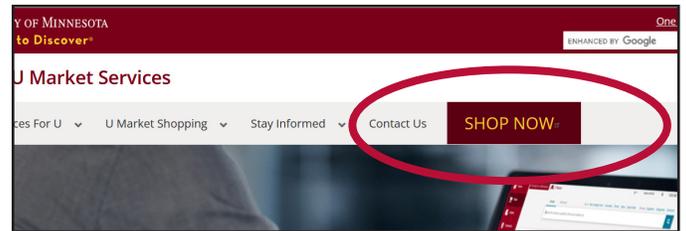


This guide is ONLY for people who've been notified that they have a Personal/Consumer Amazon Account associated with their U of M email address and who need to make University purchases through Amazon Business.

By following these steps you'll be able to successfully punchout to Amazon on U Market and shop.

1 | Visit umarket.umn.edu and login to U Market using the "Shop Now" button in the upper-right corner.



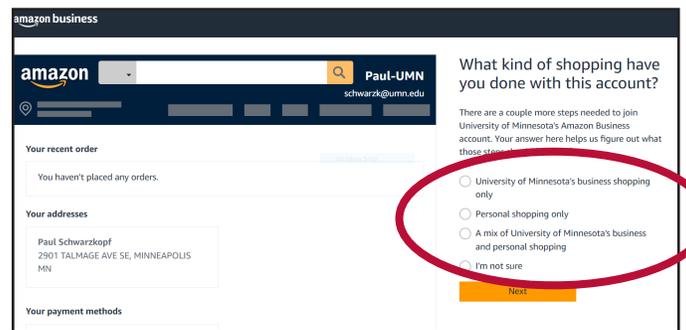
2 | In U Market, click on the "Amazon Business" tile at the far bottom of the page.



3 | You will be presented with the following options.

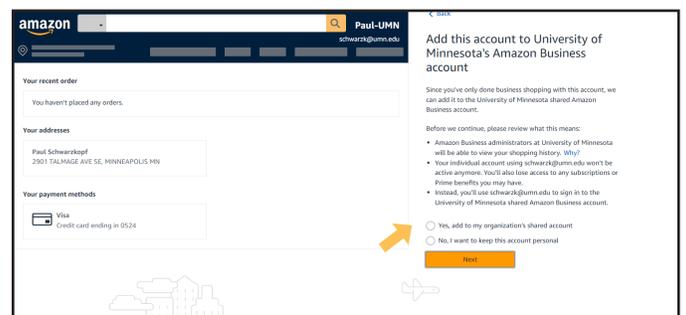
Choose the option that best represents the type of shopping you've used with your account.

If you don't remember what type purchases you've made with your account, select "I'm not sure."



4 | If you chose "University of Minnesota's business shopping only" you will see this screen.

Select "Yes, add to my organization's shared account" and the click "Next."

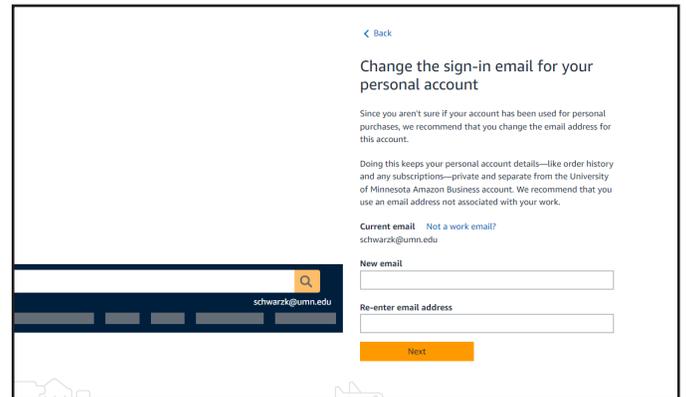


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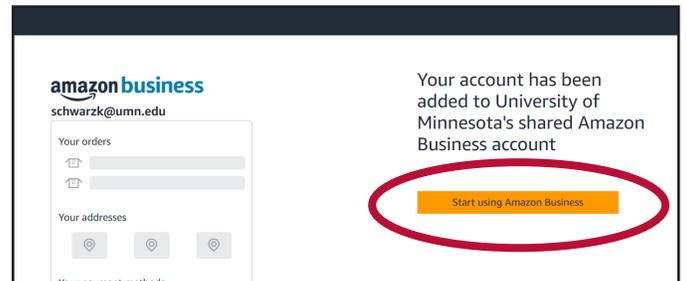
5 | If you chose any of the other three options (e.g. "Personal shopping only," etc.), you will see this screen.

Enter a non-U of M email that you would like associated with your Personal/Consumer Amazon account.



6 | Once complete, you should see this screen.

Click "Start using Amazon Business" to begin shopping!



7 | If you encounter any issues migrating your account, please contact Amazon through their punchout site by hovering over your name in the upper-right corner and then clicking "Customer Service."

