

# First Time User Registration Guide

1. You will be prompted to create an Amazon Business account before your first requisition through Amazon using your e-procurement program. Click on the Amazon Business Ariba Punch-out tile and follow the correct scenario below.

Use the below scenarios to understand how to take appropriate actions for creating an Amazon Business user account.

## Scenario 1

Create a new business user account. Have not used your work email with an Amazon.com experience

Click on the Amazon Business Ariba Punch-out tile.



Start shopping

## Scenario 2

Convert your existing Amazon Account

Click on the Amazon Business Punch-out tile. Sign in to the existing account that you use for business purchases on Amazon.com



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will merge this existing account into Boston University's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

## Scenario 3

Separate Business and Personal Shopping

Click on the Amazon Business Punch-out tile. Sign in to the existing account that you use for business and personal purchases on Amazon.com



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

The email designated here, will be used to access your previous account, including existing order history and saved payments or shipping addresses.

