

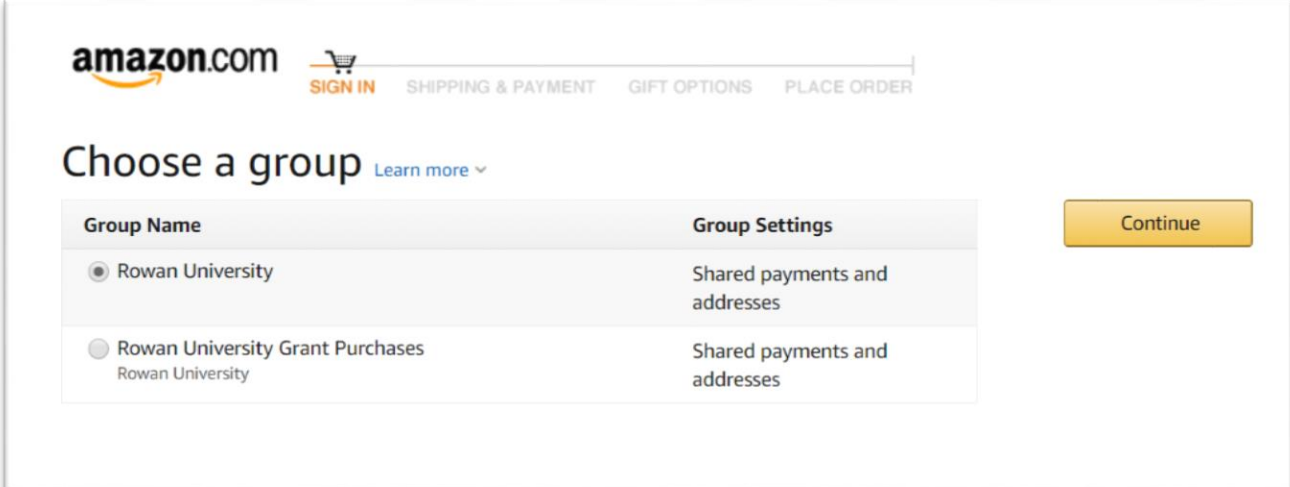
**Amazon Business at Rowan University**  
**Buying Guide**

To request a Rowan Amazon Business account, contact Stacie Mori at [mori@rowan.edu](mailto:mori@rowan.edu).

**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.)

**Procedure**



Group Name	Group Settings
<input checked="" type="radio"/> Rowan University	Shared payments and addresses
<input type="radio"/> Rowan University Grant Purchases Rowan University	Shared payments and addresses

**Traditional Purchases**

1. At checkout, choose **Rowan University** when selecting a group.
2. Make sure to include full FOAPAL number.
3. Add any additional notes and approvals in the comments section (ITAP, furniture, etc.) and send approval to [requisitions@rowan.edu](mailto:requisitions@rowan.edu).
4. Add a name to the "Deliver To" field and choose the shipping address.
5. Choose the **Visa ending in 9403** as the payment method.

### Grant-Funded Purchases Under \$5,000

1. At checkout, choose **Rowan University Grant Purchases** when selecting a group.
2. Make sure to include full FOAPAL number.
3. Add any additional notes and approvals in the comments section (ITAP, furniture, etc.) and send approval to [requisitions@rowan.edu](mailto:requisitions@rowan.edu).
4. Add a name to the “Deliver To” field and choose the shipping address.
5. Choose the **Visa ending in 9403** as the payment method.
6. These purchase requests will be routed to the Grants Department for review once approved by the Office of Contracting and Procurement.

### Grant-Funded Purchases Over \$5,000

1. Place a requisition in the Banner system.
2. At checkout, choose **Rowan University Grant Purchases** when selecting a group.
3. Make sure to include full FOAPAL number.
4. Include your **requisition number** in the comments field. Add any additional notes and approvals in (ITAP, furniture, etc.) and send approval to [requisitions@rowan.edu](mailto:requisitions@rowan.edu).
5. Choose “**Pay by Invoice**” as the payment method.
6. A purchase order will be created upon review from both the Grants Department and the Office of Contracting and Procurement.

### Returns and Exchanges

- You are responsible for processing your own returns and exchanges through your Rowan Amazon Business account.

