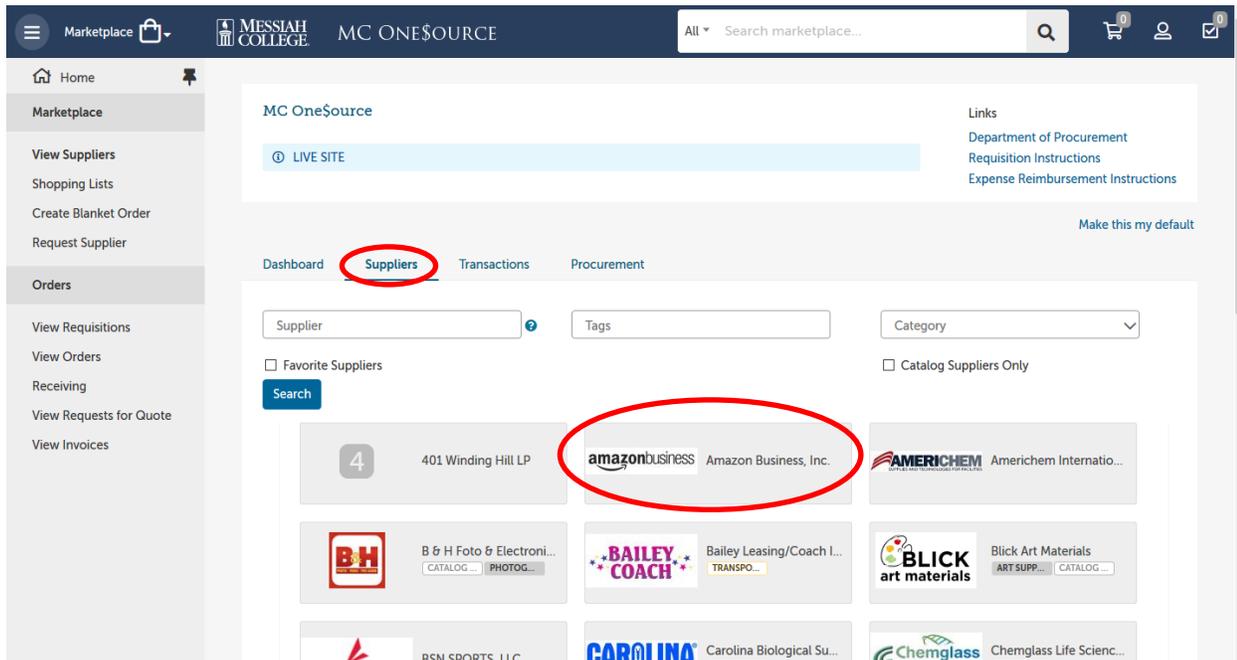
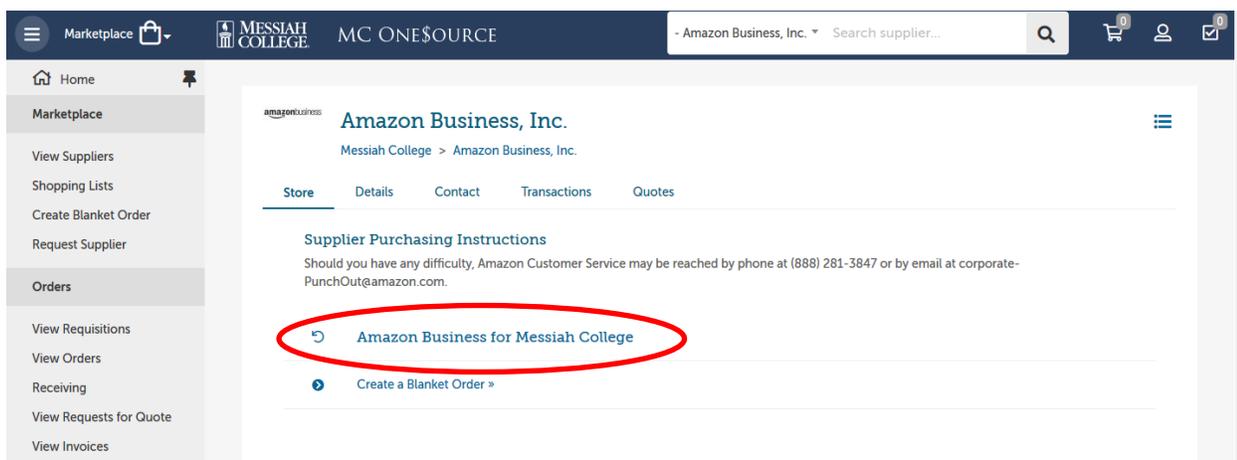


- Log in to **MC OneSource**.
- Click on the **Suppliers** tab.
- Click on the **Amazon Business** tile.



