

AUM Amazon Business

AUM has established a central business account with Amazon. To purchase from Amazon, you will be required to register for our University account. Amazon Business is a marketplace on Amazon.com that offers access to hundreds of millions of products in a shopping experience used by universities across the country. The Amazon Business account is for work purchases only and any personal purchases are in violation of our policies. This centralized account will be the only way to make tax exempt purchases from Amazon for AUM.

All account holders will be eligible for free 2-day shipping. Our business account will also restrict shipping to AUM campus locations. It is against AUM policy to ship outside of campus. Instead of typing in your own address, you will be able to choose from a list of pre-configured "Deliver to" that your department has access to send packages to.

NOTE: Please ensure you put your name in the "Deliver to" Field in the checkout screen, so your department is aware who the package is for.

Example:

Jane Doe – 910 Library Tower
Auburn University at Montgomery – Financial Services
74300 East Drive
Montgomery, AL 36117

Please see the attached guide for additional screenshots of the new checkout process.

Immediate Next Steps: (This process will only take 2 minutes!)

- Later today, you will receive an Amazon Business email invitation to join the account.
- The invitation is from "Amazon No Reply" with the subject "ACTION REQUIRED: Activate your Auburn University at Montgomery Amazon Business account".
- If you do not receive the e-mail, please check your Junk Folder. This is NOT Spam.
- Take action in the email body by clicking "Activate your account"; invitations expire after 7 days.

Amazon Business Customer Support:

- If you are having trouble accepting your invitation/joining the Business Account, please call 888-281-3847
- Order Related Questions: Amazon Business Customer Service, AmazonBusinessCS@Amazon.com, or call 888-281-3847
- Amazon Business Direct Resource: Karin Rutte karrutte@amazon.com or call (206)-413-4830

AUM Amazon Liaison:

- Beau Perry, 334-244-3636 - bbonne10@aum.edu