General Information

1. An Amazon punch-out account is a businss account set up per individual UShop user, not for a department.

2. The email for your UShop profile is the preferred email in 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 preferred email in CIS, do this before you set up your UShop Amazon Account. Please allow about 24 hours for UIT to integrate this new email information to UShop before proceeding to set your Amazon account in UShop.

3. Prime Shipping is provided as part of UShop for all eligible orders, at no cost to your department.
   - About 87% of the items in the Amazon catalog are eligible for Prime Shipping. The remaining 13% are fullled by 3rd party suppliers that have the option to charge extra for shipping.
   - Watch for Prime vs extra shipping fees as you add items to your Amazon cart. If you leave an item in your cart you are agreeing to the associated shipping fees.
   - Be aware that extra shipping fees will not appear on the PO created in UShop, but they will be charged on the Amazon invoice.

4. Expedited, or One-Day, Shipping is available on eligible items in the UShop Amazon punch-out.
   - One-Day Shipping may be selected at checkout 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 for your order to complete any departmental approval steps in UShop.
   - Items selected from the catalog will appear in your Amazon orders, but will not be fulfilled unless a PO is distributed to Amazon through UShop. The reserved order in Amazon will disappear after 7 days if the PO is not sent.

6. Amazon is subject to the $5,000 bid limit we have on campus. If your Amazon order totals more than $5,000, the Purchasing Department will contact you about conducting a competitive bid or another appropriate procurement process.

7. Department PCards are not used in UShop. All orders are paid through Accounts Payable per the Accounting Distribution you provide when you Proceed to Checkout in UShop.

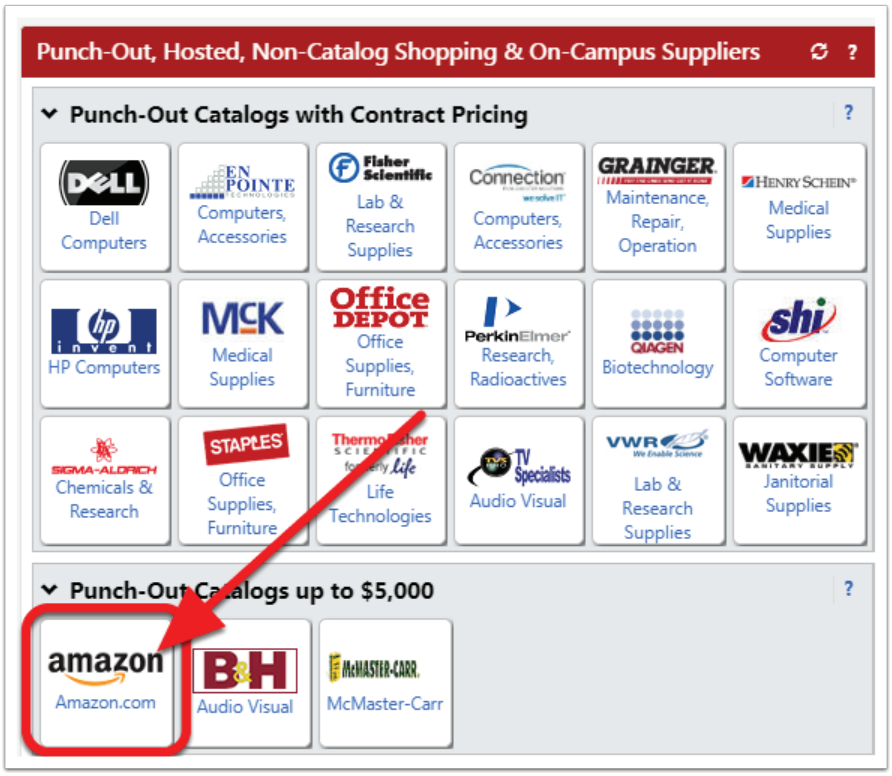
8. Please select a default shipping address in your UShop Profile. Click here for instructions

9. Please note the new Checkout Process in the Amazon Punch-out. Click here for instructions

10. If you have questions about setting up your Amazon Account, please contact the Amazon Punch-out Support team at 888-281-3847, or the UShop Help desk at 801-585-2255.

