

# AMAZON BUSINESS PRIME @ the UW Academy – An Overview

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# Agenda

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- > **Background and Account Overview**
- > **Best Practices**
- > **Tools overview**
- > **Last Mile Delivery – Brought to you by Creative Communications**

The Amazon Business logo is displayed on a white rectangular background. It features the word "amazon" in black with a curved arrow underneath it, and the word "business" in blue to its right.A large, bold, white letter 'W' is positioned in the bottom right corner of the slide.

# Amazon Business Prime – A brief history

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- > UW started using Amazon in 2015 in an effort to manage our ProCard "tail spend"
- > When we started, there were 12 groups across the UW
- > Today, we have 353 Groups – and over 500 sub-groups
- > Annual Spend with Amazon Business has reached \$5.4M in a calendar year

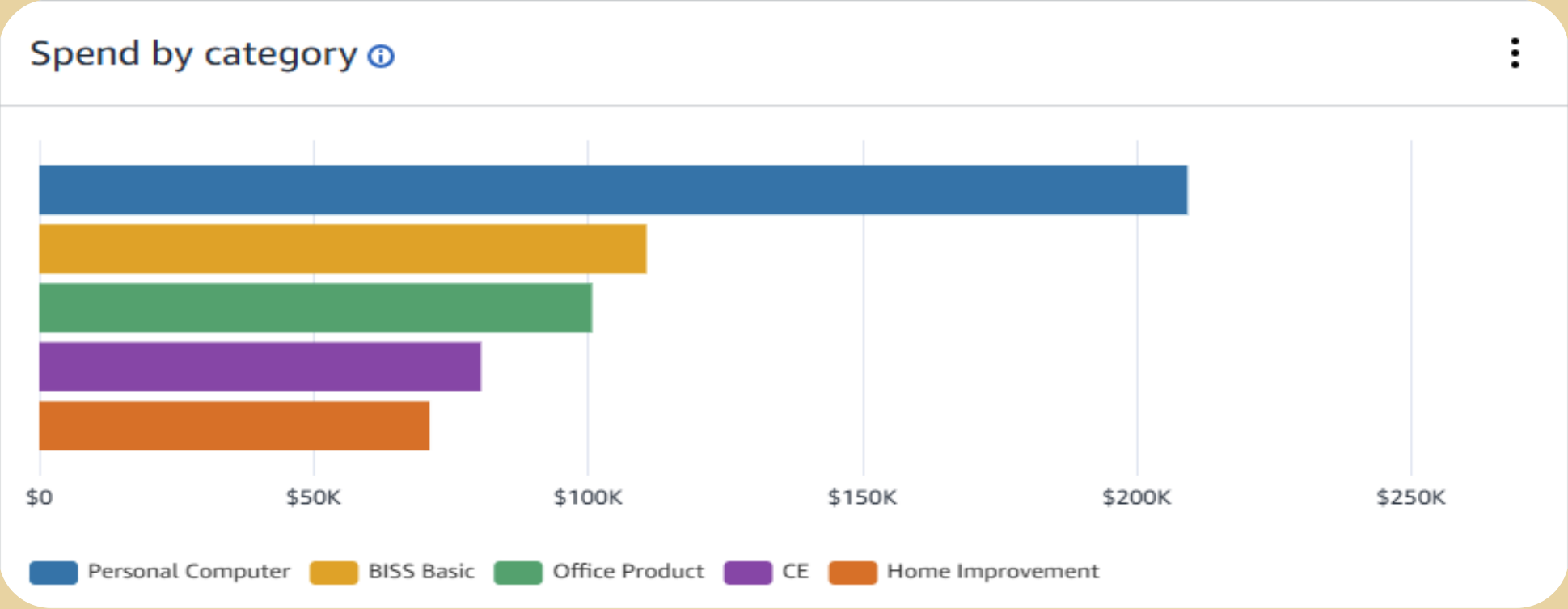
The Amazon Business logo is displayed on a white rectangular background. It features the word "amazon" in black with a curved arrow underneath it, and the word "business" in blue to its right.The logo for the University of Wisconsin (UW) is shown in the bottom right corner. It consists of a large, bold, white letter "W" set against the dark blue background of the slide.

