



Purchasing Department

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The University of Louisiana at Monroe has an Amazon Business Account to make it easier for you to make tax-free purchases on Amazon.com. Our goal is to simplify the purchasing process so you can take advantage of the wide selection and competitive prices available on Amazon. You can also take advantage of features you may not already have today on your consumer account, including Free Two-Day Shipping on eligible PRIME orders of \$49 or more, and discounts on select items (similar to an Amazon Prime Account but at no cost to join).

The ULM Amazon Business Account must be used for business purposes only with your Purchasing Card (P-Card). All P-Card rules and regulations must be followed accordingly. No personal purchases may be made from a @ulm.edu_email address in the Amazon Business Account.

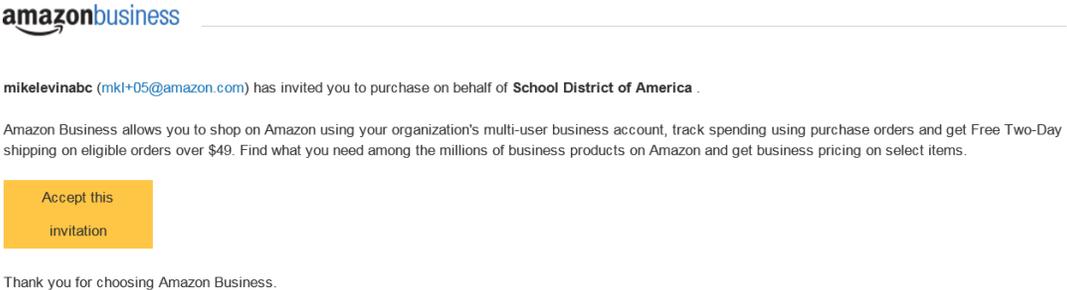
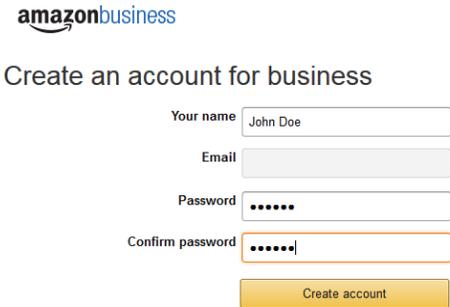
Through this central Amazon Business account you will have immediate access to:

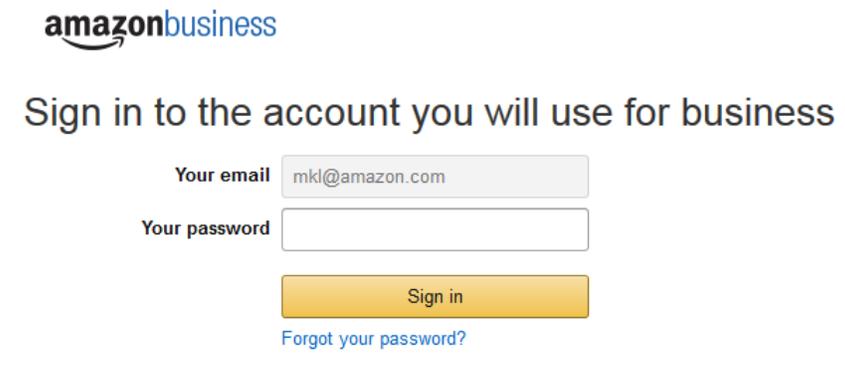
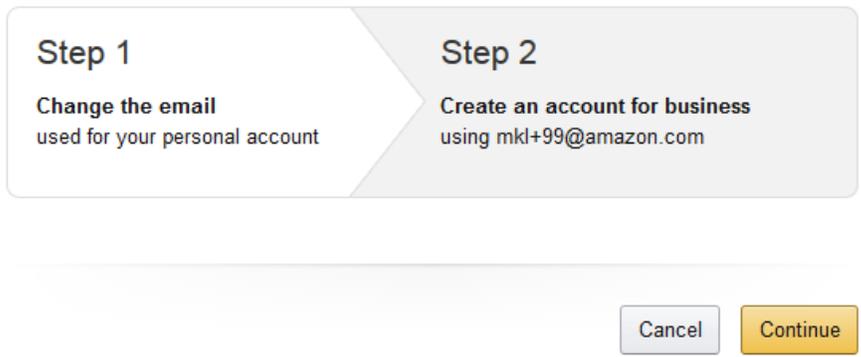
- Free Two-Day Shipping on PRIME orders over \$49
- Free Standard Shipping on eligible non-Prime items
- Pricing and quantity discounts on select items
- Education-tailored search and browse functionality
- Access to a specialized Customer Service team
- Sales-Tax Exemption Program

Everything else you know and love about shopping on Amazon.com will remain the same.

If you would like an Amazon Business Account, contact Kelly Moravek (moravek@ulm.edu) or Shakeya Rodgers (rodgers@ulm.edu) in Purchasing to have an invitation sent to you at your @ulm.edu email address. To accept the invite please follow attached instructions. Once you have completed this one time process you can immediately start shopping on Amazon.com with an even better customer experience!

