

2017 UIC Procurement Symposium

University Amazon Group

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Workshop Presenters

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Please ...

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Discover the benefits of using Amazon for Business
- Review the user's responsibilities for making purchases using the Amazon Business Account to avoid purchasing errors

Benefits of Using Amazon for Business

- Amazon is easy to use.
- P-Cards only. No reimbursements.
- Free 2-day shipping on Amazon-fulfilled purchases.

Benefits of Using Amazon for Business

- Purchases are exempt from Sales Tax.
- The University's tax-exempt certificates are already uploaded to the UAG business account.

User Responsibilities

- Must be a P-Card holder in good standing.
- Must be invited by your DCM to join the UAG.
- The University's P-Card is the only method of payment

User Responsibilities

- All purchases on the P-Card must be in compliance with University procurement policies and procedures.
- Personal Purchases are not allowed.

Workshop Summary

- Discover the benefits of using Amazon for Business
- Review the user's responsibilities for making purchases using the Amazon Business Account to avoid purchasing errors

UAG Contact Information

- <https://www.obfs.uillinois.edu/purchases/university-amazon-group/>
- **Amazon's Business Customer Service**
(Account setup, orders, returns, shipping)
Phone: 888-281-3847
Email: corporate-punchout@amazon.com
- **Tax Compliance and Analysis** (for Amazon tax issues)
Phone: 217-244-8359
- **University Payables**
(for P-Card usage issues)
Phone: 888-872-9953 or 217-333-6583

Questions / Concerns?