# Amazon Business Prime Account Overview – in the Trailing Twelve Months period

Average Order Size (TTM)	Number of orders (TTM)	Number of Items (TTM)
\$123	44,606	52,855

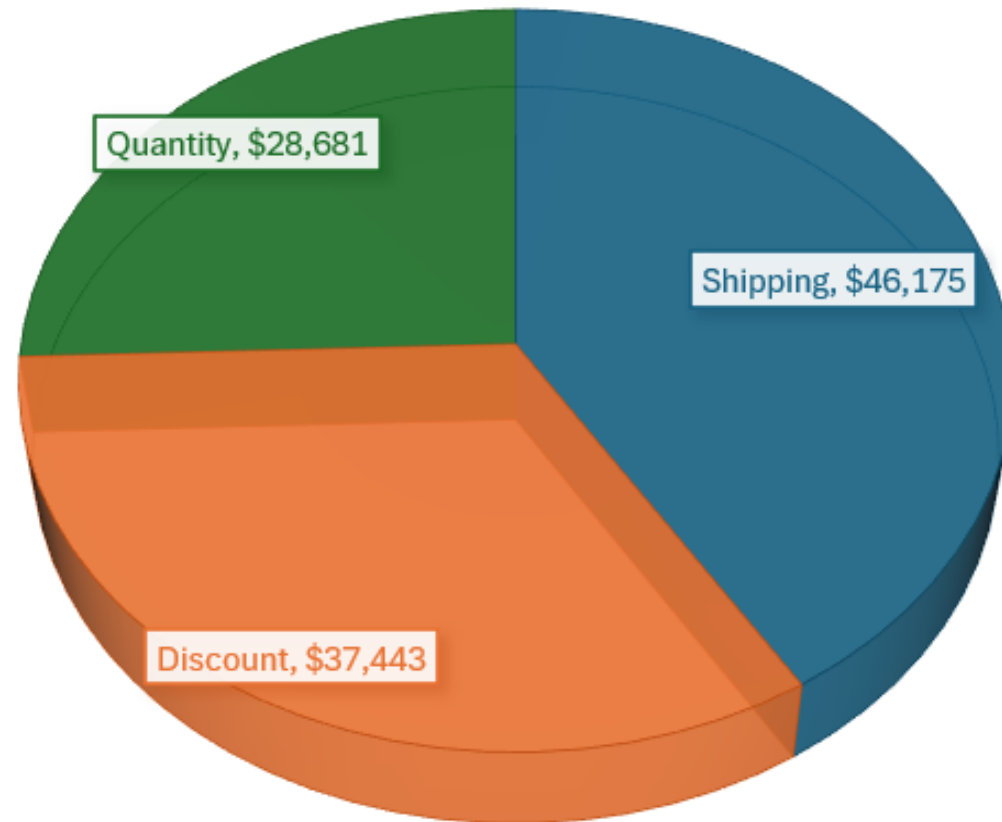


# Leading Spend Categories – Oh, and gift cards are popular too



## Savings Captured for the TTM

### ANNUAL SAVINGS BREAKDOWN - TOTAL \$112K



# Best Practices & Recommendations

- > **Amazon Business Prime is meant to be a self-managed buying solution for the campus. At the unit level – establish a strong governance structure so the right stake holders can approve orders if needed – more on how to do this in the Buying Policies**
- > **Be aware of what to purchase on Amazon Business Prime, and what not to buy. e.g. consumer grade computing devices is not a good idea for business use and should be purchased from CDWG**
- > **Shopping on Amazon Business Prime is fun – be aware of the PCard and Procurement policies and procedures**
- > **Its design for business purpose only and never for personal shopping – UW Pcard is a requirement**
- > **Be sure to join the UW Central Business Prime account – avoid losing out on the Business Prime Benefits – amazonbusiness@uw.edu**

# Available Tools Business Prime



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## Your business

Manage your profile



### Your Orders

Track, return, or buy things again



### Login & security

Edit login, name, and mobile number



### Amazon Business settings

Set up and manage your business



### Your Payments

Manage payment methods and settings, view balances and offers



### Business analytics

Download order reports and analyze spend



### Gift cards


View balance or redeem a card



### Your Lists

View, modify, and share your lists, or create new ones

**Business Prime**  
Learn more or manage your membership




### Message Center

View your Amazon messages



### Your Addresses

Add, edit, or remove addresses.



