

# Amazon UW Business Prime Accounts

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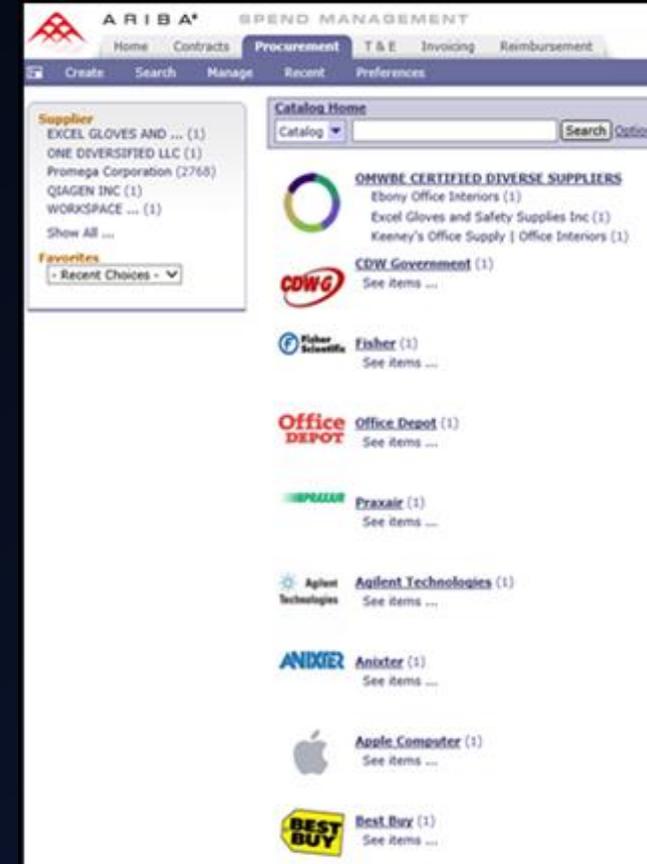
# Amazon Business Prime Benefits



- Amazon Business Prime is designed to provide an Amazon shopping experience for business and institutional customers.
  
- Some of the benefits and features of Amazon Business Prime are:
  - ✓ Free two-day shipping on all [prime eligible items](#)
  - ✓ Business pricing and quantity discounts on select items
  - ✓ Business Prime annual membership fee is funded centrally by UW Procurement Services so UW Academy departments do not have to pay for separate Prime memberships.
  - ✓ Ability to create shopping list for frequently purchased items
  - ✓ Order Approval workflow and ability to administer account from a departmental level in multiple tiers
  - ✓ Business Analytics functionalities for each of the group administrators to gain better insights on their respective group's spend in Amazon

# Using Ariba eProcurement Catalog Contracts

- UW departments should use the Ariba eProcurement contracts as their primary source to fulfill their procurement needs. Amazon Business Prime should be used only if a department cannot find the same product(s) in Ariba.
- Ordering through the catalog is the recommended first choice for purchasing goods at the UW. Here are some reasons why:
  - ✓ Fastest order method
  - ✓ No dollar amount threshold
  - ✓ A competitive solicitation or sole source justification is not required
- Purchases through catalog contracts offer established pricing, terms and discounts designed to offer the best overall value to campus.



# Use of Amazon Business Prime

- UW Procurement Services is having ongoing conversations with Amazon to explore additional electronic payment methods such as [ePayables](#), but for now, Procurement Card (Procard) is the only method of payment for Amazon Business Prime. As Amazon Business Prime is intended for the purchase of goods for UW business only, use of any personal credit card as the payment method in Amazon Business Prime is prohibited.
- Any use of the Amazon Business Prime is subject to the applicable UW policies and procedures for the acquisition of goods and services, including, UW Procurement Services rules and regulations and Procard use policies. UW personnel is prohibited from using Amazon Business Prime for personal purposes.
- UW Procurement will perform periodic audits within Amazon Business Prime and reserves the right to deny access to department(s) who misuse Amazon Business Prime (such as using Amazon Business Prime to purchase items for personal use).
  - ✓ Group administrators are strongly encouraged to audit the group(s) that they are responsible for to ascertain all purchases made within Amazon Business Prime are in accordance with their respective departmental procurement guidelines and policies.

# How To Join UW's Amazon Business Account

- Email the following to [AmazonBusiness@uw.edu](mailto:AmazonBusiness@uw.edu) and we will have Amazon send you a request to confirm your email address and start using your account:
  1. Name of your group: This is typically your official department name. If your school or department already have an existing group, your group may be added as a sub-group under the existing school or department.
  2. Names, email and desired role(s) of the people to be invited to your group: people may be designated as a group [Administrator](#) (someone who has access to group admin settings) or simply as a User. Larger groups may consider having multiple Administrators for coverage. After the initial set up, each group Administrator may either add additional User(s) by going to Business Settings/Add people, or remove User(s) by going to Business Settings/People/Actions/Remove from Group.
  
- UW Medicine has their own Amazon Business Account instance, and members of UW Medicine need to contact Jeff Techico ([jtechico@uw.edu](mailto:jtechico@uw.edu)) or Cherry Pangilinan ([cherrygp@uw.edu](mailto:cherrygp@uw.edu)) to sign up.



