



Business Services Department

Upcoming Changes to the central Amazon Business account

Good Morning,

As a result of the recent change to working remotely at SLU, your central Amazon business account can now be accessed directly through www.amazon.com. We would like to remind Departments at this time to continue being good stewards of the University's resources while we all deal with these ongoing changes. Please only purchase items that are essential to continuing your Department's day to day operations.

You will continue to receive all the benefits from shopping on Amazon Business, including:

- Free shipping on Prime-eligible items ([learn more](#))
- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
- Access to millions of additional products, available only to Business customers
- Business-specific pricing, including quantity discounts on eligible items
- Access to a specialized Amazon Business Customer Service team
- Ability to purchase products with the P-Card, and change the shipping address

Please see instructions below on how to access Amazon Business directly:

- 1) Sign on to www.amazon.com
- 2) Use your @slu.edu email address for the username
- 3) Use the password that was created during the account set-up process

If you cannot remember the password, please select the "forgot password" button to reset. If you are still having trouble resetting the password, please call Amazon Business Customer Service [HERE](#).

If you have any other questions, please feel free to reach out to me at any time at Andrew.chism@slu.edu.

Thank you,

Andrew Chism

Business Services Manager