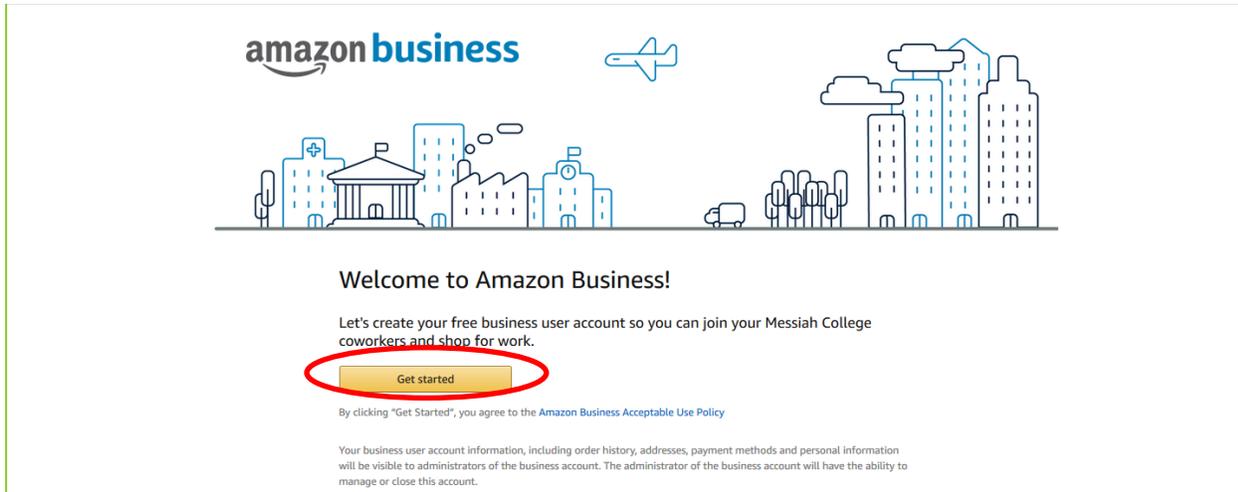
The screenshot shows the MC OneSource interface. The top navigation bar includes the Messiah College logo, 'MC ONE\$OURCE', and a search bar. A left sidebar lists navigation options like Home, Marketplace, View Suppliers, and Orders. The main content area has tabs for Dashboard, **Suppliers** (circled in red), Transactions, and Procurement. Below the tabs are search filters for Supplier, Tags, and Category, along with checkboxes for Favorite Suppliers and Catalog Suppliers Only. A 'Search' button is present. The search results display a grid of supplier tiles. The first tile, 'amazonbusiness Amazon Business, Inc.', is circled in red. Other visible tiles include AMERICHEM, B & H Foto & Electronics, BAILEY COACH, BLICK art materials, and BSN SPORTS, LLC.

- Click on **Amazon Business for Messiah College**.



The screenshot shows the detailed view of the 'Amazon Business, Inc.' supplier page. The top navigation bar includes the Messiah College logo, 'MC ONE\$OURCE', and a search bar with '- Amazon Business, Inc.' selected. The left sidebar is the same as in the previous screenshot. The main content area shows the supplier name 'Amazon Business, Inc.' and a breadcrumb trail 'Messiah College > Amazon Business, Inc.'. Below this are tabs for Store, Details, Contact, Transactions, and Quotes. The 'Store' tab is active. Under the 'Supplier Purchasing Instructions' section, the text reads: 'Should you have any difficulty, Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.' Below this text, the link 'Amazon Business for Messiah College' is circled in red. Another link, 'Create a Blanket Order >', is also visible.

- Click **Get started**.



**There are three scenarios you can encounter when setting up your account. Please read the description of each below and follow the scenario that fits your situation. If you are unsure please contact Procurement Services at extension 6010 for assistance.**

**SCENARIO 1** – You have never used your @messiah.edu email address to make purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to set up your Amazon Business account using your @messiah.edu email address.

Enter your full name  
and choose your  
business password

Your name

Email

Password

i Passwords must be at least 6 characters.

Re-enter password

**Next step**

By creating an account, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

**SCENARIO 2** – You have used your @messiah.edu email address to make ONLY College-related purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to convert your existing account to your new business account using your @messiah.edu password. **Your purchase history will be transferred to your new Messiah College Amazon Business account.**

The screenshot shows the Amazon Business sign-in interface. At the top left is the 'amazon business' logo. Below it, a message reads: 'Looks like you already have an existing Amazon account associated with your email. Don't worry, we'll take care of it. Just sign in to get started.' To the right is a 'Sign in to get started' form. The form includes an 'Email (phone for mobile accounts)' field with 'anderson@messiah.edu' entered, a 'Password' field, and a 'Forgot your password?' link. A yellow 'Sign-In' button is positioned below the password field. At the bottom of the form, there is a checkbox for 'Keep me signed in.' and a 'Details' link. A small disclaimer states: 'By continuing, you agree to Amazon's Conditions of Use and Privacy Notice.'

**SCENARIO 3** – You have used your @messiah.edu email address to make BOTH College-related AND personal purchases with Amazon. You will see this box after clicking Get started. Follow these [instructions](#) to provide a new email address for your existing account and use your @messiah.edu email address for your new business account. **You purchase history will NOT be transferred to your new Messiah College business account.**

This screenshot is identical to the one for Scenario 2, showing the Amazon Business sign-in page. It features the 'amazon business' logo, a message about an existing account, and a 'Sign in to get started' form with fields for email and password, a 'Sign-In' button, and a 'Keep me signed in.' checkbox.

**Our Messiah College Amazon Business account is set up with Amazon Prime and is sales tax exempt.**

Click [here](#) to review Amazon Business FAQs.