

Amazon Business

UGAmart Punchout and PCard Marketplace



Business Prime Benefits



- Free 2-Day shipping on Prime-eligible items ([learn more](#))
- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
- Access to millions of additional products, available only to Business customers
- Business-specific pricing, including quantity discounts on eligible items
- Access to a specialized Amazon Business Customer Service team

UGA Amazon Business

- PCard Marketplace – May 12
 - Available to All PCard Users
 - Access via Amazon.com with your MyID@uga.edu email
 - Shopping cart follows Amazon Business checkout process
 - Payment method = Purchasing Card
- UGAmart Punchout – May 13
 - Available to All UGAmart Users
 - Access via UGAmart
 - Shopping cart follows UGAmart checkout process
 - UGAmart Ship To Address will prevail
 - Payment method = Purchase Orders and Invoices (Punchout Only – No non-catalog items allowed)





ATTENTION Student Prime Account Holders

- UGAmart uses your MyID@uga.edu email address. If this is the same email address your Student Prime account is linked to then **DO NOT** click on the Amazon Business punchout in UGAmart. Doing so will render your Student Prime account invalid and this action cannot be undone.
- Alias@uga.edu = OK to use for Student Prime
- Contact Amazon Customer Service to convert your Student Prime account over to a UGA alias email address
- Also applies to PCard users accessing the Amazon Business Marketplace

Amazon Business Registration

Persona	Objective
New User	Has never used <u>Customer</u> email domain on any Amazon account
User to Convert	Amazon User (<u>Customer</u> email linked to Amazon) who's order history and account information (payment methods, addresses, etc.) will be migrated to the new Business Account
User to Split	Amazon User (<u>Customer</u> email linked to Amazon) who would like to transfer all previous order history and account information to a personal email, starting with a clear profile in the new Business Account
User to De-Register	Amazon <u>Business</u> User (<u>Customer</u> email currently linked to an Amazon Business account) who needs to convert account to a consumer account prior to joining the central account

Business Prime – Guided Buying

- 3 Types of Items
 - Open
 - Restricted (includes a warning message)
 - Blocked (viewable item but cannot be added to your cart)
- Occurs in both platforms (UGAmart or PCard Marketplace)
- Amazon and its merchants are responsible for item categorization
- UGAmart Users and PCard Holders - You are responsible for the purchases made under your account
- Approvers - You are responsible for the purchases that you approve



Business Prime – Guided Buying

- UGAmart Users and PCard Holders - You are responsible for the purchases made under your account

UGAmart Notification and End-User Acknowledgement

Amazon Business

UGA Employees must ensure that all purchases through Amazon Business comply with all purchasing laws, policies, and best practices. While an item may be available to order from Amazon Business, UGA employees must ensure that the item is not also available from a mandatory source.

UGA Student Employees that have a Student Prime account with Amazon should not attempt to access the Amazon Business site. Doing so will render your Student Prime account invalid and this action cannot be undone.

Email: procure@uga.edu
Phone: +1 706-542-2361

Guided Buying – Restricted Items

- Items in these categories *may* not be appropriate or allowable
- Everyone at the departmental level is responsible for reviewing each item



Company restricted

Admin note: *"Paints and primers are on the Mandatory SWC. Please remove this item from your cart."*



Company restricted

Admin note: *"This item is classified into a category that may not comply with State or University System Office purchasing standards."*

- Use UGAmart's Internal Notes and BOA Work's Comments fields

Guided Buying – Blocked Items

- Items in these categories *cannot* be purchased
- Items will appear in search results but the option to “add to cart” will be disabled



Company blocked

Admin note: *“Fine jewelry and Gemstones are not an allowed purchase. This item cannot be added to your cart.”*



UGAmart Specific Notes

- Amazon Business is a Dynamic Marketplace
 - Inventory is constantly changing (Items, Inventory Levels, Price)
- UGAmart carts that take longer than 7 days to approve will automatically be cancelled by Amazon
- Applies to Price Increases and Inventory changes

Demo

Amazon Business through UGAmart

