Dear Cardholder,

Southern Oregon University is excited to announce that we have partnered with Amazon Business in order to simplify the purchasing process, maintain sales tax compliance, and allow you to take advantage of the wide selection and competitive prices of the Amazon marketplace.

**The Southern Oregon University** Amazon Business Accountmust be used for **business purposes only with the department card that will live on file.** No personal purchases may be made from a @sou.edu email address in the Amazon Business Account.

The categories listed below have been approved for purchase University wide:

|  |  |
| --- | --- |
| [Books](https://www.amazon.com/books-used-books-textbooks/b/ref=nav_shopall_b_bs?ie=UTF8&node=283155) | [Home and Kitchen](https://www.amazon.com/home-garden-kitchen-furniture-bedding/b/ref=nav_shopall_b_hk?ie=UTF8&node=1055398) |
| [Office Supplies](https://www.amazon.com/Office-Supplies/b/ref=nav_shopall_b_op_os?ie=UTF8&node=1069242) | [Musical Instruments](https://www.amazon.com/s/ref=sr_nr_n_15?fst=as%3Aoff&rh=n%3A11091801%2Cn%3A11971681%2Ck%3Amusical+instruments&keywords=musical+instruments&ie=UTF8&qid=1487345049&rnid=11965861) |
| [Classroom, School, Art Supplies and materials](https://www.amazon.com/gp/suggested-supplies/school/grade1/ref=amb_link_5?pf_rd_m=ATVPDKIKX0DER&pf_rd_s=merchandised-search-leftnav&pf_rd_r=327N4713566PSJX173NC&pf_rd_r=327N4713566PSJX173NC&pf_rd_t=101&pf_rd_p=0905dc35-ad86-4212-8288-b20e999797bf&pf_rd_p=0905dc35-ad86-4212-8288-b20e999797bf&pf_rd_i=1069242) | [Animal Supplies, Equipment and Food](https://www.amazon.com/s/ref=nb_sb_ss_xo_1_5?url=search-alias%3Daps&field-keywords=pet+supplies&sprefix=pet+s%2Cmi%2C185&crid=CJ29N879LWAV&rh=i%3Aaps%2Ck%3Apet+supplies) |
| [Audio Visual and Electronics](https://www.amazon.com/Office-Presentation-Products/b/ref=nav_shopall_b_op_pp?ie=UTF8&node=300333) | [Clothing and Uniforms](https://www.amazon.com/s/ref=sr_nr_n_20?fst=as%3Aoff&rh=n%3A7586144011%2Ck%3Aschool+uniform&keywords=school+uniform&ie=UTF8&qid=1487345668&rnid=2941120011) |
| [Scientific Equipment and Lab Supplies](https://www.amazon.com/b/ref=nav_shopall_b_lh_gl?ie=UTF8&node=318049011) | [Miscellaneous, Hard to Find Items](https://www.amazon.com/b/ref=nav_shopall_b_gy_sf?ie=UTF8&node=16322721) |

Using the Amazon Business marketplace is as simple and user friendly as Amazon.com. As an added benefit, through this centralized Amazon Business account you will have immediate access to:

* Free Two-Day Shipping on **eligible PRIME orders over $49** ([learn more](https://www.amazon.com/b2b/info/prime?layout=landing))
* Free Standard Shipping on **eligible PRIME orders over $35 and book orders over $25**
* Business pricing and quantity discounts on millions of items
* Automatic tax exempt purchasing on items sold by Amazon.com LLC or other participating resellers
* Access to a specialized business only Customer Service team at 866.486.2360

**ACTION REQUIRED:** Look for an invitation tomorrow, **Wednesday, March 29, 2017**, that will be sent from Amazon.com. **To accept the invite please follow the attached Buyer Reference Guide.** Once you have completed this one time process you can immediately start shopping on Amazon.com with an even better customer experience!

If you have questions or are having trouble with account set-up, please contact our account rep, Kirsten Nielsen at [krn@amazon.com](mailto:krn@amazon.com). For technical support, contact [**Amazon Business Customer Service**](https://www.amazon.com/gp/help/customer/display.html?nodeId=201616430) directly. If you are unsure of how to activate your account or use Amazon Business, please see the accompanying videos to [Get started with Amazon Business](https://www.amazon.com/b2b/info/howto?layout=landing).

Please let us know if you have any questions.

Regards,

Service Center

Southern Oregon University