# Business Analytics

## Business analytics

Home Spend Visibility Reports Insights **BETA** WorkDocs

### Business analytics dashboard

Time period

#### Overview for Jan-Mar 2025

As compared to previous quarter

Total spend

**\$1.1M** Down by 12%

Total savings

**\$36K** Up by 14%

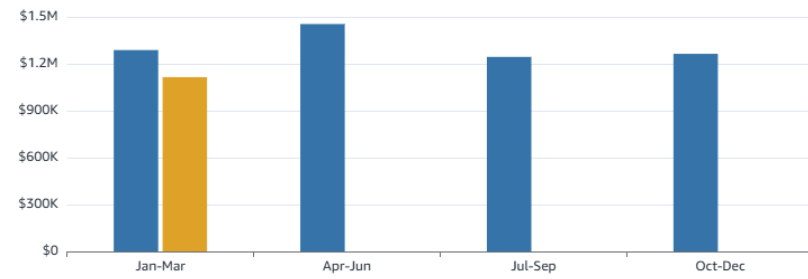
Total orders

**9983**

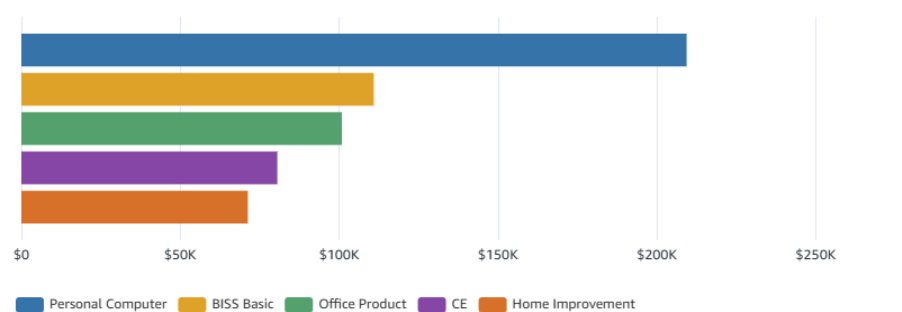
Top category

**\$209K** Personal Computer

#### Annual spend comparison



#### Spend by category



# Managing Shopping Lists

The screenshot shows the Amazon Business Prime interface for managing shopping lists. At the top, there is a navigation bar with the 'business prime' logo, a location indicator for 'University Seattle 98105', and a search bar with the text 'All Enter keyword or product number'. Below the navigation bar, there is a secondary bar with various menu items: 'All', 'Get the app', 'Big Spring Sale', 'Back to Campus', 'Women-Owned Businesses', 'Buy Again', 'Today's Deals', 'Subscribe & Save', 'Business Savings', 'Add Users', 'Gift Cards', 'IT Supplies', 'Amazon Brands', and 'Save'. The main content area is titled 'Guide buyers in your org' and is divided into two main sections: 'Lists' and 'New List'. The 'Lists' section on the left includes a 'Create a list' button, a 'Learn more' link, and a list of existing lists categorized by 'Your reorder lists', 'Your shopping lists', 'Shared with you', and 'Shared with your groups'. The 'New List' section on the right is titled 'New List' and 'Shopping list', with options for 'Settings' and 'Share'. It features a heading 'Start adding items to your list' and a sub-heading 'Use these options or go to any product and click Add to list > New List'. Below this, there are six buttons for different methods of adding items: 'Add from your orders', 'Add by keyword', 'Add by ASIN', 'Add by ISBN', 'Add using Amazon URL', 'Add by supplier and SKU', 'Add using manufacturer and part number', and 'Upload spreadsheet'. At the bottom of the 'New List' section, there is a search bar for items in the list, a 'Filter' button, a 'Sort by' dropdown, and a view toggle. The status at the bottom right of the interface indicates '0 items in this view'.

**business prime** Deliver to University Seattle 98105 All Enter keyword or product number

Get the app Big Spring Sale Back to Campus Women-Owned Businesses Buy Again Today's Deals Subscribe & Save Business Savings Add Users Gift Cards IT Supplies Amazon Brands Save

Guide buyers in your org

### Lists [Learn more](#)

Create a list

Sorted by date created

**Your reorder lists** ^

- Analysis of template.xlsx

**Your shopping lists** ^

- New List
- Shopping List

**Shared with you** ^

None

**Shared with your groups** ^

- UW1
- Procurement Services
- University of Washington
- UWIT

**Public Lists** ^

- Office supplies by Amazon
- IT peripherals by Amazon
- Breakroom supplies by Amazon
- Maintenance (MRO) supplies by Amazon
- Janitorial & sanitation supplies by Amazon
- Best Sellers by Amazon Private Brands
- School, Education, Lab Supplies by Amazon

### New List

Shopping list

Settings | Share

## Start adding items to your list

Use these options or go to any product and click **Add to list > New List**

- Add from your orders**  
Search previously ordered items
- Add by keyword**  
Search by keyword to find items
- Add by ASIN**  
Enter the Amazon product number
- Add by ISBN**  
Enter the ISBN
- Add using Amazon URL**  
Enter a link to an Amazon item
- Add by supplier and SKU**  
Enter the supplier name & SKU
- Add using manufacturer and part number**
- Upload spreadsheet**  
Add or remove items from the list

Search items in this list Filter Sort by

0 items in this view



# Buying Policies and Approvals – Can be set at any organizational Levels

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## Buying policies

Guide employee buying by setting purchasing rules and approval workflows based on spending limits, seller or product preferences.

