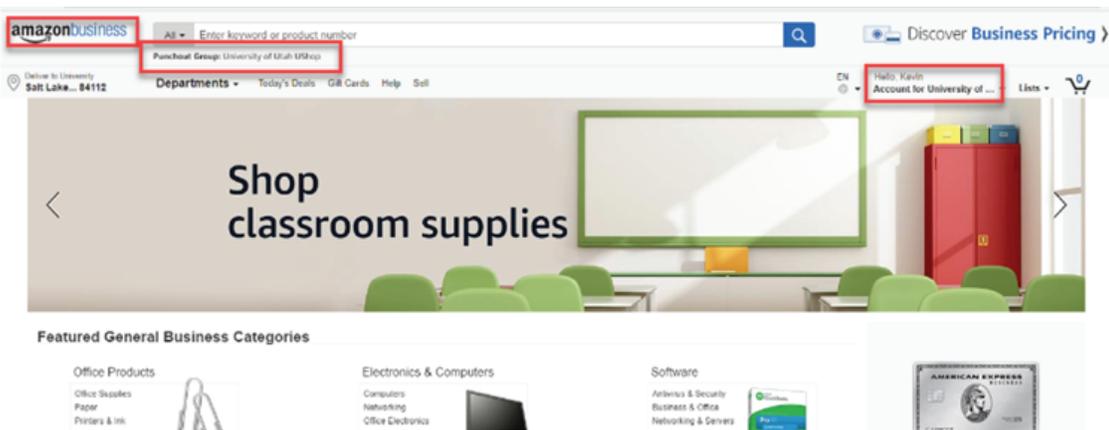
Scenario B: You DO have an existing Amazon.com account with your University email, you have made personal purchases on this account and want to retain it as a personal account.

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.

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.

Looks like you already have an existing Amazon account associated with your email.
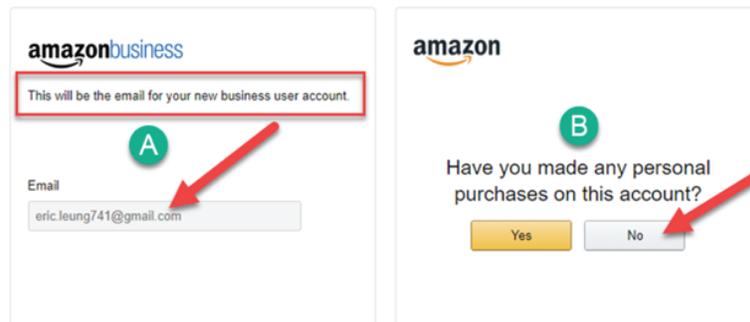
Don't worry, we'll take care of it. Just sign in to get started.

Sign in to get started

Email (phone for mobile accounts)
eric.leung741@gmail.com

① Password   Forgot your password?

②   Sign in
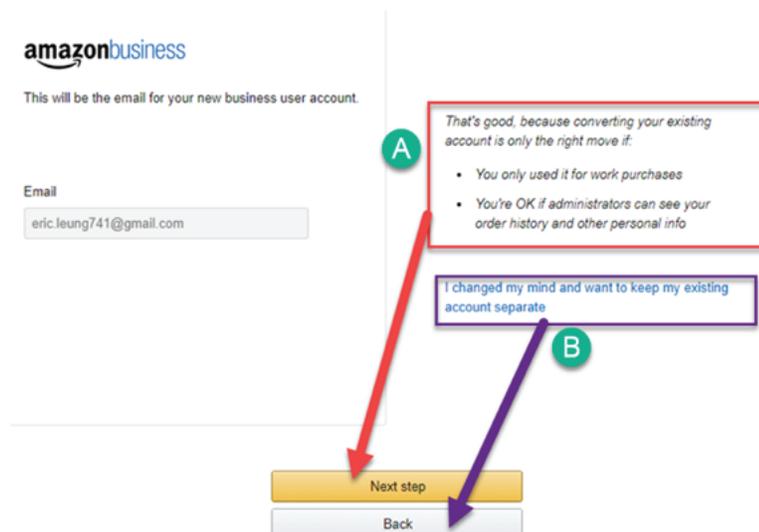
☐ Keep me signed in. Details ▾
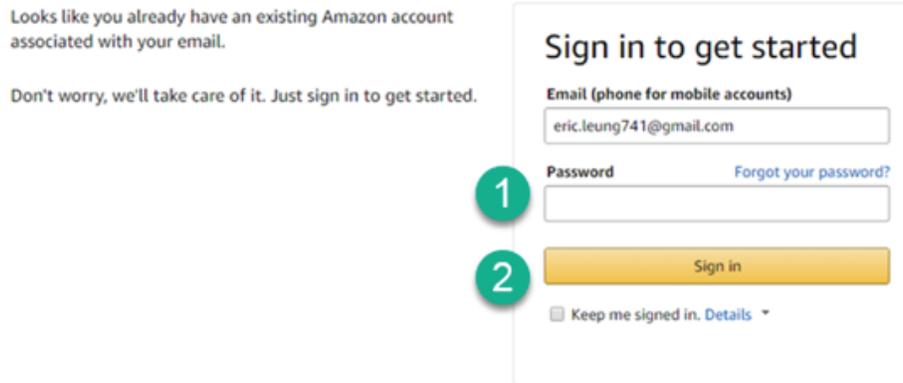
3. A. Confirm that you want this account to become/remain your work account.
   B. If you agree not to make personal purchases on this account in the future, click No.

