



## Purchasing Department

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The University of Louisiana at Monroe has an Amazon Business Account to make it easier for you to make tax-free purchases on Amazon.com. Our goal is to simplify the purchasing process so you can take advantage of the wide selection and competitive prices available on Amazon. You can also take advantage of features you may not already have today on your consumer account, including Free Two-Day Shipping on eligible PRIME orders of \$49 or more, and discounts on select items (similar to an Amazon Prime Account but at no cost to join).

**The ULM Amazon Business Account must be used for business purposes and can now be used with your Purchasing Card (P-Card) or Purchase Order (PO).** All Purchasing and P-Card rules and regulations must be followed accordingly. No personal purchases may be made from a @ulm.edu email address in the Amazon Business Account.

Through this central Amazon Business account you will have immediate access to:

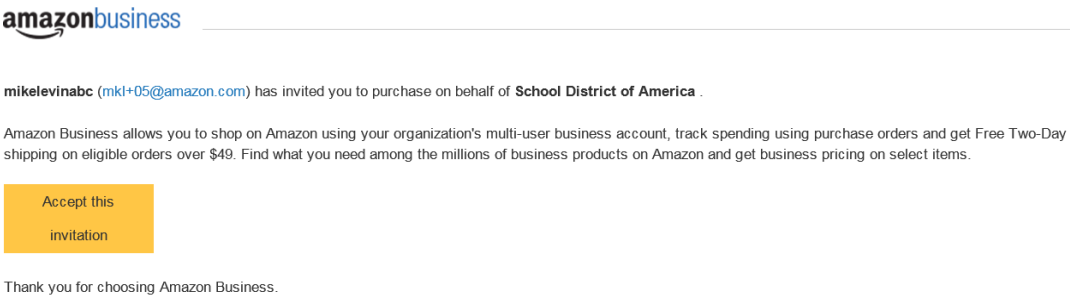
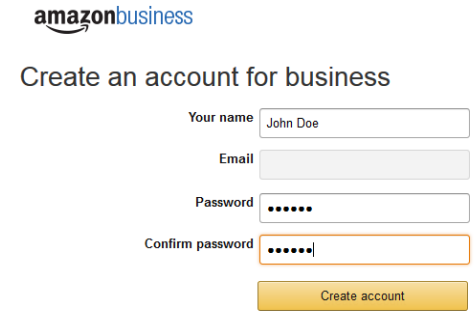
- Free Two-Day Shipping on PRIME orders over \$49
- Free Standard Shipping on eligible non-Prime items
- Pricing and quantity discounts on select items
- Education-tailored search and browse functionality
- Access to a specialized Customer Service team
- Sales-Tax Exemption Program

Everything else you know and love about shopping on Amazon.com will remain the same.

If you would like an Amazon Business Account, contact Kelly Moravek ([moravek@ulm.edu](mailto:moravek@ulm.edu)) or Shakeya Bennet ([rodgers@ulm.edu](mailto:rodgers@ulm.edu)) in Purchasing to have an invitation sent to you at your @ulm.edu email address. Be sure to specify whether you will be making purchases with you P-Card, PO, or both. To accept the invite please follow attached instructions. Once you have completed this one time process you can immediately start shopping on Amazon.com with an even better customer experience!

**Contact Kelly Moravek or Shakeya Bennett in Purchasing to have an invite sent to your ULM email address to setup a tax-exempt account.**

**Accepting the Amazon Business Account Invitation**

Step	Task
1.	<p>Once you have been added to the Amazon Business Account by the University, you will receive an email invitation directly from Amazon to officially join the business account. Click the Accept the invitation button from the invitation email.</p> 
2.	<p>Click the <b>Continue</b> button.</p>
3.	<p><b>If an existing Amazon account exists for your Work email address, skip to step 4.</b>            If no Amazon account has been previously established, you will be prompted to enter your First and Last Name and a Password for the <b>University</b> email address in the business account.</p>  <p>Click the <b>Create account</b> button.  <b>Result:</b> You will see an <b>Almost complete!</b> Window.            Click the <b>Complete</b> button.  <b>Result:</b> You will receive a confirmation that your account has been created.</p> <p><b>Business account complete. Continue shopping as you did before.</b></p>
4.	<p>If an Amazon account exists, you will be prompted to enter your existing Password and Sign in using your <b>University</b> email address.</p>



## Sign in to the account you will use for business

Your email

Your password

Sign in

[Forgot your password?](#)

**If you don't remember your password, click the 'Forgot your password?' link to reset it.**

5. If the existing Amazon account was used for purchases for the benefit of **the University**, click **Confirm and continue**. If the email and account was used for personal purchases, you must transfer the Amazon account to a personal email address (e.g. Gmail, Yahoo., etc.). Click **Change Personal Account Email**.



## Confirm

We will add **mkl+99@amazon.com** to the **School District of America** business account.

Confirm and continue

Change personal account email

**Recommended** if you have made personal purchases using this account.

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

6. There are 2 steps to transfer an existing Amazon account that was previously used for personal purchases.

1. Change the University email to a personal email address.
2. Create an Amazon Business login using your University email address.

Click the **Continue** button.

### Step 1

**Change the email**  
used for your personal account

### Step 2

**Create an account for business**  
using **mkl+99@amazon.com**

Cancel

Continue

7. Change the email on your Amazon personal account. Enter and confirm the new email address to transfer your personal account information from the **University** email address.

## 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** mkl+99@amazon.com

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

**Confirm new email**

Next, we will create your Amazon business account.

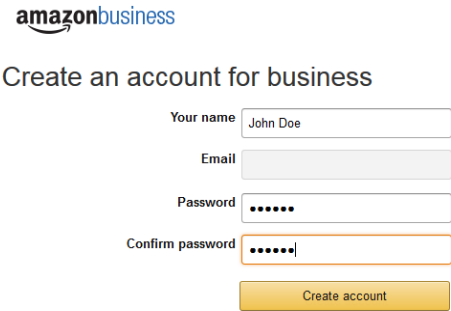
**8.** Create an account that is attached to the Universities Business account.

- Enter and confirm the password to be associated with the email address.
- Click the **Create** account button.

**Result:** You will see an **Almost complete!** Window.

- Click the **Complete** button.

**Result:** You will receive a confirmation that your account has been created.



**If for any reason, you need to revert your account back to the Consumer Account experience, and start this process over, please see the instructions below:**

- After signing into your Business Account, enter the reason you want to convert your account and then click “De-register this Account.”
  - <https://amazon.com/gp/b2b/manage/deregister/>
- Your account will be converted to a personal account and you can then proceed with the Business Account Creation.
- Should you have any difficulty, Amazon Business Customer Service may be reached by phone at **(866) 486-2360** Monday – Friday 8am – 10pm Eastern and Saturday & Sunday 8am – 5pm Eastern.