



# Amazon Business AggieBuy Training





# Introductions



**Texas A&M University**  
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Procurement Services, Division of Business Services



**Texas A&M University**  
Cherise Toler, Assistant Director  
Procurement Services, Division of Business Services



**Texas A&M Engineering Experiment Station**  
Mary Williams, Director of Purchasing & HUB Coordinator



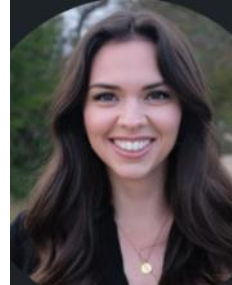
**Texas A&M Transportation Institute**  
Holly Fannin, Financial Accountant, Financial Services



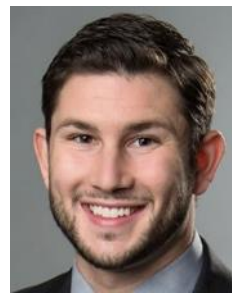
**Texas A&M AgriLife**  
Chris Chamberlain, Director of Procurement & HUB  
Procurement Office



**Texas A&M AgriLife**  
Lindsay Weber, Assistant Director of Procurement  
Procurement Office



**Amazon Business**  
Katherine George, Texas Higher Education Executive Advisor



**Amazon Business**  
Alex Villanueva, Customer Success Manager





# AGENDA

- **Texas A&M Amazon Business Account**
- **Punchout Overview**
- **Joining & Accessing the Amazon Business Account**
- **Upcoming Training Sessions**
- **Q&A**





# Central Amazon Business Account



# Amazon Business in AggieBuy



**Coming September 2025**

Launch of an official Amazon Business punchout catalog in AggieBuy

Participating System Members include Texas A&M University, TEES, AgriLife Research, AgriLife Extension, TVMDL, and TTI

Visit the Texas A&M [Procurement Website](#) to stay up to date. AgriLife Research, AgriLife Extension, and TVMDL visit the AgriLife [Procurement News & Updates](#) SharePoint page to stay up to date.





# This transition to Amazon Business in AggieBuy will:

## Why This Change?

- Standardize the purchasing process
- Reduce pcard reconciliation tasks
- Ensure policy compliance
- Maintains and provides:
  - Tax Exemption
  - Free 2-day Prime shipping
  - Business pricing
  - Dedicated support team

## Changes:

- Orders placed via AggieBuy
- Pcards not used for Amazon purchases
- Electronic invoicing through AggieBuy
- Consolidated Texas A&M Amazon accounts





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# Punchout Overview



# Punchout to Amazon Business



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Home

Shopping Cart

Account

Help

Log Out

My AggieBuy

My Orders

My Suppliers

My Favorites

My Contracts

My Forms

My Shop

My Trade-In

My Quick Order

My Browse

My Suppliers

My Categories

My Contracts

My Chemicals


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AggieBuy

Simple Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) | [Browse: Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc.




Welcome to  
Texas A&M University's Purchasing and e-Commerce Website!

Get the latest NEWS about AggieBuy at [AggieBuy.tamu.edu](http://AggieBuy.tamu.edu)


Get the latest TRAINING information at [AggieBuy.tamu.edu/Training.html](http://AggieBuy.tamu.edu/Training.html)

Showcased Suppliers (Suppliers recently added to the MarketPlace)


