

Dear Colleagues,

Procurement & Business Services is pleased to announce that Amazon Business has become one of our punch-out vendors on [MarketPlace+](#). This vendor relationship will be managed by the Procurement Department for the University. The benefits of this relationship will eliminate Prime Membership spend among departments, maximize ease of ordering, while increasing visibility of items purchased.

As a result of this upgrade, you will have immediate access to:

- Free Two-Day Shipping on orders over \$49 ([learn more](#))
- Free standard shipping on eligible orders over \$35 ([learn more](#))
- Business Pricing and quantity discounts on millions of items
- Tax Exemption support
- Business-tailored search and browse functionality
- Access to a specialized Customer Service team for business customers only

To begin using Amazon, for business purchases, simply click on the Amazon icon in [MarketPlace+](#). The first time you punch-out you will be prompted to create an [Amazon.com](#) account if you do not yet have one.

If you do have an existing account associated with your Brandeis email address, it is suggested you maintain a separate account for those personal purchases. Transfer any personal Amazon accounts associated with Brandeis University email addresses to personal email addresses (e.g., free Gmail or Yahoo accounts) before you accept the invitation to join the Brandeis University Amazon Business account. Once you have completed this one time process you can immediately start shopping on [Amazon.com](#) through MarketPlace+ with an even better customer experience! Attached you will find helpful instructions for assistance with creating and/or updating your Amazon.com account.

Please note: there are restrictions associated with Amazon Business purchasing. Preferred vendor contracts must still be used for their associated category. For example, purchases for such things as Office Supplies must continue to use WB Mason.

If you have any questions please contact [Procurement](#), or visit our [website](#).

Sincerely,

John Storti
Associate Vice President
Procurement and Business Services