



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

December 9, 2015

Procurement Services Training Announcement

Amazon Business Webinar Training Announcement

- Get started with Amazon Business: New Users
- Set up your Amazon Business Account

Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

Amazon Business Webinar Training Announcement

AN IMPORTANT REMINDER ABOUT AMAZON BUSINESS ACCOUNTS: PLEASE **DO NOT** SET UP AN INDIVIDUAL AMAZON BUSINESS ACCOUNT ON YOUR OWN, BUT INSTEAD, EMAIL RAY HSU AT rayhsu@uw.edu TO BE INVITED UNDER THE UW MASTER BUSINESS ACCOUNT.

Amazon is offering training for all new Amazon Business users and Administrators who wish to learn more about the functionalities of Amazon Business. If interested, please consider registering for these two webinar training sessions to get your department started on the right track in using Amazon Business.

Get started with Amazon Business: New Users

[Newsletter Archive](#)

About Procurement Services

[Organization Chart](#)

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

Contact Us

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This is a 30 minute training webinar hosted by Amazon Business, tailored for new business users. This session will teach you how to get the most from your new Amazon Business account. Learn about the business shopping experience, business benefits and purchasing tools to help you track and manage orders.

Duration: 30 minutes

Recommended Audience: Buyers (Requisitioners) & new Amazon Business customers

Date: Wednesday December 16, 2015 (12pm PST)

Register [HERE](#)

Date: Wednesday January 6, 2016 (12pm PST)

Register [HERE](#)

Date: Wednesday January 20, 2016 (12pm PST)

Register [HERE](#)

Set Up Your Amazon Business Account

This is a 30 minute training webinar hosted by amazon Business, tailored for new business Administrators. Understand how to best manage your purchases and buyers by learning how to add users, create and configure groups, utilize check out features, spending reports and Business Customer Service.

Duration: 30 minutes

Recommended Audience: Individual(s) responsible for managing business purchases (Administrators)

Date: Thursday December 17, 2015 (12pm PST)

Register [HERE](#)

Date: Thursday January 7, 2016 (12pm PST)

Register [HERE](#)

Date: Thursday January 21, 2016 (12pm PST)

Register [HERE](#)

Any questions, please contact: [Raymond Hsu, C.P.M.](#) at 206-543-0793.

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**Procurement Services is a Division of Financial Management within
University of Washington's Finance & Facilities**

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