

Amazon Business at Rowan University

Buying Guide

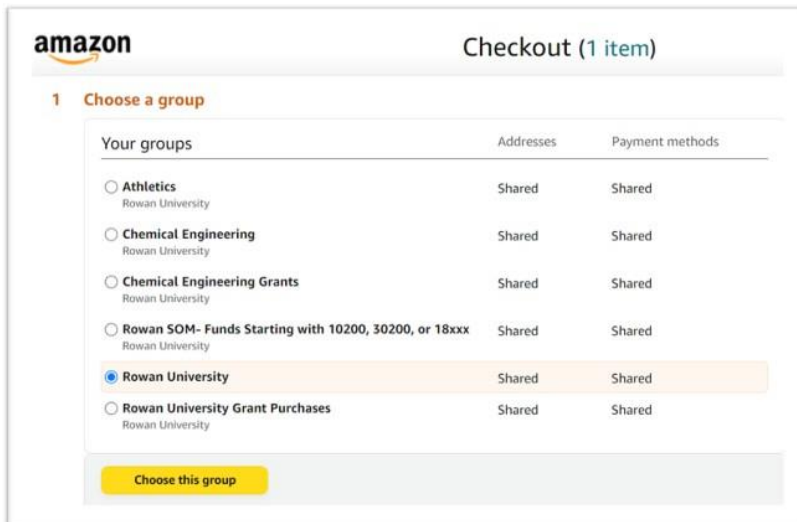
To request a Rowan Amazon Business account, click [here](#) or contact Stacie Mori at mori@rowan.edu.

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

Choose the appropriate group at checkout:



The screenshot shows the Amazon checkout page for one item. The page title is "Checkout (1 item)". Under the heading "1 Choose a group", there is a table with three columns: "Your groups", "Addresses", and "Payment methods". The "Your groups" column lists several options, each with a radio button. The "Rowan University" option is selected and highlighted in orange. Below the table is a yellow button labeled "Choose this group".

Your groups	Addresses	Payment methods
<input type="radio"/> Athletics Rowan University	Shared	Shared
<input type="radio"/> Chemical Engineering Rowan University	Shared	Shared
<input type="radio"/> Chemical Engineering Grants Rowan University	Shared	Shared
<input type="radio"/> Rowan SOM- Funds Starting with 10200, 30200, or 18xxx Rowan University	Shared	Shared
<input checked="" type="radio"/> Rowan University	Shared	Shared
<input type="radio"/> Rowan University Grant Purchases Rowan University	Shared	Shared

Traditional Purchases

1. At checkout, choose **Rowan University** when selecting a group.
2. Make sure to include full FOAPAL number (Fund-Org-Account-Program).
3. Add any additional notes and approvals in the comments section (ITAP, furniture, etc.) and send approval to requisitions@rowan.edu.
4. Add a name to the "Deliver To" field and choose the shipping address.
5. Choose the **Visa ending in 9610** as the payment method.

Grant-Funded Purchases Under \$5,000

1. At checkout, choose **Rowan University Grant Purchases** (or your specific department's grant purchasing group, if applicable) when selecting a group.
2. Make sure to include full FOAPAL number, with dashes.
3. Add any additional notes and approvals in the comments section (ITAP, furniture, etc.) and send approval to requisitions@rowan.edu.
4. Add a name to the "Deliver To" field and choose the shipping address.
5. Choose the **Visa ending in 9610** 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. At checkout, choose **Rowan University Grant Purchases** (or your specific department's grant purchasing group, if applicable) when selecting a group.
2. Make sure to include full FOAPAL number, with dashes.
3. Add any additional notes and approvals (ITAP, furniture, etc.) and send approval to requisitions@rowan.edu.
4. Choose "**Pay by Invoice**" as the payment method.
5. Once you receive the approval email, submit a requisition for Amazon using Banner ID 916307054.
6. Forward approval email to requisitions@rowan.edu as supporting documentation.
7. A purchase order will be created upon review from both the Grants Department and the Office of Contracting and Procurement.

Athletics, Engineering, or SOM Purchases Using Funds starting with 10200, 30200, or 18xxx

1. At checkout, choose the appropriate group.
2. Make sure to include full FOAPAL number, with dashes.
3. Add any additional notes and approvals in the comments section (ITAP, furniture, etc.) and send approval to requisitions@rowan.edu.
4. Add a name to the "Deliver To" field and choose the shipping address.
5. Choose the **Visa ending in 9610** as the payment method.
6. These purchase requests will be routed through the appropriate approval queue for review.

Posting

Charges will post to your budget the month following the date the items ship.

Example:

- Item is ordered on January 31st
- Item ships on February 1st
- Charges will post mid-March

Returns and Exchanges

You are responsible for processing your own returns and exchanges through your Rowan Amazon Business account. Refunds will be credited to the original FOAPAL once the credit has been processed by Amazon and posted to the account.

Restrictions

Although Amazon Business is an approved vendor, there are a number of items that should NOT be purchased through Amazon unless pre-approved. Send all pre-approvals (IRT, furniture, etc.) to requisitions@rowan.edu. The Office of Contracting & Procurement will approve restricted orders on a case-by-case basis.

Do not submit an order in the portal prior to receiving your approval. This will result in a rejection.

Restricted Items	
Furniture	Office Supplies
IRT	Textbooks

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.

