



Dear <Cardholder>,

The University of Toledo is excited to announce that we have partnered with Amazon Business in order to simplify the purchasing process, increase visibility of spend, and allow you to take advantage of the wide selection of items and competitive prices of the Amazon marketplace. It is acceptable to purchase items via Amazon Business if the item(s) cannot be found on a current University Preferred Supplier agreement or when no agreement may exist and the price competitiveness has been checked.

Through this centralized Amazon Business account you will have immediate access to:

- Free Two-Day Shipping on orders over \$49 ([learn more](#))
- Business Pricing and quantity discounts
- Access to a specialized Customer Service team– 866.486.2360
- Enhanced reporting features that will allow spend management oversight and visibility

Using the Amazon Business marketplace will be as simple and user friendly as Amazon.com with the added benefit of business tools and features. Amazon Business is set up with your UT email address and tax exempt documentation is already on file. No personal purchases may be made using the university's business account.

On 06/27/17 you will receive a welcome email to register for the centralized University of Toledo Amazon Business account. This email will come directly from Amazon.com, and will contain detailed instructions. This registration link is only active for 7 days so you must take action. If you do not receive the welcome email by end of day 06/27/17 or are having technical difficulties with set up, please contact Brent LeSage at bbl@amazon.com for assistance.

Beginning on 07/01/17, all Amazon accounts and purchases must be consolidated to the centralized **University of Toledo Amazon Business account**. No longer will Amazon Prime memberships be necessary or reimbursed. For questions on activating your business account or how to use Amazon Business Marketplace, please see the attached reference guide for further guidance.

Information is also available on the Supply Chain website under the Preferred Supplier button, http://www.utoledo.edu/depts/supplychain/purchasing/preferred_suppliers/preferred_supplier.html or you may contact myself with any questions or concerns.

Buy Smart!

Jennifer

Jennifer Pastorek
Sr. Director, Supply Chain