

## Amazon Business - Important Information

**Products that are already purchased from an established supplier should not be purchased from Amazon. This includes office supplies, IT equipment, furniture, etc.**

**Our Business Prime account provides free shipping only for Prime eligible items.** If you order items that are not Prime eligible you will be charged for shipping. Review the shipping cost which is displayed in Amazon on the shipping option screen and the review order screen. Shipping cost is NOT shown on the requisition in MC OneSource but you will be charged for it when applicable.

**Our Business Prime account is sales tax exempt.** Certain third party sellers may not participate with this program and charge tax.

If this occurs, contact the Seller directly to request the refund

- Access Amazon Business by clicking the Amazon Business tile in MC OneSource
- From within your account, navigate to "Your Orders"
- Find the item that was charged tax and click "Contact the Seller"
- Enter subject as "Tax Exemption Refund Request"
- Include the order number and amount charged
- A copy of the Messiah College sales tax exemption form can be found [here](#).
- If the process above does not work, contact Amazon Business Customer Service at 888-281-3847

**Please plan ahead for your purchases.** Your order will not be placed with Amazon until the requisition has been approved. In addition, your package must be received and processed on campus. It may take more than two days to receive your order.

After your order is delivered to campus, be sure **mark items as received in MC OneSource**. Accounts Payable cannot pay the invoice until this is completed.

**Amazon purchases using faculty development funds should not be made through MC OneSource.**

Instructions for purchasing from Amazon with faculty development funds will be distributed during the last week of August.

**Remove your College-issued P-Card as a payment method from all other Amazon accounts** using these [instructions](#).

Click [here](#) to review **Amazon Business FAQs**.

Contact extension 6010 or [purchasing@messiah.edu](mailto:purchasing@messiah.edu) with questions.