



User Registration Guide

1. If you would like to join the University of Winnipeg's Amazon Business account, contact Purchasing Services.
2. You will receive an email inviting you to join the University's Amazon Business account. Click the link provided.
Invitations are time sensitive.
3. If you do not receive your invitation, please check your spam folder. The email will come noreply@amazon.ca.
4. Choose the scenario below that applies to you and follow the instructions.*

Scenario 1

Create a new business user account

If you have not previously used your work email address on Amazon.ca, account set up is simple!

Enter your full name
and choose your
business password



Next step



Start shopping

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.ca.



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.ca.



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

The email designated here will be used to access your previous account, including existing order history and save payment or shipping addresses

Purchasing Card users (PCard)

How to complete the Business order information page:

The screenshot shows the Amazon.ca Business order information page. The browser address bar displays the URL: https://www.amazon.ca/gp/buy/businessorder/handlers/display.html?hasWc. The page title is "Business order information". Below the title, there is a instruction: "Complete the following to ensure accurate routing and reporting of your order." The form contains several fields with red annotations:

- PO number (optional)**: A text input field with a red annotation: "<-- Leave blank or put in the tracking number you use for your visa transactions".
- GL code (optional)**: A text input field with a red annotation: "<-- Add in appropriate GL Code (eg 72030 General Expenses)".
- Cost centre**: A dropdown menu with "Select one" and a red annotation: "< Select your department from the drop down. If it is not listed here, select 'Other' at the bottom and type in your department name".
- Location**: A dropdown menu with "Select one" and a red annotation: "< Select 'Campus' to ship to the University or 'Remote' to ship to an address you will enter on the next page".
- Project code (optional)**: A text input field containing "Leave blank".
- Sub Acct/Award (optional)**: A text input field with a red annotation: "< Insert Award or TPDA account number (if applicable)".

A yellow "Continue" button is located to the right of the PO number field.

****For payment, do not enter a personal credit card. Please use your assigned UW Visa card as your method of payment.**

"Ghost" Card Users

How to complete the Business order information page:

amazon.ca WELCOME ADDRESS ITEMS WRAP SHIP PAY PLACE ORDER

Business order information

Complete the following to ensure accurate routing and reporting of your order.

PO number (optional) Continue

GL code (optional)

Cost centre

Select one ← Select your department from the drop down. If it is not listed here, select "Other" at the bottom and type in your department name

Location

Select one ← Select "Campus" to ship to the University or "Remote" to ship to an address you will enter on the next page

Project code (optional)

Sub Acct/Award (optional)

← Insert Award or TPDA account number

****For payment, do not enter a personal credit card. Please select the payment card for Thi Hong Nhung Nguyen. This card is held in Purchasing Services and will be reconciled accordingly.**