

Amazon Business - Important Information

DB-Card Users

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.

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. Orders should be shipped to campus. Packages must be received and processed so it may take more than two days to receive your order.

Shipping Address

1 College Avenue – Suite XXXX
Mechanicsburg, PA 17055

717-766-2511, ext. XXXX

Billing Address

1 College Avenue (Do not add a suite number)
Mechanicsburg, PA 17055

717-766-2511 (Do not add an extension)

Amazon purchases paid with *faculty development funds* should always be made using the DB-Card.

Purchases paid with *department funds* are made through MC OneSource.

Personal purchases may not be made through Amazon Business.

Remove your DB –Card and/or 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 with questions.