



UW Amazon Business Account Available

To enhance purchasing options and to decrease the amount spent on taxes, the University of Wyoming has a central Amazon Business account that is approved to purchase non-contract items. This account offers many benefits to campus users including:

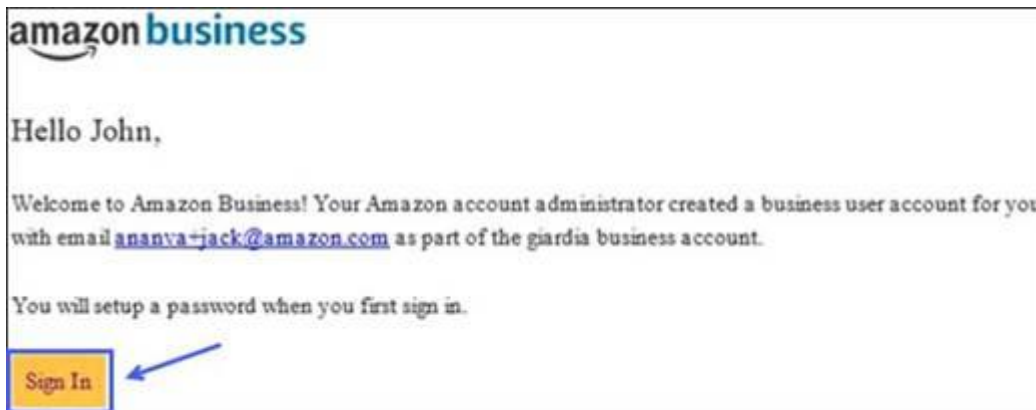
- Free shipping on eligible items with carts greater than \$25 ([learn more](#))
- Tax Exemption
- Access to millions of additional products, available only to Business customers
- Business-specific pricing, including [quantity discounts](#) on eligible items
- Access to a specialized Amazon Business Customer Service team

You are receiving this email because you have a UW purchasing card (p-card). If you are using your p-card on Amazon, please consolidate your Amazon account under the centralized University of Wyoming business account.

Further, any UW email that is used on Amazon for personal purchases must be transitioned to a personal email account. Your UW email account should be only be used on Amazon for business related purchases under the central UW business account.

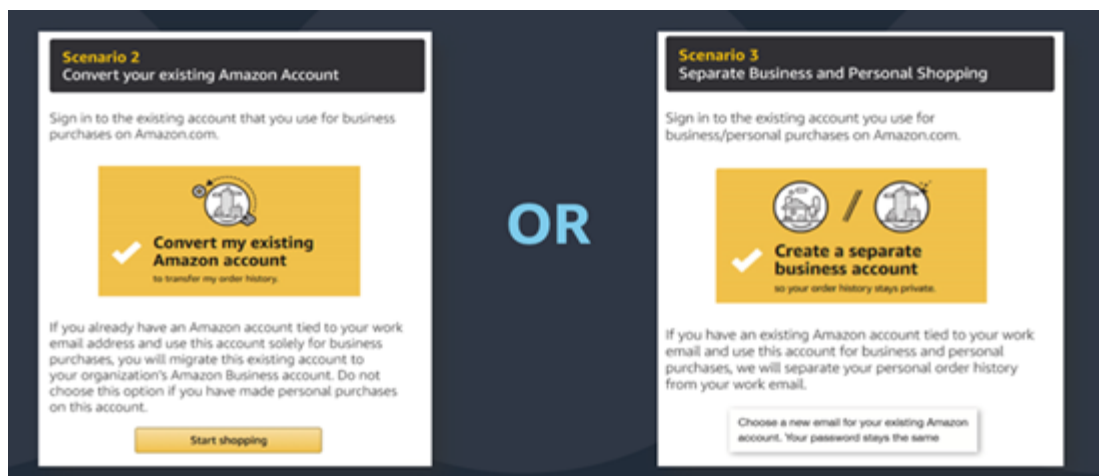
ACTION REQUIRED

Later today, you will receive an official registration email to access the University of Wyoming's Amazon Business account. Once you receive this email please select "Sign In" to setup a password. Please see example below:



Please Note:

If your university email address (@uwyo.edu) is already associated with an Amazon.com account, you will have the option to convert the account to a business account (scenario 2) or split off and transfer any purchase history to a separate account (scenario 3). You will be prompted to enter a new personal email address (e.g., gmail.com or Hotmail.com).



Prior to joining the centralized business account, you will need to de-register your current business account.

1. Visit <https://amazon.com/gp/b2b/manage/deregister> to complete the de-registration process before accessing Amazon Business for the first time.
 - a. If you have additional users tied to your Business account, you will need to remove these users before you can de-register the account. **Please note, the migration of your account will not impact your purchasing process and you will log in using your same user credentials. You will be able to transfer your order history.**
2. Once you have de-registered the account, you can click the invite to join.

For account setup questions please contact our Amazon Business Customer Advisor, Kirsten Nielsen (krn@amazon.com or 408-623-8850) or Amazon Business Customer Service at Amazon Business Customer Service Online Chat.

For purchasing questions, please contact the Procurement Services department at procurement-card@uwyo.edu.

Contact Information

Procurement & Payment Services
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<http://www.uwyo.edu/procurement/>
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