**Date: September 29, 2022**

**To: Bryant University Community**

**From: Purchasing Department**

**Subject: Announcing a Corporate Purchasing Program with Amazon Business**

Bryant University’s Purchasing department is excited to announce the offering of the University’s Corporate Amazon Business program for University-related purchases.

Shopping on Amazon Business is as simple and user friendly as Amazon.com. Benefits realized by using the corporate account:

* **Free** 2-Day shipping or sooner on [Prime-eligible](https://www.amazon.com/gp/help/customer/display.html?nodeId=202195950&language=en_US) items
* Average savings of 5-7% across the Amazon Business Marketplace
* Access to millions of additional products, available only to Business customers
* Business-specific pricing, including [quantity discounts](https://www.amazon.com/b?node=16966587011&ref=b2b_sid_bulk&pf_rd_r=C8S8FBCQ05A0PJG7246M&pf_rd_m=ATVPDKIKX0DER&pf_rd_t=69701&pf_rd_p=5e3d029d-e02c-44d3-af70-ca5fbcc530e1&pf_rd_s=desktop-sidekick-3&pf_rd_i=ab-desktop) on eligible items
* Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating third party sellers

Participation in the Corporate Amazon Program allows the university to set up preferences, guiding Bryant shoppers to purchase more sustainable products and products from small, veteran, local, minority, or women owned vendors.

The Purchasing Department has already converted all prime memberships, paid by the university, to the Corporate Business Account. If a Business Prime membership was paid for by the University, the membership was terminated, and any prorated amount was refunded to the University. Moving forward you should not charge the annual prime membership cost to the University, since the cost of your Bryant Amazon Business Account will be covered by a lump-sum fee that the University will be paying for participating in the Amazon Business Account Program.

If you, or your department, would like to apply for a corporate account, please complete the attached Amazon application and submit it to the Purchasing Department for review. Once approved, you will receive an invitation from Amazon to accept the membership. In order to maintain policy and contract compliance with preferred vendors such as W.B Mason, all orders will be reviewed by the Purchasing Department for approval. Departments have the choice to assign a reviewer/approver and that can be requested on the application.

If you have any questions, please contact Paula Doyle at X6018 or Michelle Marcano at X6032.