Set up accounts

Let's start with how you'll sign in to your Amazon accounts. You already have an existing account using eric.leung741@gmail.com, and each Amazon account needs a unique email address.

amazonbusiness

This will be the email for your new business user account.

Ⓐ

Email
eric.leung741@gmail.com

amazon

Ⓑ

Have you made any personal purchases on this account?

Yes   No

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.

amazonbusiness

This will be the email for your new business user account.

Email
eric.leung741@gmail.com

Ⓐ That's good, because converting your existing account is only the right move if:
• You only used it for work purchases
• You're OK if administrators can see your order history and other personal info

I changed my mind and want to keep my existing account separate

Ⓑ

Next step

Back

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

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.
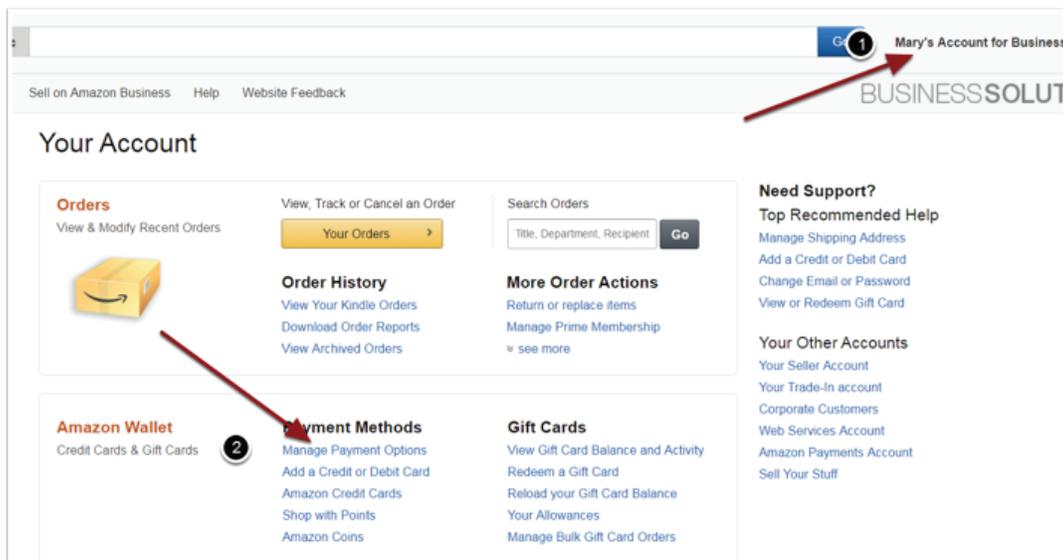
7. Click on the drop down arrow by any existing payment options and follow the prompts to delete each one
