

INITIAL LOGIN & AMAZON PUNCH-OUT INFORMATION

Step 1: Log in to WolfMart & click on the Amazon tile in the showcase.

Please note that first time Stony Brook punch-out users will need to register with the Stony Brook University Amazon Business Account. Procurement Cardholders will be able to successfully complete an order via the Amazon punch-out.

Step 2: Create An Account for Business:



amazonbusiness

Welcome to Amazon Business!

Purchase on behalf of StonyBrookUniversity using SciQuest-Jaggaer

Create an account using _____@stonybrook.edu to get started

Continue By clicking "Continue", you accept the Amazon Business Account Terms and Conditions.

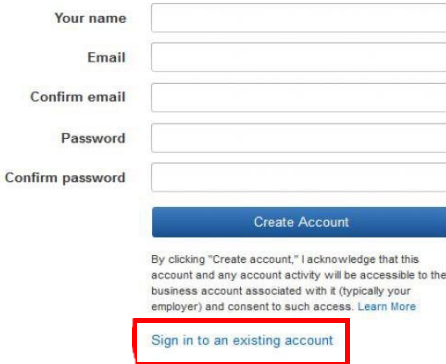
Your account information, including order history, addresses, payment methods, and personal information will be visible to administrators of the business account. The administrator of the account will have the ability to manage or close this account.

If you ***do not have*** an existing Amazon.com account tied to your Stony Brook email, **Proceed to Step 4** to enter your name and a password to link to the shared business account.

***If you have an existing Amazon.com account linked to your Stony Brook email you will be prompted to type in your password to your existing account. Click the link to "Sign in to an existing account", then proceed to Step 3.**



Create an account for business



Your name

Email

Confirm email

Password

Confirm password

Create Account

By clicking "Create account," I acknowledge that this account and any account activity will be accessible to the business account associated with it (typically your employer) and consent to such access. [Learn More](#)

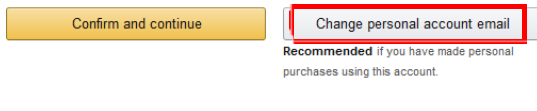
Sign in to an existing account

Step 3: If you ***have not*** made personal purchases using your Stony Brook email choose "Confirm and continue" and *proceed to Step 4*. If you ***have*** made personal purchases with your business email, it is recommended you choose "Change personal account email" and proceed to step 3a.



Confirm

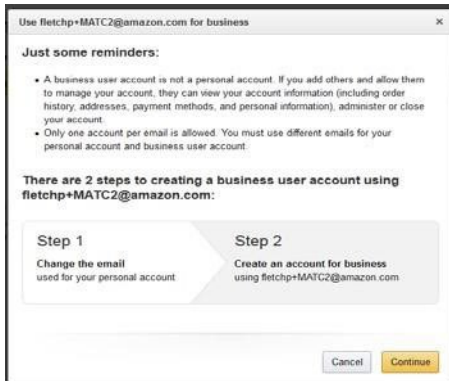
We will add fletchp+MATC2@amazon.com to the Tricia Test business account.



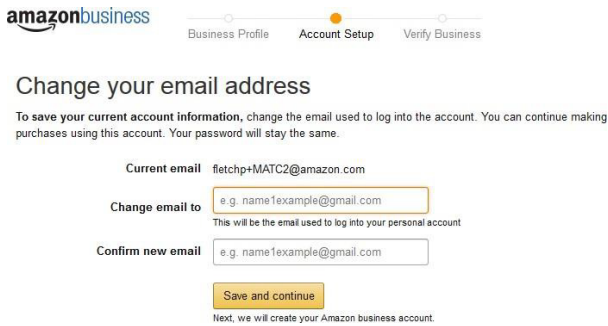
Confirm and continue **Change personal account email**

Recommended if you have made personal purchases using this account.