Accepting the Amazon Business Account Invitation

Step	Task
1.	<p>Once you have been added to the Amazon Business Account by the University, you will receive an email invitation directly from Amazon to officially join the business account. Click the Accept the invitation button from the invitation email.</p>  <p>amazonbusiness</p> <p>mikelevinabc (mkl+05@amazon.com) has invited you to purchase on behalf of School District of America .</p> <p>Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.</p> <p>Accept this invitation</p> <p>Thank you for choosing Amazon Business.</p>
2.	Click the Continue button.
3.	<p>If an existing Amazon account exists for your Work email address, skip to step 4.</p> <p>If no Amazon account has been previously established, you will be prompted to enter your First and Last Name and a Password for the University email address in the business account.</p>  <p>amazonbusiness</p> <p>Create an account for business</p> <p>Your name <input type="text" value="John Doe"/></p> <p>Email <input type="text"/></p> <p>Password <input type="password" value="....."/></p> <p>Confirm password <input type="password" value="....."/></p> <p>Create account</p> <p>Click the Create account button.</p> <p>Result: You will see an Almost complete! Window.</p> <p>Click the Complete button.</p> <p>Result: You will receive a confirmation that your account has been created.</p> <p>Business account complete. Continue shopping as you did before.</p>

<p>4.</p>	<p>If an Amazon account exists, you will be prompted to enter his/her existing Password and Sign in using your University email address.</p>  <p>The screenshot shows the Amazon Business sign-in interface. At the top is the Amazon Business logo. Below it is the heading "Sign in to the account you will use for business". There are two input fields: "Your email" with the value "mkl@amazon.com" and "Your password" which is empty. A yellow "Sign in" button is positioned below the fields, and a blue link "Forgot your password?" is located below the button.</p> <p>If you don't remember your password, click the 'Forgot your password?' link to reset it.</p>
<p>5.</p>	<p>If the existing Amazon account was used for purchases for the benefit of the University, click Confirm and continue. If the email and account was used for personal purchases, you must transfer the Amazon account to a personal email address (e.g. Gmail, Yahoo., etc.). Click Change Personal Account Email.</p>  <p>The screenshot shows the Amazon Business "Confirm" page. It features the Amazon Business logo and the heading "Confirm". The main text states: "We will add mkl+99@amazon.com to the School District of America business account." Below this text are two buttons: a yellow "Confirm and continue" button and a grey "Change personal account email" button. A note below the buttons says: "Recommended if you have made personal purchases using this account." To the right of the buttons, a text box explains: "Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. Administrators will have the ability to manage or close your account."</p>
<p>6.</p>	<p>There are 2 steps to transfer an existing Amazon account that was previously used for personal purchases.</p> <ol style="list-style-type: none"> 1. Change the University email to a personal email address. 2. Create an Amazon Business login using your University email address. Click the Continue button.  <p>The screenshot shows a two-step process for transferring an account. Step 1 is "Change the email used for your personal account" and Step 2 is "Create an account for business using mkl+99@amazon.com". At the bottom of the interface are two buttons: a grey "Cancel" button and a yellow "Continue" button.</p>

7.	<p>Change the email on your Amazon personal account. Enter and confirm the new email address to transfer your personal account information from the University email address.</p> <p>Change your email address</p> <p>To save your current account information, change the email used to log into the account. You can continue making purchases using this account. Your password will stay the same.</p> <p>Current email mkl+99@amazon.com</p> <p>Change email to <input type="text" value="e.g. name1example@gmail.com"/> <small>This will be the email used to log into your personal account</small></p> <p>Confirm new email <input type="text" value="e.g. name1example@gmail.com"/></p> <p><input type="button" value="Save and continue"/> <small>Next, we will create your Amazon business account.</small></p>
8.	<p>Create an account that is attached to the Universities Business account.</p> <ul style="list-style-type: none"> • Enter and confirm the password to be associated with the email address. • Click the Create account button. <p>Result: You will see an Almost complete! Window.</p> <ul style="list-style-type: none"> • Click the Complete button. <p>Result: You will receive a confirmation that your account has been created.</p> <p></p> <p>Create an account for business</p> <p>Your name <input type="text" value="John Doe"/></p> <p>Email <input type="text"/></p> <p>Password <input type="password" value="....."/></p> <p>Confirm password <input type="password" value="....."/></p> <p><input type="button" value="Create account"/></p>

If for any reason, you need to revert your account back to the Consumer Account experience, and start this process over, please see the Instructions below:

- After signing into your Business Account, enter the reason you want to convert your account and then click “De-register this Account.”
 - <https://amazon.com/gp/b2b/manage/deregister/>
- Your account will be converted to a personal account and you can then proceed with the Business Account Creation.
- Should you have any difficulty, Amazon Business Customer Service may be reached by phone at (866) 486-2360 Monday – Friday 8am – 10pm Eastern, and Saturday & Sunday 8am – 5pm Eastern.