WorkQuest




Office Supplies / Furniture / Books/Promotional




Staples HUB Partner




Office Depot HUB Partner




Steelcase HUB Partner




Business Cards & Stationery



Club Colors




Complete HUB




TEEX Digital


Computers / Technology




Dell HUB Partner




HUB - Downloadable Quotes




HUB Reseller Apple/ PC Products




Computers & Electronics




Connection HUB Partner




BestBuy HUB Partner



Audio Visual Equipment




CDW HUB Partner




Computers & Electronics


Scientific & Medical Supplies




SUMMUS - VWR HUB Partner




Fisher Scientific HUB Partner




Medline HUB Partner



Athletic/ Medical/ Dental Supply



BIO-RAD



CAROLINA





# Punchout Order Journey

## AggieBuy



Click on **Amazon Business** tile and punchout



Shopping cart passes approval workflows



Purchase order will be submitted automatically

## Amazon Business



Add items to the shopping cart



Complete checkout process and submit for approval



Order confirmation will be issued



Invoice will be created and send automatically when the delivery was delivered





# **Joining & Accessing the Amazon Business Account**





# Amazon Business Benefits

- **Business Pricing:** Discounted rates and offers available only for Amazon Business customers
- **Business-Only Selection:** A broad selection of items in case/pack sizes designed for business shoppers
- **Quantity Discounts and Limited-Time Deals:** Volume-tiered pricing, bulk savings, coupons, and more
- **Amazon Business Analytics Reporting:** Research your order history, create and download reports, and check easy-to-read dashboards

List Price: \$27.99  
Business Price ▾ **\$22.53** ✓prime One-Day  
FREE Returns ▾  
You Save: **\$5.46 (20%)**

Buy more, save more

|                          |                                       |
|--------------------------|---------------------------------------|
| 12 units<br>-13% \$21.69 | 60 units Lowest price<br>-16% \$20.91 |
|--------------------------|---------------------------------------|

**Limited time deal**  
List Price: \$59.95 Details  
Deal Price: **\$36.76** ✓prime One-Day  
FREE Returns ▾  
You Save: **\$23.19 (39%)**

**Coupon:** ☐ Apply \$3 coupon [Shop items >](#)





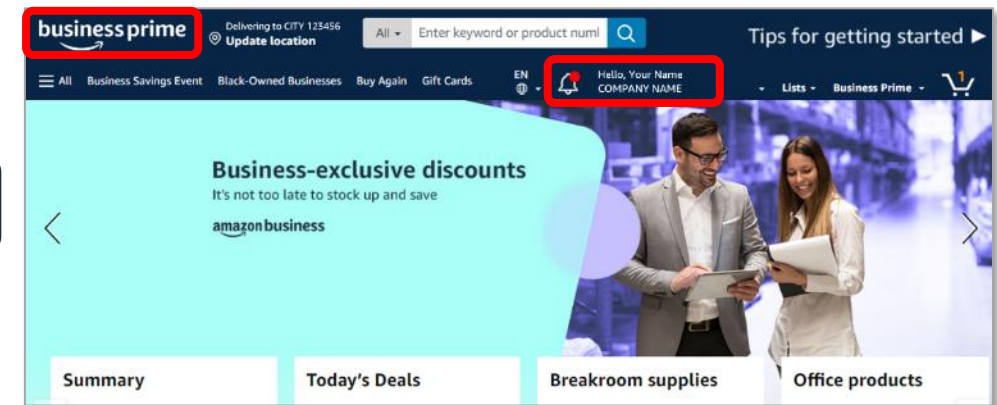
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# Business vs Personal Accounts

**Make sure you're in the right account when shopping for work.**

- The Amazon Business account will have the Business Prime logo in the top-left corner.
- Account for Texas A&M University System will be visible under "Hello, Your Name."
- Business-Centric messaging on rotating homepage tiles.