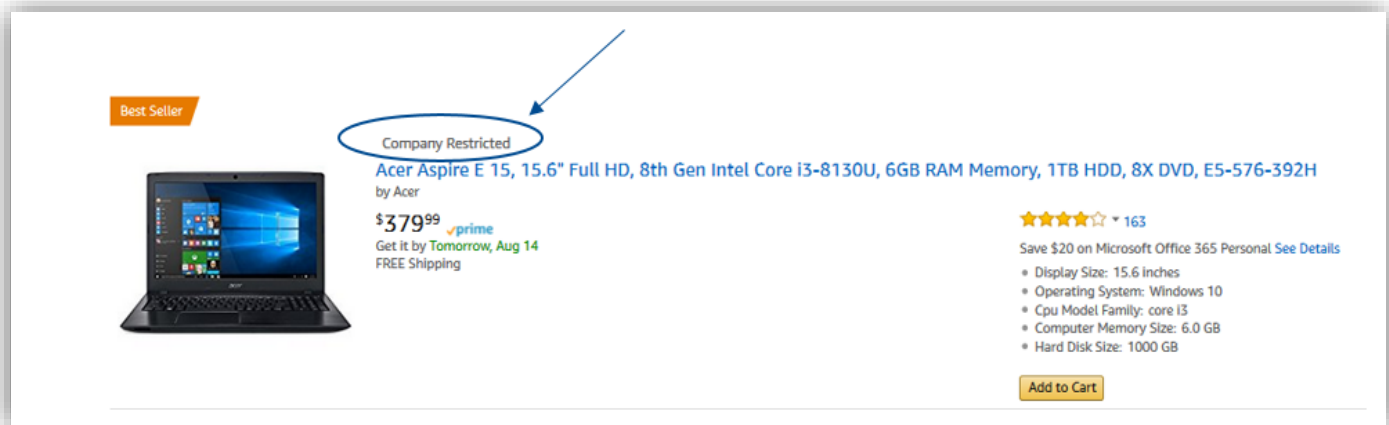
### Restrictions

Although Amazon Business is an approved vendor, there are a number of items that should NOT be purchased through Amazon unless preapproved. The Office of Contracting & Procurement will be approving restricted orders on a case-by-case basis.

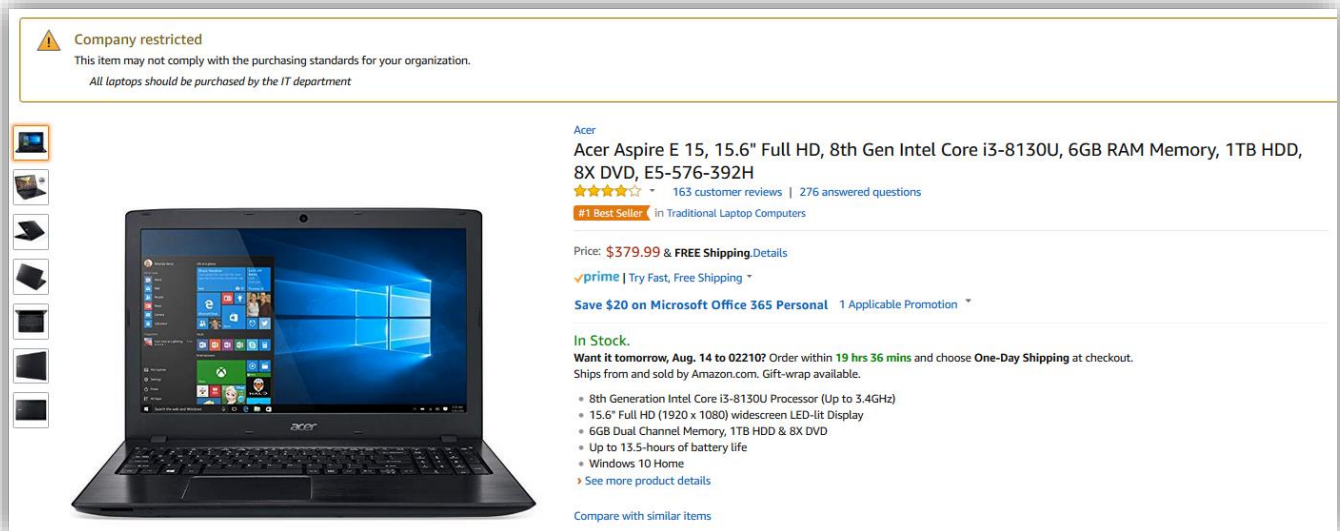
Restricted Items	
Janitorial Supplies	Office Supplies
Technology	Lab Supplies
Books	Scientific Equipment

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 [mori@rowan.edu](mailto:mori@rowan.edu).