Buying policies and approvals

Negotiated pricing





Administrative fee

Business Giving



# Spending Limits

## EXAMPLE SCENARIO

- 1 An order is placed for \$2,500
- 2 The order triggers 3 separate spend policies:
  - a. Orders above \$0 require approval
  - b. Orders above \$1,000 require approval
  - c. Orders above \$2,000 require approval
- 3 Approval workflows for those 3 policies will be required
  - a.  Above \$0 approvers
  - b.  Above \$1,000 approvers
  - c.  Above \$2,000 approvers
  -  Order approved



# Subscribe and Save Option

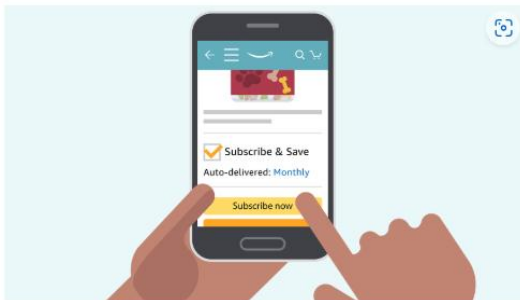


Manage Subscriptions

About Subscribe & Save

Help & Customer Service

## HOW TO GET STARTED?



### Save time and money with up to 15% off your essentials

1. Shop from hundreds of thousands of products
2. Select the quantity and schedule that works for you.  
Create your subscription. Sit back, relax, we will take care of the
3. rest. Shipping is always free.
4. Skip or cancel any time. It's that easy!



### Subscribe more. Save more.

Save up to 15% off when receiving 5 or more products in one auto-delivery to one address.



### Easy to manage

In advance of each delivery, we will send you a reminder email showing the items, price and any applicable discount for your upcoming delivery.

Skip your deliveries or cancel your subscriptions at any time by visiting [Manage Your Subscriptions](#)



Picked Just For You



Most Popular Subscriptions



Under \$10



# Amazon Business Customer Service

## Welcome to Amazon Customer Service, Raymond

What would you like help with today? You can quickly take care of most things here, or connect with us when needed.



A delivery, order or return



Payments, Charges, and Gift Cards



Invoices, tax



Manage Business Account



Individual Account settings and Data Privacy



Business Prime



Report Something Suspicious



Something else



Amazon Business Features



Self Service Training Videos



Chat with us (Administrators)



# Amazon Business Prime Last Mile Delivery

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## UW Creative Communications (C2) *Delivers*

- Mailing Services has delivered USPS shipped Amazon packages for years
- Deliveries expanded a year ago for official Last Mile Program
- Last Mile Program is for Amazon Business Prime orders
  - o Orders filled from Amazon warehouses
  - o Multiple pallets a day
  - o Deliveries occur same day
  - o Handles priority/rush deliveries by request
  - o Hundreds of packages delivered every day
  - o Mailing Services delivers using UW mailbox number and/or room number
  - o Last Mile Program partially funded by Amazon
- Deliveries provided primarily by eBike but also by hybrid electric truck, when needed





# Next Steps with Last Mile Program

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- **Address issues with courier deliveries**
  - Deliveries prone to mis-delivery or off-hours delivery
  - Currently working with Amazon to have all deliveries on campus routed to Mailing Services
  - Exceptions include Housing and Food Services locations and UPS and FedEx deliveries
- **Work with Procurement to communicate value of Amazon Business Prime**
  - Identify departments still using personal accounts
  - Move departments ordering with personal accounts to business accounts
- **Partner with UW Administrators**
  - Mailing Services to provide Central Delivery service for all shipments
  - Holiday hold and delivery service



# Why the Last Mile Program is Important

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- Reduces traffic on-campus
- Good for the environment – eBike delivery
- Mailing Services knows campus
- Mailing Services staff has access to secured buildings
- Mailing Services would never leave a package in an unsecured location
- Trusted chain of custody, with campus custody held by Mailing Services (a UW department). Tracked by QTrak system.
- Mailing Services is already going to all the locations every day
- Centralized service – you can always call Mailing Services to help locate your package



# How Mailing Services Does It!

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# Questions?

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**Thank You!**

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