

**Amazon Account Tip Sheet**



**First time in Amazon Punchout - Which screen did you see?**

**Welcome to Amazon Business** – If you got to this screen, enter your Name and select **Start Shopping.** Follow the steps in the [SNC Job Aid - Create Requisition and Receipt – Connect to Supplier Website (Punchout to Amazon or Staples)](https://docs.google.com/document/d/1pHgSG5uawTF7ThPv5lAh8Ybfb1pdMlVg/edit)

**Sign in to Join Amazon Business -**  If you got to this screen, and:

1. You are an Administrator of an Institutional account that was created in Amazon Business prior to SNC’s Workday Financials rollout, follow the steps in the [SNC Job Aid - Amazon Business Institutional Account Administrator– Deregister Account](https://docs.google.com/document/d/1qA-3D526-nka5uw_Z3P5py-FsK4dVxL9/edit)

or

1. You are NOT an Administrator of an Institutional Account, follow the steps in the [SNC Job Aid - Amazon Personal Account – Change Account Settings](https://docs.google.com/document/d/1biE7ylsLtXD03ejqWiDMLb9E_MFUm_Iv/edit)