

Table of Contents

Finding Amazon in e-SHOP.....	1
Accessing your Amazon Account	2
Creating an Amazon Business Account for New Users	2
Linking your Amazon business account to your Cornell email	3
Requesting a Tax Refund on Third Party Orders.....	6

Finding Amazon in e-SHOP

Step 1: Log in to e-SHOP.

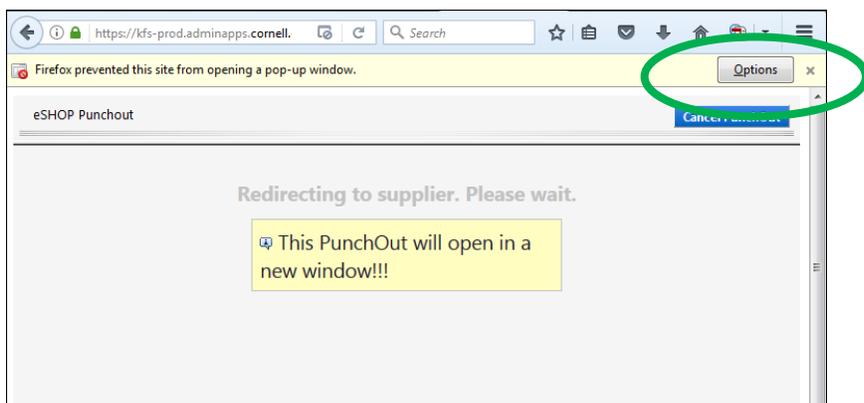
Step 2: From the Computer Peripherals and Software showcase, click the “Amazon” icon.



Step 3: Click **PunchOut**



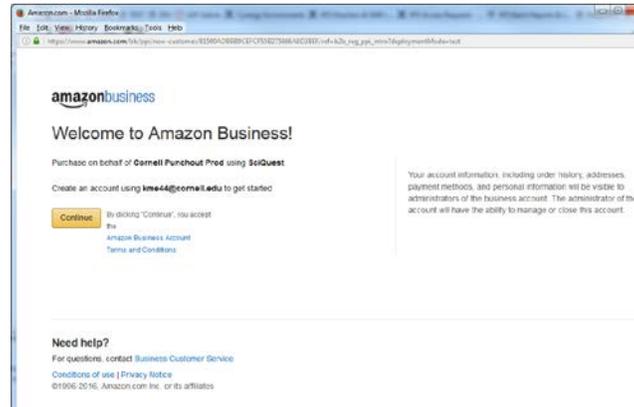
You will see this page before the new window opens, click the Options button to allow pop-ups.



Accessing your Amazon Account

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 4.
- If you already have an Amazon account linked to your Cornell email address, go to Step 5.



Creating an Amazon Business Account for New Users

Step 4: 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 4a: To create you Amazon Business Account, click the **Continue** button (image above).

Step 4b: Enter your name and Cornell email and create a password that you will remember.

Step 4c: After clicking the **Create Account** button, you should receive the following confirmation. Click the Complete button.



Almost complete!

Your account changes have been saved. **kme44@cornell.edu** will be your account for business.

Complete

If you add others and allow them to manage your account, they can view your account information (including order history, addresses, payment methods, and personal information), administer or close your account

Need help?

For questions, contact [Business Customer Service](#)

[Conditions of use](#) | [Privacy Notice](#)

©1996-2016, Amazon.com Inc. or its affiliates

Step 4d: You are ready to shop with Amazon in e-SHOP now.



Your account has been created

You can now purchase for your business with **kme44@cornell.edu** through your instance of **SciQuest**

Start shopping

Linking your Amazon business account to your Cornell email

Step 5: 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 5a: Click “**Sign in to an existing account**” below the Create Account button.



Create an account for business

Your name

Email

Confirm email

Password

Confirm password

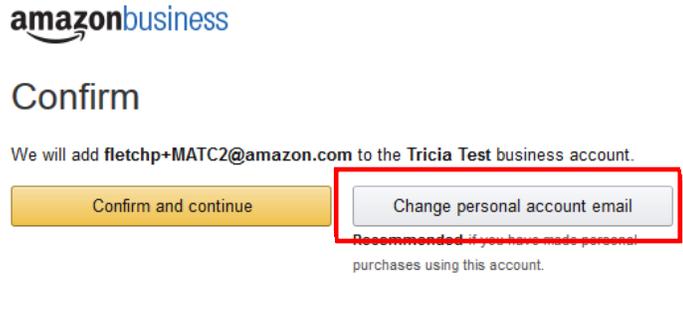
Create Account

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's network). [Learn More](#)

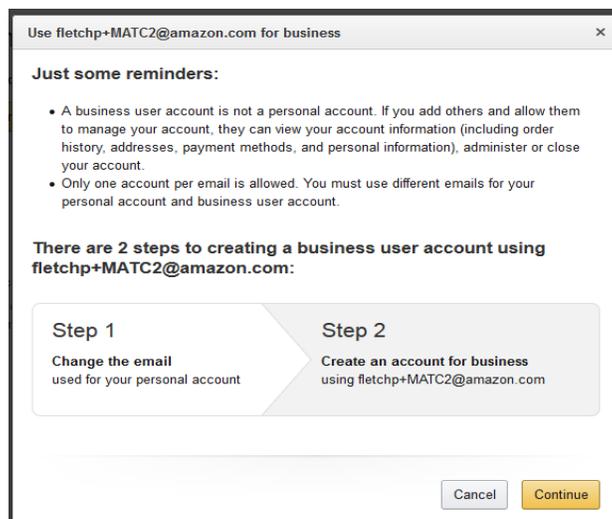
[Sign in to an existing account](#)

Step 5b: 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 5c: You may not use your Cornell Amazon Business account for personal purchases. Click “Change personal account email”.



Step 5d: When changing a personal account email, you will receive the following notice. Please read the notice and click the Continue button.



Step 5e: Enter a personal email address for your personal account. Then click Save and Continue.



Change your email address

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.

Current email fletchp+MATC2@amazon.com

Change email to

This will be the email used to log into your personal account

Confirm new email

Save and continue

Next, we will create your Amazon business account.

Step 5f: Enter your name and a new password for your business account.



Create an account for business

Your name

Email

Password

Confirm password

Create account

Step 5g: Click the Complete button.



Almost complete!

Your account changes have been saved. **fletchp+MATC1@amazon.com** will be your account for business.

Complete

Step 5h: Your Amazon Business account has now been created, and you can begin shopping for Cornell.



Your account has been created

You can now purchase for your business with **fletchp+MATC1@amazon.com**

Start shopping

Step 6: 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/>

Requesting a Tax Refund on Third Party Orders

1. Go to "Your Orders" on Amazon.com
2. Locate the item that was charged tax and click the "Contact the Seller" button (If the button is not there, call the ATEP support line at 1-888-280-9552.)
3. Enter the subject as "Tax Exemption Refund Request"
4. Include the order number and the amount charged in the body of the email
5. The seller is required to respond within 72 hours. The seller may ask for additional information or may simply issue the refund.