

Amazon Business

Wesleyan University is excited to announce a central Amazon Business account accessed via CTW OneSource, the new Wesleyan University purchasing portal. This account setup will simplify the purchasing process, all while allowing you to take advantage of the wide selection and competitive prices on the Amazon Business marketplace. This new account will replace any individually established Amazon Business Accounts.

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Amazon Business provides numerous business-specific benefits, including Business Prime Shipping. **Business Prime Shipping provides FREE Two-Day shipping on eligible Prime items**, no matter the order size.

In addition to Business Prime Shipping, other business-specific benefits include:

- Use of OneSource purchasing portal eliminates the need to use and reconcile your Wesleyan Pcard for Amazon purchases
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating third-party sellers
- Business pricing and quantity discounts on millions of items

REGISTRATION: Upon clicking the Amazon Business tile in OneSource you will see a message that asks you to “create your free business user account”.

Welcome to Amazon Business!

Let's create your free business user account so you can join your Wesleyan University coworkers and shop for work.

[Get started](#)

By clicking "Get Started", you agree to the [Amazon Business Acceptable Use Policy](#)

Your business user account information, including order history, addresses, payment methods and personal information will be visible to administrators of the business account. The administrator of the business account will have the ability to manage or close this account.

Please click “Get Started”. This process will add you as an authorized user on the central Amazon Business account. The remainder of the registration process will depend on your current business relationship with Amazon, which could fall into one of three scenarios:

- 1) **Scenario 1 – I have never used my @wesleyan.edu address on Amazon.com** – If you currently do not have an Amazon account using a Wesleyan email address, simply enter your email address and a password. You will only need to do this once. The next time you enter via OneSource you will be brought directly into the Wesleyan account marketplace.
- 2) **Scenario 2 - I already use my @wesleyan.edu email address to make PERSONAL purchases on Amazon.com** – If you have used a Wesleyan email address to buy from Amazon on a consumer account, the registration process will give you the option of saving those settings to a new account using a personal email (the option on the right). You can then continue to use that account for personal purchases. Choosing the option on the left will register your Wesleyan email on the central Amazon Business account.

Tell us how to create your business user account (this is important)

The screenshot shows two side-by-side panels for creating an Amazon Business account. The left panel is titled 'Convert my existing Amazon account' and includes a checklist of items to be transferred, a checkbox for account conversion, and a 'Next step' button. The right panel is titled 'Create a separate business user account' and includes a checklist of items to be kept separate, a note about password retention, and input fields for a new email address.

Convert my existing Amazon account	Create a separate business user account
<ul style="list-style-type: none">Your existing Amazon order history, payment methods, and addresses move to your Business user account.Coworkers on the same business account might be able to access this info.You'll sign into Amazon Business with vhartig@wesleyan.edu. <input type="checkbox"/> I want to convert my existing Amazon account into a business account.	<ul style="list-style-type: none">You'll have two separate accounts at Amazon.Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.You'll sign into Amazon Business with vhartig@wesleyan.edu. <p>Choose a new email for your existing Amazon account. Your password stays the same.</p> <input type="text"/> <input type="text"/>

- 3) **Scenario 3 - I already use my @wesleyan.edu email address to make BUSINESS purchases on Amazon.com** - If your department has created a business account that is used for Wesleyan purchases, note that you are now able to close that, or de-register, and utilize the University's central Amazon Business account. You will need to de-register this account prior to the initial logon in OneSource using the following instructions.
- Log into your Amazon Business Account
 - Download order history report
 - After logging in - click the following link to deregister your existing account:
<https://amazon.com/gp/b2b/manage/deregister>
 - Once you have deregistered, login to your CTW Onesource account

Pending Orders – if you have a pending order on an existing account you should wait until that is complete before utilizing the central account.

What should I do if I purchased an individual Prime Membership with my purchasing card?

Our Amazon Business account has Business Prime Shipping that covers all users. You can follow the below steps in order to cancel your Prime Membership and receive a refund or pro-rated amount back to the original form of payment.

- Navigate to the [End your Amazon Prime Membership](#) page
- Follow the prompts on the screen to cancel your Prime Membership without having to reach out to Customer Service.
- A pro-rated refund will be automatically issued to the original payment source in approximately 5 business days
- If you do not see a refund on your account, please contact the Amazon Business Enterprise Customer Support Team at 888.281.3847.

All future Wesleyan business purchases on Amazon with a @wesleyan.edu email address must be made through this newly consolidated Wesleyan University "Amazon Business" account established by Purchasing for use in the CTW OneSource. Effective November 1, any individual Amazon Prime memberships will be considered personal and are a non-reimbursable expense.

The OneSource purchasing portal can be found in the Finance bucket of WesPortal. You can register for training [here](#) or find training documents in the upper left corner of OneSource:

Links

[Register for Training](#)

[Buyer Guide](#)

[Receiving Guide](#)

[Approver Guide](#)

[Purchasing and Procurement](#)

[Unimarket Help Documentation](#)

