

amazonbusiness

Amazon Business Account -What is it?

- Amazon Business is just like using Amazon.com (by logging in using your email address connected to your new account it will direct you to Amazon Business Prime)
- Another source to provide additional opportunities such as savings on purchases and many additional items.
- A membership that offers all users 2-Day Prime shipping on all Amazon qualified orders
- A tool that provides analytics, reporting and tracking to assist in monitoring budget funds
- If you have an employee that does not hold the departmental PCard and needs to be set up as an Amazon user, notify the Purchasing Office to request an invite be sent to that employee

Amazon Business Account – What is it?

- Each account is set up by individual. If you have a current amazon account set up using a group mail account (i.e. accounts payable@groupmail.acu.edu), you will need to cancel and set up as an individual, not groupmail
- This program will complement (not replace) our existing contracts and partnerships with other preferred vendors. We encourage you to price check when ordering supplies.
 - **For example our partnership with Staples has discount pricing and free shipping with a 1-2 day delivery**
- Training documents will be available on the Purchasing website at acu.edu/purchasing under the Amazon Business Program tab after May 1st launch.
- Business Prime does not include consumer programs such as Prime Pantry, Fresh, Music, or Video.

AMAZON BUSINESS FEATURES AND BENEFITS

Amazon Business is the familiar and easy user experience of buying on Amazon.com, but designed for businesses, all of their procurement needs, with the additional benefits below:

Centralized Account for ACU

- A centralized Amazon Business account for ACU creates visibility across all departments and areas of the University
- The centralized account covers all users purchasing on Amazon
- Access to a specialized Business only Customer Service team at 888-281-3847

Business Pricing & Quantity Discounts

- Business pricing is lower pricing only offered to registered Amazon Business users
- Quantity discounts is discounted pricing when ordering in bulk, only offered to registered Amazon Business users

Business Prime Shipping

- Unlimited Free 2-Day Prime shipping on all qualified orders

Business-Only Selection

- Amazon Business has all items as Amazon.com PLUS a selection of items that are only available for purchase by Amazon Business users

Amazon Business Analytics

- Allows users to view data about their orders
- Users can create reports based on business needs through both charts and tables ACU Administration has the capabilities to easily track and analyze spend across all district departments and schools

Account Set Up

- Amazon Business is strictly for ACU business use only
- You must use your ACU email for your business account. The ACU alias email addresses are the same as regular ACU email address. You can not use these for your personal accounts. **For example:** kmg1ob@acu.edu and karen.gililand@acu.edu are the same email address
- After set up, you can not change your Amazon Business account to your personal email address or your personal credit card information. It is intended for ACU business use only
- If you are currently using your ACU email for personal Amazon use and you are making purchases on ACU's behalf, you will need to change your account to a personal email address (gmail, yahoo, etc.).
- If you are not making purchases for ACU, you can continue to use your ACU email on your personal prime account, but you will not be able to use that personal prime account to make purchases for ACU. You must use the Amazon Business Prime account.
- If you are currently paying for an Amazon Prime membership using your ACU PCard, you must cancel the membership immediately. Amazon has agreed to pro rate remaining balances due.
- Any future personal Prime accounts purchased with ACU funds will require reimbursement to the university.

Account Set Up (cont.)

Payment and Shipping Methods:

- You must only use a ACU PCard for Amazon Business Purchases
- You are responsible for adding your site address the first time your check out, or at account user set up.
- The mandatory shipping address and format for all Amazon Business orders is as follows:

(For: Abilene Campus)

Your Name

1201 East Ambler

Building and Room Number, Department Name

Abilene, TX 79699

- Abilene Campus: All orders purchased with ACU funds should be shipped to the university's warehouse at 1201 East Ambler, rather than an ACU mail box or to any home addresses.

Returns and Exchanges:

You are responsible for processing your own returns, exchanges and shipping of returned items

(For: Dallas Campus)

Your Name

16633 Dallas Parkway, Suite 800

Building and Room Number, Department Name

Addison, Texas 75001

Set Up Scenarios

- You will receive an email inviting you to join your organization's Amazon Business Account. Click on [SET UP YOUR ACCOUNT](#)
Invitations are time sensitive. Invitations are only active for 21 days.
- If you do not receive your invitation, check your spam folder. The email will come from no-reply@Amazon.com
- Choose the scenario below that applies to you and follow the instructions

Scenario 1 Create a new business user account

If you have not previously used your work email address on Amazon.com, account set up is simple!

Enter your full name
and choose your
business password



Next step



Start shopping

Scenario 2 Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

Scenario 3 Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

The email designated here, will be used to access your previous account, including existing order history and saved payments or shipping addresses.

Restrictions

- There are a number of items that should not be purchased on Amazon
- Restricted items will be marked on the ACU Amazon Business account to help inform you
- These items are the same restrictions as on the ACU Pcard Program.

Food and Beverages	Alcohol Beverages or Tobacco Products
Jewelry	Furs
8.5 x 11 White Copy Paper 20lb	Computers
Phones	iPads
Printers and Copiers	Apparel and Clothing
Gift Cards/Gift Certificates	Firearms, Ammunition, Weapons
Furniture	Light Bulbs
Paint	Personal Prime Memberships or Personal Purchases

Amazon Smile

By making a purchase through Amazon Smile, Amazon will make a charitable donation to an organization chosen from their list.

On your first visit to Amazon Smile (<https://smile.amazon.com>), you are prompted to select a charitable organization from their list of eligible organizations. You can change your selection at any time. Every item available for purchase on Amazon Business is also available on Amazon Smile at the same price. You will see eligible products marked “Eligible for Amazon Smile donation” on their product detail pages.

Select Abilene Christian University to receive a charitable donation from Amazon Smile

Questions