

UW Amazon Business Prime 101

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES 3/24/2021

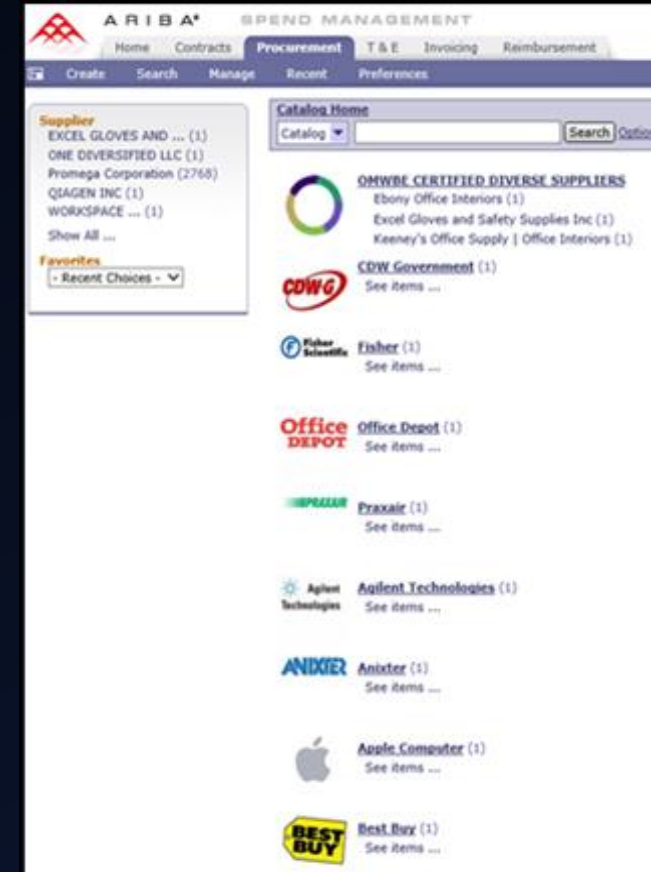
JOHN WHITNEY, HEATHER NICHOLSON, RAY HSU & BRYAN SLOWIKOWSKI (AMAZON REPRESENTATIVE)

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.

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.



How To Join UW's Amazon Business Account

- Email the following to 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) or Cherry Pangilinan (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...

SYSTEM DEMO



➤ Bryan Slowikowski & Ray Hsu

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
- [Pro Card](#) webpage
- [Reimbursements](#) webpage
- For general questions regarding Amazon Business Prime, please contact pcshelp@uw.edu or call (206) 543-4500.

ANY
QUESTIONS
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