



UF Procurement Services
2018

March 6,

Topic **Join University of Florida's Centralized Amazon Business Account**

Details UF Procurement is pleased to announce Amazon Business as a resource for non-contracted supplies. Through our UF centralized account, you will have access to Amazon's Business Prime Shipping benefit which provides **FREE TWO-DAY Shipping** on Prime eligible items with no order minimum.

You are receiving this email because you previously placed orders on Amazon.Com using your PCard. Moving forward ALL Amazon orders should be placed through an Amazon Business account associated with our centralized UF account.

On 3/7/2018 you should receive an activation email for your UF Amazon Business directly from Amazon.com with the subject line **Welcome to Amazon Business**. Please activate your account within 5 business days. If you do not receive your activation email by the end of the day on 3/7/2018, please contact ab-services@amazon.com.

Guidelines for utilizing a UF Amazon Business account:

- **University of Florida has centralized all Amazon purchasing to make sure the tax exempt status is applied to all UF accounts.** Paragraph 5 of University of Florida's certificate of tax exemption states -

... “any violation will require the revocation of this certificate”. It is important to make sure faculty and staff are in compliance. It is possible that the university will not be in compliance when faculty and staff have their own Amazon business account setup outside of University of Florida’s Amazon Business account.

- Please use your **University of Florida** email addresses for the Amazon Business account and maintain a separate account for personal purchases. If you have an existing personal Amazon account associated with your UF email address, you should transfer this account to a personal email addresses (e.g., free Gmail or Yahoo accounts). See the attached registration guide for step-by-step instructions.
- Understand and agree that UF purchases should be made using myUF Market and UF contract providers **before** using Amazon Business.

[Please visit the Amazon Business page on the UF Procurement Services Website for more information.](#)

Contact procurement@ufl.edu for additional questions related to UF’s Amazon Business account.