**Amazon Business Punchout Guidelines**

**Last Updated**: 04/2023

Overview

In an effort to improve the purchasing process with Amazon, Procurement Services has established an Amazon Business punchout link accessible through Ariba. Requesters can now make purchases from the University’s Amazon Business account for miscellaneous purchases of items not available through Purdue’s strategic contracted suppliers. Purchases through Amazon Business should remain compliant with the University’s Purchasing guidelines.

Shopping on Amazon Business is as simple and user friendly as Amazon.com. As an added benefit, you will have immediate access to:

* Automatic tax exempt purchasing on items sold by Amazon.com and participating 3rd party sellers
* Free 2-Day shipping on Prime-eligible items ([learn more](https://www.amazon.com/gp/help/customer/display.html?nodeId=202195950&language=en_US))
* Access to millions of additional products, available only to Business customers
* Access to a specialized Amazon Business Customer Service team ([here](https://www.amazon.com/gp/help/contact-us?))

Amazon Business Use

Purdue departments should follow the applicable Purdue policies and procedures for the acquisition of goods and services as outlined in the [Purchasing Services Delegation Manual](https://purdue0.sharepoint.com/:b:/s/Procure/training/EfCkzvqVixVMgHJnvT81xzUB5fMRTJ0O9WEWWtNCRarFfg?e=QYtjOV). This means using the e-Procurement catalogs established in Ariba as the primary source to fulfill a need.  Amazon Business Prime should be used only if a department cannot find the same product(s) in Ariba. All purchases are subject to post purchase review by Procurement Services.

Items available through a catalog will either be restricted or blocked within the University’s Amazon Business account.

* If there is a justified business need to purchase a blocked item, please provide a brief justification to [purchasingrequest@purdue.edu](mailto:purchasingrequest@purdue.edu) to request approval to have an item unblocked.
* Users may purchase restricted items through Amazon Business, but the purchase must remain in compliance with Purchasing Guidelines.

**The Amazon Business account is for business purposes only.  No personal purchases are to be made through this account.**

Shipping Address

* Orders are to be shipped to the appropriate campus or approved off-campus location.
* It is highly recommended that the requester receive departmental approval before shipping to an off-campus location.
* [Property Accounting policies and procedures](https://www.purdue.edu/business/mas/property/propacct/pracctAssetMod.php) must continue to be followed. Any capital equipment that will reside off-campus must follow the [Use of University Equipment Off-Campus](https://purdue0.sharepoint.com/:w:/r/sites/BPTraining/Training/_layouts/15/Doc.aspx?sourcedoc=%7BD2294E17-29D4-4312-9BA4-D49238FC5D90%7D&file=Use%20Of%20Equipment%20Off-Campus.docx&action=default&mobileredirect=true&CID=36405D20-F764-4212-B6E7-7D469785FA82&wdLOR=c2FE0E144-CAD6-4541-92B7-4BD02C1C0CFA&_ga=2.53650600.1669178057.1681149716-33391506.1680791548) business process, which includes completion and submission of the requires the completion of the[Form POC – Property Off Campus](https://www.purdue.edu/business/mas/property/propacct/forms.php). Questions related to Capital Equipment need to be directed to Lisa Geisler at [lgeisler@purdue.edu](mailto:lgeisler@purdue.edu)