



Amazon for Business at Rowan University

Buying Guide

Amazon Business Account Set Up

- Amazon Business is strictly for business use only
- You must use your @rowan.edu email for the account. All other types of emails are prohibited
- You cannot change your email address in Amazon Business for personal use at any time.
- If you are using your @rowan.edu email for personal Amazon use, you will need to change your personal account to a personal email (gmail, yahoo, etc.)

Payment Methods

- You must only use the shared P-card method for payment. DO NOT USE the Pay by invoice option
- If you use the Pay by Invoice option, your order will be rejected.
- All purchases will be paid for with Purchasing's P-Card. A valid FOAPAL must be entered at the time of ordering.
- Orders charged to grant FOAPALs will need to be approved by OSP prior to Purchasing's approval. Please send your requests with screen shots to the appropriate OSP to help facilitate the approval process.

Returns and Exchanges

- You are responsible for processing your own returns and exchanges

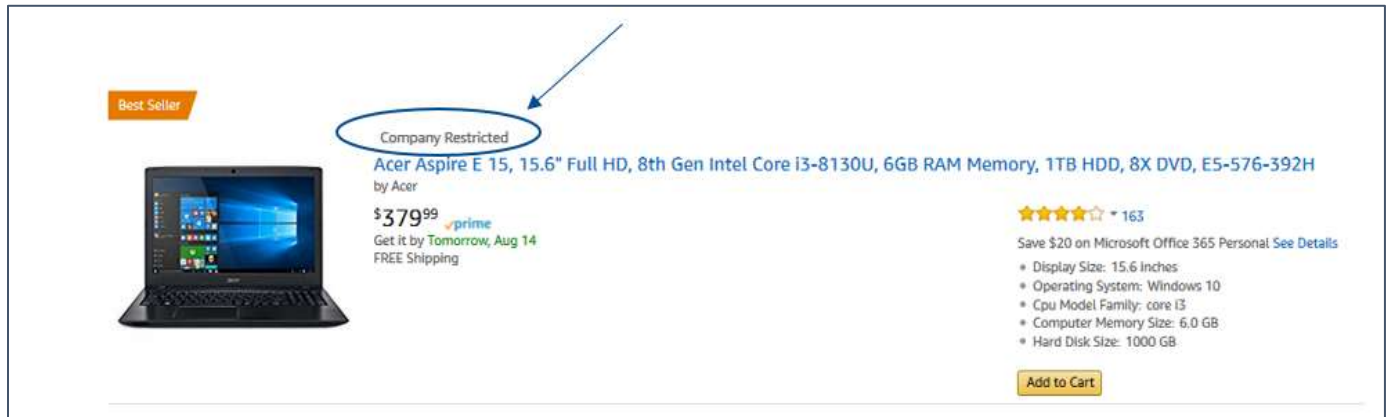
Restrictions

Although Amazon Business is an approved vendor, there are a number of items that should NOT be purchased through Amazon unless preapproved. Karen James will be approving restricted orders on a case by case basis.

Restricted Items	
Alcohol	Office Supplies
Technology	Lab Supplies

Restricted items will be marked on the Rowan University Amazon Business account to inform you of what you can and cannot buy. When buying items on Amazon, you will notice that an item will be marked in a number of ways:

1. When browsing, the item will be marked as “company restricted.”



2. If you do click into an item that is restricted, the below image shows a banner that will appear saying it is restricted.



If you have any questions about payment methods or restricted items, please email jamesk@rowan.edu.