Business

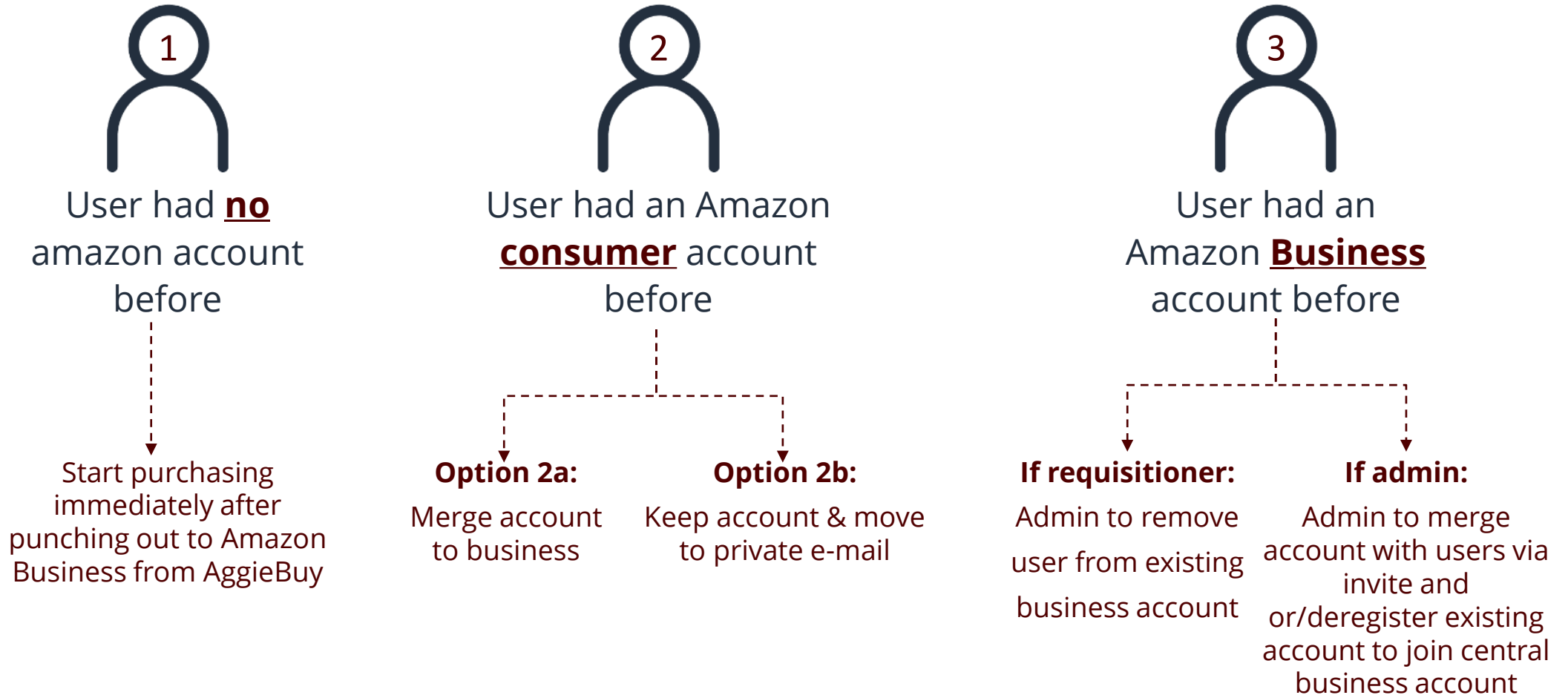


Personal





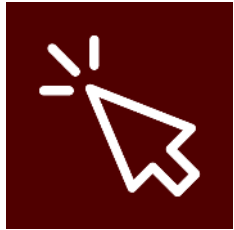
# Amazon Business Registration Scenarios







1 | user had no Amazon account before with their TAMU email address



Punchout from  
AggeiBuy



Enter your full name  
if prompted

amazon business



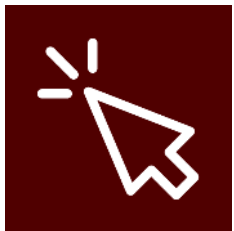
Start  
purchasing





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## 2 | user had Amazon account before with their TAMU email address



Punchout from  
AggieBuy

Sign in to join Amazon Business.

We already have an Amazon account with your email address. Please sign in to see your options.

Email or mobile phone number

Password [Forgot Password](#)

[Sign-In](#)

By signing-in you agree to Amazon's Conditions of Use & Sale. Please see our Privacy Notice, our Cookies Notice and our Interest-Based Ads Notice.

☒ Keep me signed in. [Details](#)

Enter your work email & then enter password for existing consumer account or click 'forgot password' if you are unsure of your password.

amazon [Giorgio Dal Lago](#) [@amazon.com](#)

**Your recent order**

You haven't placed any orders.

**Your addresses**

VI VI

**Your payment methods**

MasterCard  
Credit card ending

If you've only done **business shopping**, we'll share your existing account details with [Ltd](#) when you join. Account details include things like shopping history, addresses and payment methods. These details are visible to others at your organisation.