Account Setup

1. From the UShop Shopping Dashboard, click on the Amazon punch-out tile.

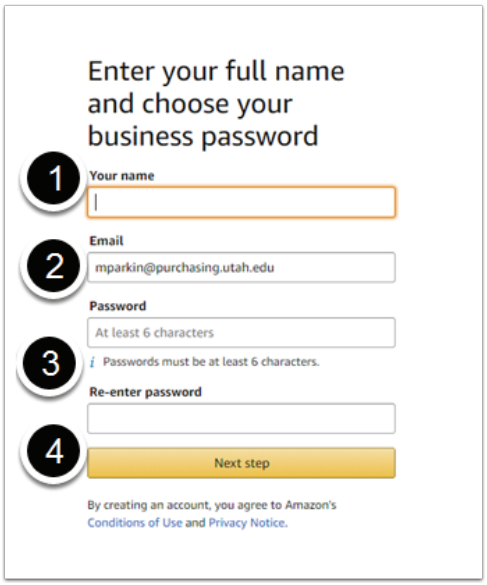


2. A Welcome message will display. Click on *Get Started.*

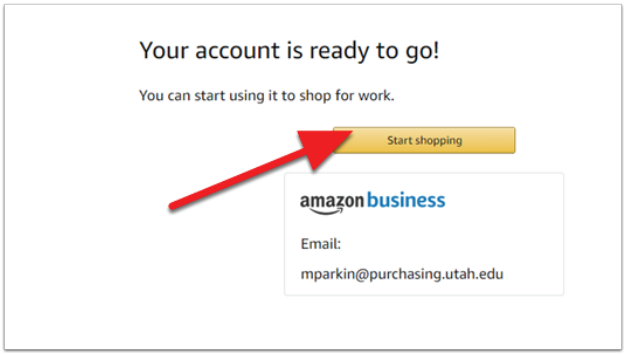
3. Identify which of the **four scenarios** below corresponds to your situation, and follow the applicable steps.

Scenario A: you DO NOT have an existing Amazon.com account with your university email.

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 affliated 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.*



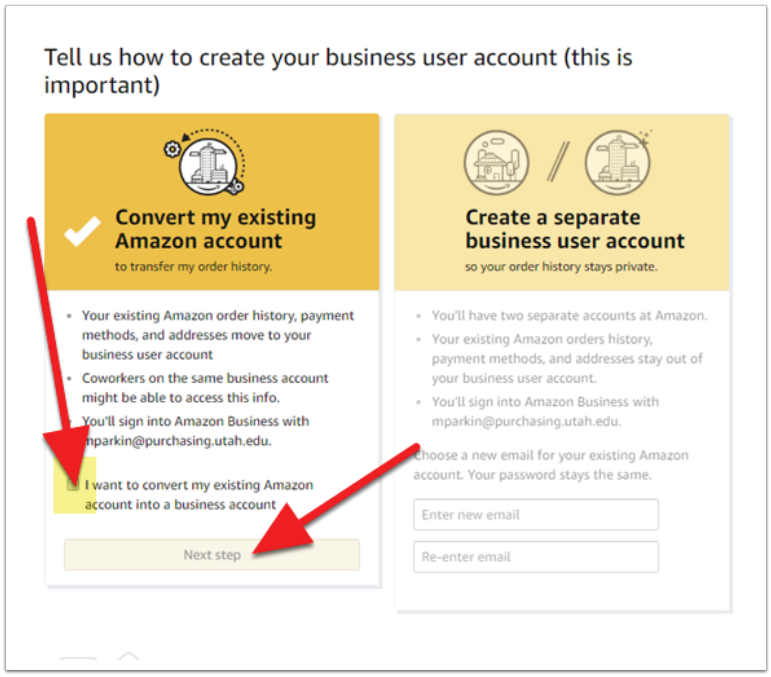
6. Your Business Account has been created, and you are ready to shop in the Amazon punch-out catalog.

   Please note the page header identifies this as a Business Account:

- On the left of the upper banner you will see *business prime* and *Punchout Group: University of Utah UShop*
- On the right you see your name and *Account for University of Utah*

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

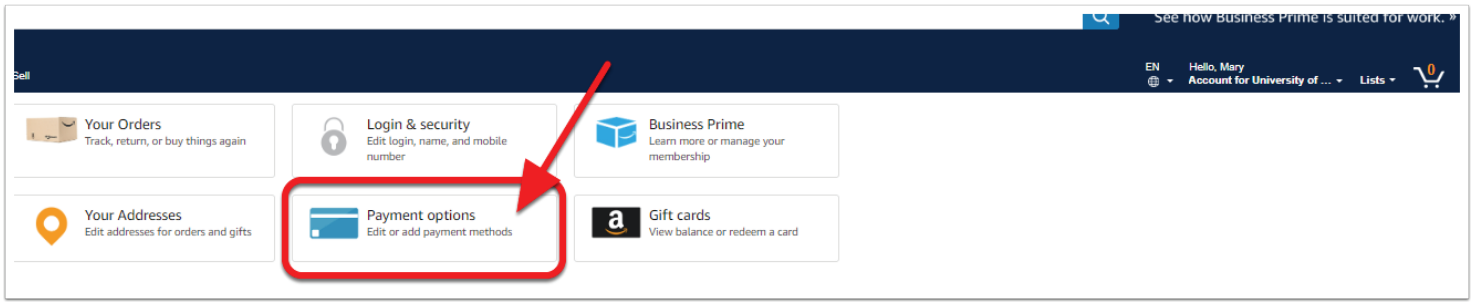
- Check the box next to *I want to convert my existing Amazon account into a business account*
- Click on *Next Steps* and finnish the account set up process per the steps in Scenario A.