Step 3a. If you are changing a personal account email you will be prompted with the following screen:



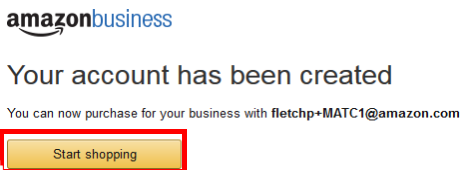
Step 3b: Enter the personal email address you would like to change your personal account to, then Save & Continue and Proceed to STEP 4.



Step 4: You can now enter your name & a new password for your Business account & then click Complete.



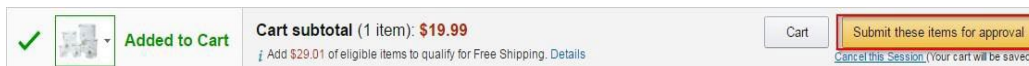
Step 5: Your account has now been created and you can begin shopping.



Completing Your Amazon Order

Once you have successfully punched-out to Amazon and created your account (see steps 1-5), you can build your cart.

Step 6: When you have finished shopping and completed your cart, click the link “Submit these items for approval” and then click “Proceed to Checkout”.





Added to Cart
Cart subtotal (1 item): **\$3.56**
To qualify for **FREE Shipping**, add \$21.44 of eligible items. [Details](#)
Cart
Proceed to checkout (1 item)

Sponsored products related to *BIC Round Stic Grip Xtra Comfort Ball...* (What's this?)

Place your order

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary

Items (3):	\$119.70
Shipping & handling:	\$0.00
Total before tax:	\$119.70
Estimated tax to be collected:	\$6.92
Order total:	\$126.62

[How are shipping costs calculated?](#)

Step 7: As a first time buyer, you will be prompted to enter your payment method. Click the link “add a payment method”.

How would you like to pay?

There is no payment method currently associated with this account.

You can:

- Ask your account administrator to add a payment method to the group: StonyBrookUniversity
- Or ask your account administrator to enable Self Pay for group: StonyBrookUniversity, and add a payment method to your account.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2016, Amazon.com, Inc.

Step 8: Add your Procurement Card information and then choose “Add your card”. Once complete you will receive a confirmation message that your payment method was added. *You will not be prompted to enter this information for future orders.*

Add a New Payment Method

Credit or Debit Cards
Amazon accepts all major credit and debit cards.




▼ Add a card

Enter your card information:

Name on card Card number Expiration date 01 / 2017 Add your card

Use this card across all of Amazon. [What's this](#)

 **Payment method added**

Step 9: Upon entering your P-Card information, click on your cart & then select “Submit these items for approval” to continue to checkout. **You cannot complete your purchase and will not be redirected to WolfMart to complete your requisition without providing your P-Card information within Amazon.**

Step 10: After submitting your items for approval in Amazon, you will be routed back to WolfMart in order to complete and submit your requisition. **Accounting Codes must still be entered into your requisition in WolfMart** (i.e. Account Source). Once the requisition has been submitted, it will continue through the normal approval process. Upon approval, a purchase order will be generated and Amazon will receive confirmation that the order was approved and can be fulfilled.

To view additional step-by-step instructions, please access the [Training Links](#) found on the Stony Brook WolfMart web page.



Helpful Hints:

1. A confirmation e-mail from Amazon will be sent to the end-user's email address. This e-mail will contain your PO# and will be your receipt for the purchase. It should be saved and used as support when reconciling your monthly P-Card statement. The P-Card on file will be charged at the time of shipment.
2. Punchout users can check the order status by logging into Amazon via your Stony Brook email address, selecting "Your Account", and then choosing "Your Orders". There will be a Purchase Order search tool (via a link on the PO number), which will be provided in the e-mail sent from Amazon to the buyer. If an order was not able to be fulfilled, or is only partially fulfilled, the user will receive an email from Amazon with order details, itemized information, and instructions, when applicable. Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.
3. To view WolfMart step-by-step instructions and online training videos, please visit <https://wolfmart.stonybrook.edu/>