Step 1: Log in to e-SHOP.

Step 2: From the Computer Peripherals and Software showcase, click the “Amazon” icon.

Step 3: Click PunchOut

You will see this page before the new window opens, click the Options button to allow pop-ups.

Step 4: This is what the Amazon Business punch-out looks like. You will have to create a new account or login to an existing account to shop with Amazon Business in e-SHOP.

- First-time Amazon customers proceed with Step 5.
- If you already have an Amazon account linked to your Cornell email address, go to Step 6.
Step 5: If you are a first-time Amazon customer, you need to create an Amazon Business Account. This is only necessary the first time you use Amazon. You will not be required to do this again. However, you will subsequently be required to login with your Cornell email and password.

Step 5a: To create you Amazon Business Account, click the Continue button (image above).

Step 5b: Enter your name and Cornell email and create a password that you will remember.

Step 5c: After clicking the Create Account button, you should receive the following confirmation. Click the Complete button.

Step 5d: You are ready to shop with Amazon in e-SHOP now.
Step 6: Amazon in e-SHOP is for Cornell business purchases only. You must use your Cornell email for this account only.

- If you have an existing personal Amazon.com account with your business email, follow the instructions below to change the email address for your personal account.
- If you have an existing Cornell Prime or business account with your Cornell email, follow the instructions below to login.

Step 6a: Click “Sign in to an existing account” below the Create Account button.

Step 6b: If your Cornell department’s Prime or Business Account is linked to your Cornell email, choose “Confirm and continue” and proceed to shopping. Otherwise, proceed with these instructions to change you email address.
Step 6c: You may not use your Cornell Amazon Business account for personal purchases. Click “Change personal account email”.

Step 6d: When changing a personal account email, you will receive the following notice. Please read the notice and click the Continue button.

Step 6e: Enter a personal email address for your personal account. Then click Save and Continue.
Step 6f: Enter your name and a new password for your business account.

![Create an account for business](amazonbusiness)

Step 6g: Click the Complete button.

![Almost complete!](amazonbusiness)

Step 6h: Your Amazon Business account has now been created, and you can begin shopping for Cornell.

![Your account has been created](amazonbusiness)

Step 7: If more than one person is associated with this business account or if you registered for a business account but have changed your mind, you can de-register:

- Contact Amazon Business Customer Service at: 888-281-3847
- Contact Amazon via email, Phone or Chat by clicking this link: [https://www.amazon.com/gp/b2b/manage/deregister/](https://www.amazon.com/gp/b2b/manage/deregister/)