# Open Q&A: Procurement Deep Dive 3/25/2025

**Q. Can you share the Last Mile address?**

A. 3900 7th Ave NE Box 35XXXX (you would use your own box number) Seattle WA 98195

**Q. Since SLU & HRT locations have receiving personnel, does it really make sense to send Amazon pkgs through mailing services for these locations?**

A. The way it is currently set up, the addresses for SLU and HRT are not on the list of addresses that Amazon Business Prime uses to process package shipment to Mailing Services. These Amazon orders are going direct to SLU and HRT.

**Q. When placing an Amazon ProCard order, why is it hard for Amazon** **to list on the invoice the items on the charges of my ProCard for multiple deliveries?**

A.If I understand this question correctly, Amazon bills each order based on the order’s fulfillment status and they will only bill your Pcard when an item(s) is shipped.  So, if you have multiple items shipped to different locations, each shipment will be billed as a separate transaction and your card will be charged accordingly.  Unfortunately, that is a long standing and ongoing Amazon Business practice.

**Q. How do we request the Last Mile delivery for our orders?**

A. You will need to add the Mailing Services address to your account. The Mailing Services address is:

3900 7th Ave NE

Box 35XXXX (you would use your own box number)

Seattle WA 98195

**Q. What % of Amazon orders qualify for Last Mile Delivery?  Is this only for USPS shipments to campus?  Are there delays incurred as opposed to direct delivery from the shipper?**

A. We do not have a percentage of orders automatically qualifying for Last Mile Delivery because we do not know the entire amount of Amazon departmental orders placed by UW faculty, staff, and researchers. We do process hundreds of packages every day. Amazon Last Mile is not for USPS shipments to campus only. It is also for Amazon Business Prime orders that are filled by an Amazon warehouse. These orders would have been delivered by an official Amazon truck historically. There are no delays in delivery incurred because Mailing Services delivers the packages dropped off by Amazon and USPS the same day they get them.

**Q. What address do we use to get packages to mailing services? I am always having packages returned.**

A.

3900 7th Ave NE

Box 35XXXX (you would use your own box number)

Seattle, WA 98195

**Q. Is there any information on the Amazon Last mile that is included specifically on the procurement website, or is it only found on the mailing services website?**

A. You can find information about Amazon Last mile at [Amazon Last Mile Delivery – Creative Communications](https://c2.uw.edu/mailing-services/amazon-last-mile-delivery/" \t "_blank)

**Q.** **Is Amazon going to be a catalogue in Workday? Heard this was possibly happening.**

A. This is an ongoing discussion between UW and Amazon Business on this possibility as there are both advantages and operational impact with going in this direction. Procurement Services will provide updates as this conversation progresses with Amazon.

**Q. Do you recommend we have room numbers or UW Box numbers or both on all our shipping addresses?**

A. We generally look for BOX Numbers for delivery since we deliver mail to an assigned mail room, mail kiosk or mail drop location.

**Q. Can you put the mailing services address in the drop box?**

A. You will need to add the Mailing Services address to your account. The Mailing Services address is:

3900 7th Ave NE

Box 35XXXX (you would use your own box number)

Seattle WA 98195