If you've done any **personal shopping**, there's an extra step to make sure your account details aren't shared with [Ltd](#).

What kind of shopping have you done with this account?

There are a couple more steps needed to join [Ltd's Amazon Business account](#). Your answer here helps us figure out what those steps should be. [How?](#)

- ☐ [Ltd's business shopping only](#)
- ☒ [A mix of \[Ltd's business and personal shopping\]\(#\)](#)
- ☐ I'm not sure

[Next](#)

To avoid having your personal purchases transferred to the company's account, select the option «Personal shopping only».

You will need to input another email address (e.g. yahoo, gmail, etc.) to be associated with your past personal shopping





## 2 | user had Amazon account before with their TAMU email address

2a

2b

### Change the sign-in email for your personal account

If you don't want to add your account to Amazon Business Account Test's shared Amazon Business account, we can change the email address for this account.

Doing this keeps your personal account details, such as order history and any subscriptions, private and separate from the Amazon Business Account Test Amazon Business account. We recommend that you use an email address not associated with your work.

Current email [Not a work email?](#)

New email

Reenter email address

Next

### Verify e-mail address

To verify your email, we've sent a One Time Password (OTP) to [maximbra+consumer@amazon.de \(Change\)](#)

Enter OTP

Create your Amazon account

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

[Resend OTP](#)

### Personal account email address updated

You can now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.

Finish joining Amazon Business

### Welcome to Amazon Business.

Enter your full name and choose your Business password

Your name

First and last name

Email

Password



At least six characters

Passwords must be at least 6 characters.

Re-enter password

Create your Business account

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

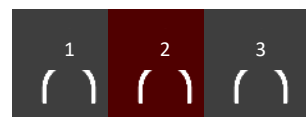
### Welcome to Amazon Business.

You are now a part of the Amazon Business Account Test Amazon Business account.

Start shopping

Enter new personal e-mail-address for consumer account

Enter name & set password for new business account (password for consumer account will stay the same)







### 3 | user had Amazon Business account before with their TAMU email address



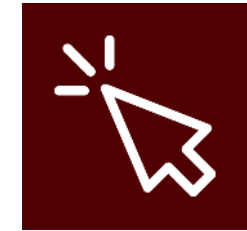
Receive invite from  
[Business@Amazon.com](mailto:Business@Amazon.com)  
(This is not spam)



Merge existing  
Business  
account into  
centralized  
TAMU Amazon  
Business  
Account



Once account is  
merged, navigate  
back to AggieBuy



Punchout from  
AggieBuy



Begin shopping on  
TAMU Amazon  
Business Account





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# Upcoming Training Sessions



# Training Schedule



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| Month/Day                  | Date      | Audience   |
|----------------------------|-----------|--|
| June 26 <sup>th</sup>      | 9-10am    | Staff Q&A with Amazon Business   |
| June 26 <sup>th</sup>      | 11am-12pm | Faculty Q&A with Amazon Business   |
| July 16 <sup>th</sup>      | 9-10am    | Live Virtual Training for Staff: Introduction to Amazon Business in AggieBuy   |
| July 16 <sup>th</sup>      | 11am-12pm | Live Virtual Training for Faculty: Introduction to Amazon Business in AggieBuy |
| August 14 <sup>th</sup>    | 9-10am    | Live Virtual Training for Staff: Amazon Business Account Access                |
| August 14 <sup>th</sup>    | 11am-12pm | Live Virtual Training for Faculty: Amazon Business Account Access              |
| September 11 <sup>th</sup> | 9-10am    | Live Virtual Training for Staff: Q&A   |
| September 11 <sup>th</sup> | 11am-12pm | Live Virtual Training for Faculty: Q&A   |
| September 25 <sup>th</sup> | 9-10am    | Live Virtual Training for Staff: Virtual Session Troubleshooting               |
| September 25 <sup>th</sup> | 11am-12pm | Live Virtual Training for Faculty: Virtual Session Troubleshooting             |



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# Q&A Session



# Questions



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Submit questions prior to our next session:

**Amazon Business Questions**







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# Thank you!