# Amazon Business vs. Amazon Business Prime..



If you are not seeing “businessprime” on the upper left-hand corner when you log in , then you may be missing out on the benefits...

# Amazon Diverse & Small Business Suppliers

- Diverse and small business suppliers are available to use within Amazon UW Business Prime.
- The UW encourages campus to purchase from these suppliers, which directly supports the University's initiative and commitment to supporting diversity, equity and inclusion.

The screenshot shows a web browser window displaying the Amazon Business Prime search results for the term "diversity". The browser's address bar shows the URL: [https://www.amazon.com/s?k=diversity&crd=37U6L3XSFADX6&srefix=diversity%2Caps%2C144&ref=nb\\_sb\\_noss\\_2](https://www.amazon.com/s?k=diversity&crd=37U6L3XSFADX6&srefix=diversity%2Caps%2C144&ref=nb_sb_noss_2). The page header includes the "business prime" logo, a location pin for "Deliver to Vincent Seattle 98105", and a search bar containing the text "diversity". Below the header, a navigation menu lists various options: Departments, Top Reviewed Products, Add People, Buy Again, Gift Cards, Recommendations, Quantity Discounts, Today's Deals, PPE for Work, Help, and Savings Hub. A message indicates "1-48 of over 20,000 results for 'diversity'". A sidebar on the left lists "Amazon Business Ownership & Diversity Seller Certifications" with the following options, each accompanied by an unchecked checkbox:

- Registered Small Business
- Women-Owned Small Business
- Economically Disadvantaged Woman-Owned Small Business
- Veteran-Owned Small Business
- Service Disabled Veteran Owned Small Business
- Minority-Owned Business
- SBA-Certified Small Disadvantaged Business

# National Defense Authorization Act (NDAA) Prohibition

- The National Defense Authorization Act (NDAA) for Fiscal Year 2019 includes prohibitions to support national security considerations related to the following five Chinese telecommunications firms:
  - - ✓ Huawei Technologies Company
    - ✓ ZTE Corporation
    - ✓ Hytera communications Corporation
    - ✓ Hangzhou Hikvision Digital Technology Company
    - ✓ Dahua Technology Company
  - ❖ Products manufactured or sold by these companies, or any subsidiary/affiliate of these entities, should not be purchased. The Department of Defense has the authority to add additional companies to this list.
- Before placing a ProCard order or purchasing from a supplier through Amazon, departments should review the list of excluded parties in SAM (System for Award Management) for entities excluded from receiving federal awards for “covered telecommunications equipment or services.” Also, ensure the company they are buying from, either directly or through Amazon, is in compliance with the NDAA and has represented in SAM they are in compliance with FAR 52.204-26: Covered Telecommunications Equipment or Services.

# Are there any Risks in Buying from Amazon Business?

- Amazon Business provides an efficient and easy shopping experience, however, in the Amazon Business Accounts Terms and Conditions (June 22<sup>nd</sup> 2018 edition), they stated that they are currently not able to accept federal flow downs terms and conditions. Based on that, we are advising our campus customers to keep the purchases with Amazon Business Prime under the current ProCard single transaction limit of \$3,500.

# Home Deliveries

- Procurement Services has received numerous questions regarding residential deliveries of supplies for staff working remotely at home. Under normal circumstances, we do not advise home delivery for several reasons, including:
  - ✓ Tax implications
  - ✓ Appropriate use of UW owned materials
  - ✓ Tracking and tagging equipment
  - ✓ Returned goods issues
  
- However, we have modified our guidance for ProCard purchases to allow home delivery provided the appropriate person in the ordering department authorizes it. Departments should work with their administrative staff and human resources representatives regarding:
  - ✓ Telework policies
  - ✓ Responsible for telework equipment and supplies
  - ✓ Tracking UW owned equipment and the plan for its return to the department
  
- ❖ More information is available on the university's [telework policy and process](#) webpage

# Memberships, Card Rewards & Reimbursements

- **Amazon Business Prime Membership**: Business Prime annual membership is available for UW departments and the fee is funded centrally by UW Procurement Services. Departments do not have to pay for separate Prime memberships.
  - ✓ To join: email [AmazonBusiness@uw.edu](mailto:AmazonBusiness@uw.edu) and UW Procurement will have Amazon send you a request to confirm your email address and start using your account.
  - ✓ For UW Medicine to join: Contact [jtechico@uw.edu](mailto:jtechico@uw.edu) or [cherrygp@uw.edu](mailto:cherrygp@uw.edu) to sign up.
  - ❖ Amazon Prime membership may only be used for personal purposes only.
- Reimbursements are not allowed for expenses purchased using any personal rewards program. This includes Amazon, Costco Executives memberships (due to annual rebate) and other personal rewards programs.
- Links to RCW and WAC rules on personal use of state resources:
  - ✓ <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.52.160>
  - ✓ <https://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010&pdf=true>

# Resources

- For more information about UW Amazon Business Prime Accounts, visit the [Amazon Business Prime](#) webpage on the [Procurement Services](#) website.
- UW Amazon Business [FAQ's](#)
- To join Amazon Business Prime, email [AmazonBusiness@uw.edu](mailto:AmazonBusiness@uw.edu)
- [Pro Card](#) webpage
- [Reimbursements](#) webpage
- For general questions regarding Amazon Business Prime, please contact [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or call (206) 543-4500.

ANY  
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