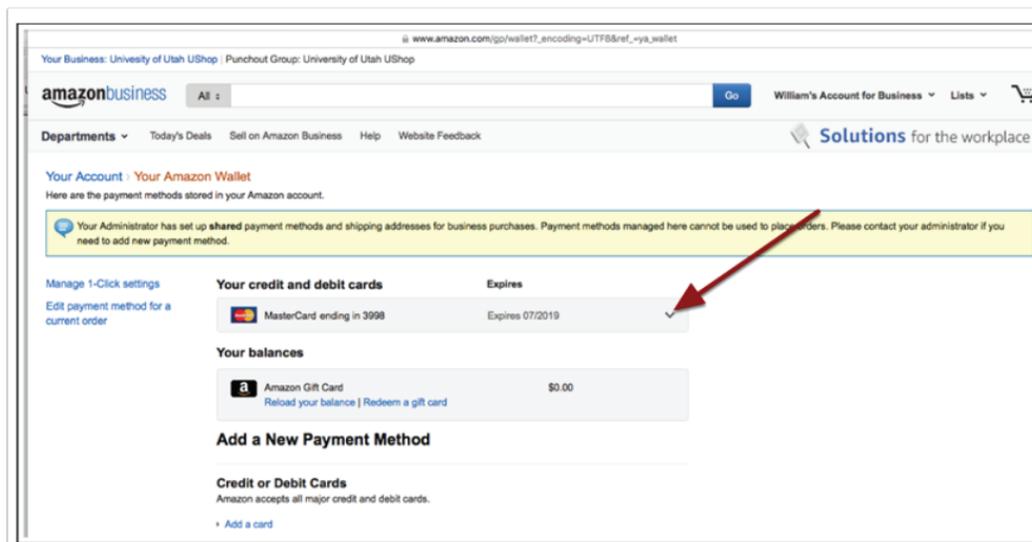
Scenario D: You have an existing Amazon Business Account using your University email.
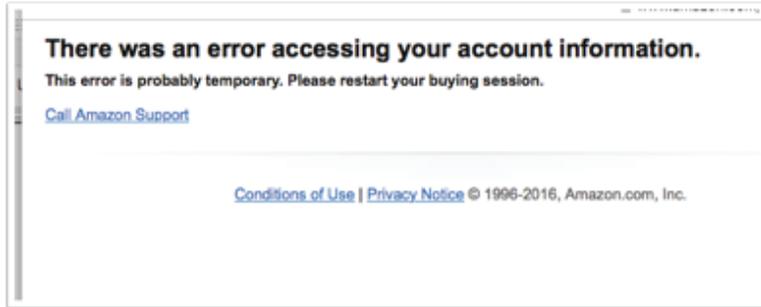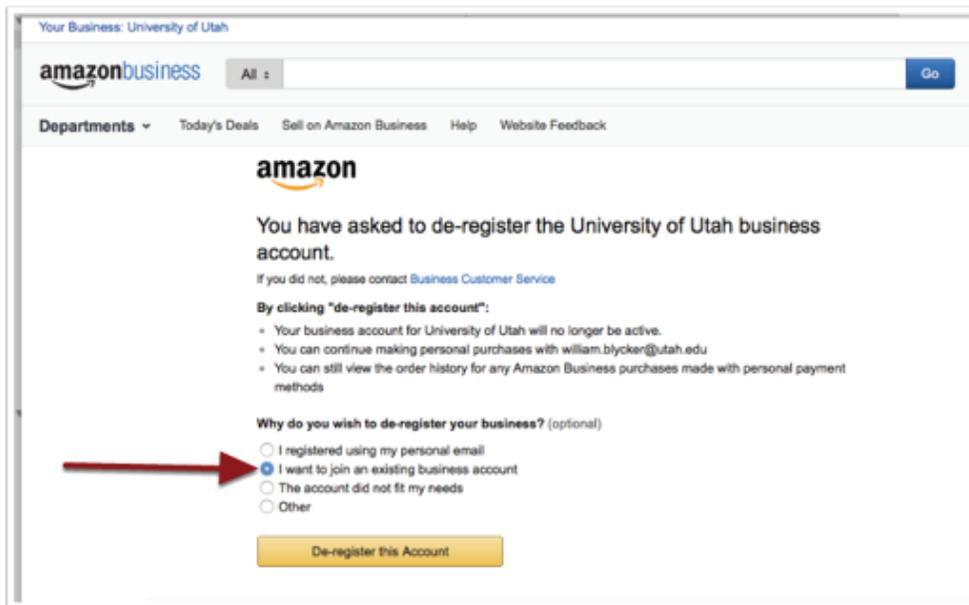
1. If you receive this message, you will know that you need to de-register your existing Amazon Business account. This will not cancel the account but rather will make your existing account available for migration into UShop.

There was an error accessing your account information.
This error is probably temporary. Please restart your buying session.

Call Amazon Support

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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   All ‡   [   ]   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":
• Your business account for University of Utah will no longer be active.
• You can continue making personal purchases with william.blycken@utah.edu
• You can still view the order history for any Amazon Business purchases made with personal payment methods

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.