Delete all payment options after converting 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.

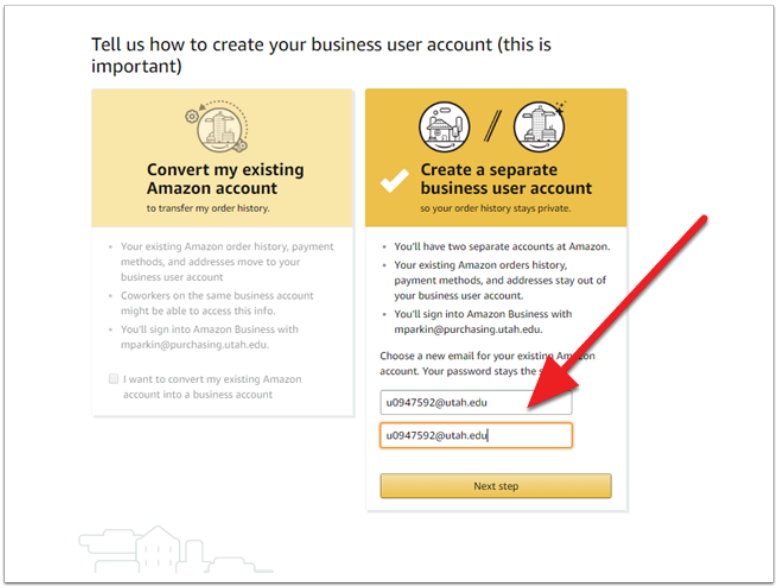
1. Log into your Amazon account through UShop and open your Account details.

2. Click on *Payment Options*. Follow the prompts to delete any credit cards you have listed.

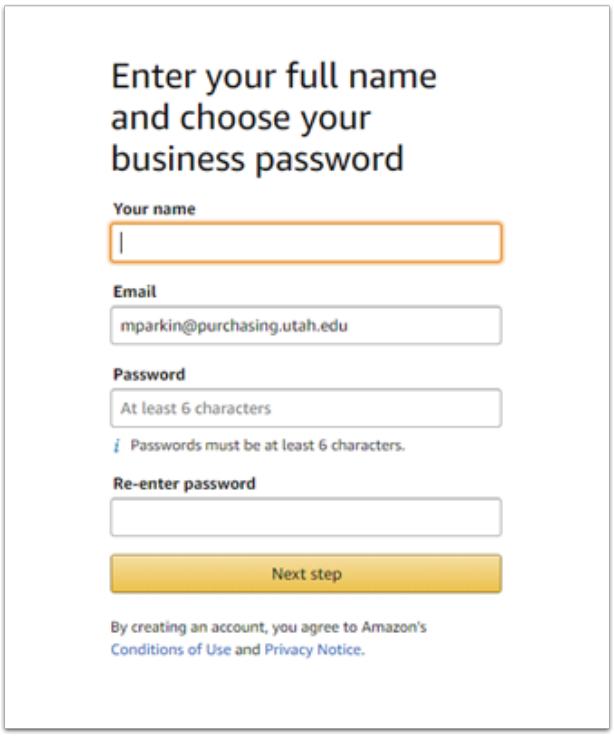


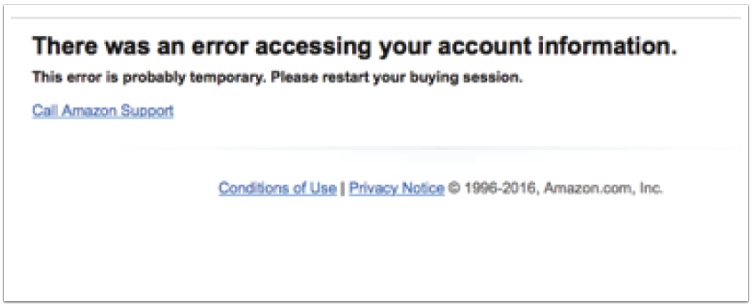
Scenario C: You DO have an existing Amazon.com account with your University email, you have made personal purchases on this account and want to retain it as a personal account.

To retain an existing account outside of UShop, you are required to provide a new email address for that account. This will free up your CIS preferred email address to use with your business account in UShop.



Now that your CIS preferred email is no longer affiliated with an Amazon account, you will set up your new Amazon Business Account per the steps in Scenario A.



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

- If you receive this message, 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.
- Contact the Amazon Punchout Support team at 888-281-3847 for assistance in deregistering your business account.
- Set up your account per the steps in Scenario B.