

Amazon Business Fact Sheet

Amazon Business Account

The Purchasing & Contracts Department manages the University's Amazon business account. Only Pace University Bank of America MasterCard Purchasing cardholders can make purchases from the University's Amazon business account.

The Pace University Amazon business account must be used only for University business purposes. No personal purchases may be made from University email addresses in the business account. Personal use or any unauthorized use of the University's sales tax exemption is prohibited and may constitute a crime and result in disciplinary or legal action.

Important Note: Pace University Bank of America MasterCard Purchasing cardholders are required to continue maximizing the use of University contracts found in E-Procurement before using Amazon.

How to Participate in the University's Amazon Business Account

The Bank of America MasterCard Purchasing cardholder will receive an email directly from Amazon Business inviting them to join the Amazon Business Account. The email invite will expire in 21 days from send date. The invitee will click Accept the invitation to begin the process. At the time of acceptance the cardholder will choose a scenario as described in the First Time Set-Up Guide that applies to them.

Note:

If a purchasing cardholder has ever used their pace.edu e-mail address to shop on Amazon for any personal use, do not accept your invitation without first reviewing the First Time Setup Guide.

Cardholders must utilize their Bank of America Purchasing Card for Amazon Business purchases only. No other payment methods are allowed for Amazon business purchases.

Amazon Shipping Information

Free two-day business shipping is available for qualified items with an order total amount of \$49 and above. All business orders **must** be shipped to a Pace University business address.

Tax Exemption and Sales Tax

Pace University's tax exemption status has already been filed with Amazon Business. When making a purchase tax exemption will be applied automatically. There will be no need to file a tax exemption certificate for each purchase. (Personal use or any unauthorized use of the University's sales tax exemption is prohibited)

Amazon Business Fact Sheet

Sales Tax Refunds for Purchases from Third Party Sellers

Purchases from third party sellers may be taxed if the seller has not opted in for tax exemption even if the University department is making the purchase through the University's Amazon business account. In the event that an Amazon seller charges sales tax, the department needs to request a refund from that seller.

Receipts and Reconciliation

When an order is placed by a Pace University purchasing cardholder with Amazon Business an **Order Information** confirmation email will be sent to the Purchasing cardholders Pace University email address. When the order is ready to be shipped the Pace University Purchasing cardholder will receive an email to their Pace University email address titled **Shipping Confirmation**. In the order shipping confirmation is an **Order #**. In order to retrieve a receipt for the purchase made the Purchasing cardholder will click the **Order #**. The Purchasing cardholder will then be asked to login with their Amazon credentials. Once logged in the receipt will be display immediately. This receipt is to be uploaded to Chrome River Mercury for reconciliation of the Amazon expense once it has posted.

Additional Resources

Amazon Customer Service (888) 281-3847 or by email corporate-PunchOut@amazon.com

Amazon's FAQs are located at: Amazon Business Accounts FAQ.