INITIAL LOGIN & AMAZON PUNCH-OUT INFORMATION

Step 1: Log in to WolfMart & click on the Amazon tile in the showcase.

Please note that first time Stony Brook punch-out users will need to register with the Stony Brook University Amazon Business Account. Only State Procurement Cardholders will be able to successfully complete an order via the Amazon punch-out.

Step 2: Create An Account for Business:

If you do not have an existing Amazon.com account tied to your Stony Brook email, Proceed to Step 4 to enter your name and a password to link to the shared business account.

*If you have an existing Amazon.com account linked to your Stony Brook email you will be prompted to type in your password to your existing account. Click the link to “Sign in to an existing account”, then proceed to Step 3.

Step 3: If you have not made personal purchases using your Stony Brook email choose “Confirm and continue” and proceed to Step 4. If you have made personal purchases with your business email, it is recommended you choose “Change personal account email” and proceed to step 3a.
Step 3a. If you are changing a personal account email you will be prompted with the following screen:

Step 3b: Enter the personal email address you would like to change your personal account to, then Save & Continue and Proceed to STEP 4.

Step 4: You can now enter your name & a new password for your Business account & then click Complete.

Step 5: Your account has now been created and you can begin shopping.

Completing Your Amazon Order

Once you have successfully punched-out to Amazon and created your account (see steps 1-5), you can build your cart.

Step 6: When you have finished shopping and completed your cart, click the link “Submit these items for approval” and then click “Proceed to Checkout”.
Step 7: As a first time buyer, you will be prompted to enter your payment method. Click the link “add a payment method”.

Step 8: Add your State Procurement Card information and then choose “Add your card”. Once complete you will receive a confirmation message that your payment method was added. **You will not be prompted to enter this information for future orders.**

Step 9: Upon entering your P-Card information, click on your cart & then select “Submit these items for approval” to continue to checkout. **You cannot complete your purchase and will not be redirected to WolfMart to complete your requisition without providing your P-Card information within Amazon.**

Step 10: After submitting your items for approval in Amazon, you will be routed back to WolfMart in order to complete and submit your requisition. **Accounting Codes must still be entered into your requisition in WolfMart** (i.e. Account Source, Fiscal Year, Account-SUNY). Once the requisition has been submitted, it will continue through the normal approval process. Upon approval, a purchase order will be generated and Amazon will receive confirmation that the order was approved and can be fulfilled.

To view additional step-by-step instructions, please access the Training Links found on the Stony Brook WolfMart web page.
Helpful Hints:

1. A confirmation e-mail from Amazon will be sent to the end-user’s email address. This e-mail will contain your PO# and will be your receipt for the purchase. It should be saved and used as support when reconciling your monthly P-Card statement. The P-Card on file will be charged at the time of shipment.

2. Punchout users can check the order status by logging into Amazon via your Stony Brook email address, selecting “Your Account”, and then choosing “Your Orders”. There will be a Purchase Order search tool (via a link on the PO number), which will be provided in the e-mail sent from Amazon to the buyer. If an order was not able to be fulfilled, or is only partially fulfilled, the user will receive an email from Amazon with order details, itemized information, and instructions, when applicable. Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.

3. To view WolfMart step-by-step instructions and online training videos, please visit https://wolfmart.stonybrook.edu/