

The University of Alabama at Birmingham

## **BuyUAB: Setting Up Amazon Business**

After <u>requesting access</u> to BuyUAB, the BuyUAB team will invite you to create an Amazon Business account. This will generate an email from Amazon to your UAB inbox with instructions for setting up your account with your UAB BlazerID email address. <u>Note that this account should not be created using your "alias email"</u>.

Open the Amazon Business email • Click the Set up your account button	Amazon.com <no-reply@amazon.com> Welcome to Amazon Business</no-reply@amazon.com>	8/8/2018
	amazonbusiness	
	Ron Collins with University of Alabama at Birmingham has invited you to place orders for work using Amazon Business. It's just like the Amazon.com y know, but with more business products and saving options to choose from. Set up your business user account for automatic access to:	ou
	<ul> <li>millions of work-related products</li> <li>exclusive business pricing</li> <li>quantity discounts</li> <li>business-friendly payment options</li> </ul>	
	Invite expires within 21 days. If you do not set up your account before this invitation expires, you will need to contact Ron Collins (ronc@uab.edu) to resend your invitation.	
	Enjoy Amazon Business!	
	Amazon.com   Help	_
Fallow the stop by	Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.	
step instructions to		
create vour login	Your name	
• Use your <b>full</b>		
<b>name</b> – First and Last – when	Email	
completing this form	blazerid@uab.edu	
Once your	Password	
account has	At least 6 characters	
been created,	<i>i</i> Passwords must be at least 6 characters.	
shopping via	Re-enter password	
Business catalog in	Next step	
BuyUAB		