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

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.

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.
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.

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