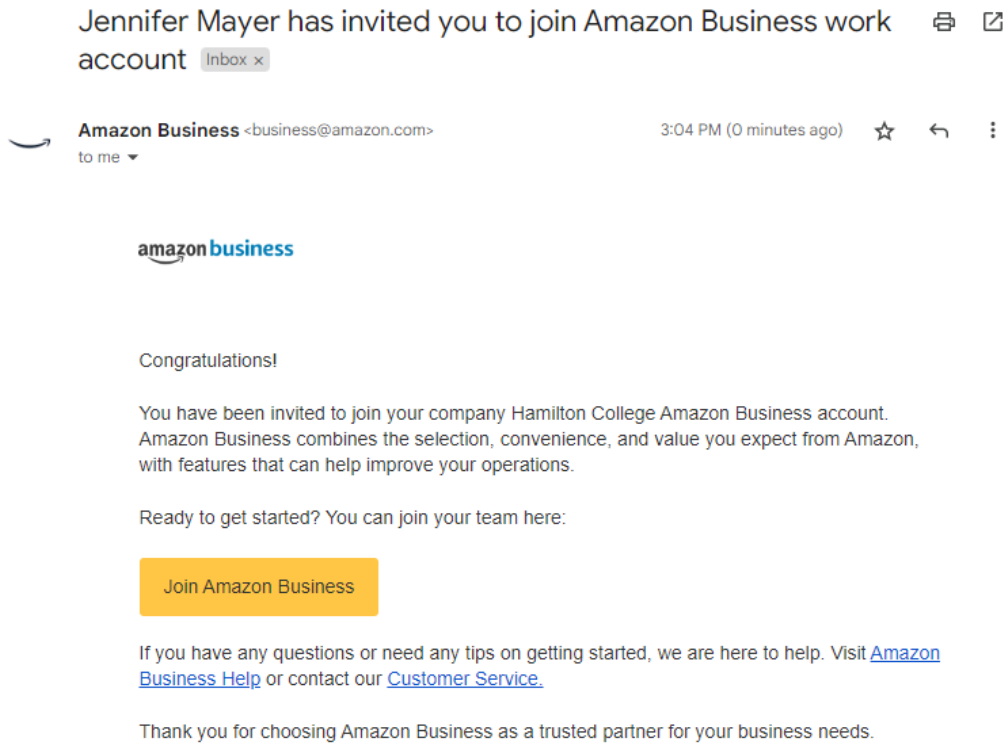


# Amazon Business Prime New User Instructions

1. From the email invitation from Amazon to join Hamilton's Business Prime account, click the yellow button labeled Join Amazon Business.



2. This will prompt you to enter your Hamilton email address.



## Amazon Business Prime New User Instructions

3. After clicking Continue, you will be prompted to enter your Hamilton login credentials.

# Hamilton

Login to Hamilton College Amazon Business Account

Username

Password

Login

> [Forgot your password?](#)

> [Need Help?](#)

For assistance signing into or using Amazon, please contact the Hamilton College Help Desk at 315-859-4181.

*Please note that if you have a personal prime account using your Hamilton email address, you will need to change that existing account to another email address.*

4. Once you've logged in, you'll be redirected to Hamilton's Amazon Business Account to begin purchasing.
5. You will add items to your cart as you would for a personal Prime shopping experience.
6. If you encounter an item with the following message, you may still proceed to add to your cart and checkout if the item is not available through another contracted vendor such as WB Mason. The item will be routed to Procurement for review and approval. Entering a comment at checkout in the Comments for Approver box is helpful when reviewing the purchase.

**⚠ Organization restricted**

Admin note: "Office supplies should be purchased through WBMason. Contact Jennifer Mayer in Procurement with any questions."

[See policies affecting this product](#)

## Amazon Business Prime New User Instructions

7. At checkout, in Business Order Information, you will select a General Ledger (GL) code rather than paying via credit card. GLs are in numerical order in one of four drop down boxes. You cannot enter your own GL, it has to be chosen from a drop down box. If you have a newly added GL, it may be found at the very end in the fourth drop down box. If you need to have a GL added, please contact Jennifer Mayer in Procurement.

### GL code

Choose GL



### Continued GL Codes

Choose GL



### Continued GL Codes 2

Choose GL



### Continued GL Codes 3

Choose GL



### Notes (optional)

### Comments for approver (optional)

100 characters left

8. Once a GL is selected, you will enter or choose a Shipping Address.

### 3 Choose a shipping address

#### Keep operating hours up to date

If your hours ever change at an address, click [Edit delivery preferences](#) to update them.

#### Your addresses

**Jennifer Mayer AUX SERVICES** 198 COLLEGE HILL RD, CLINTON, NY, 13323-1218, United States [Edit address](#) | [Edit delivery preferences](#)

**Hamilton College** 198 COLLEGE HILL RD, CLINTON, NY, 13323-1218, United States [Edit address](#) | [Edit delivery preferences](#)

[+ Add a new address](#)

#### Your pickup locations

[+ Find a pickup location near you](#)

[Use this address](#)


## Amazon Business Prime New User Instructions

9. After a shipping address is chosen, you will move on to Payment Method which will be preselected as Pay By Invoice. Tax exemption is automatically applied.

### 4 Choose a payment method

Don't forget to check out with Pay by Invoice.  
The purchasing line that lets you buy now and pay later.

#### Auxiliary Service line of credit

Pay By Invoice  
 Provided by your organization

Use this payment method

10. Once you have chosen your payment method you may submit the order.