

This guide provides instructions for requesting an ODU Amazon Business account.

GUIDELINES:

Departments that order through Amazon are accountable for compliance with the following requirements and must take into account the [Mandatory Use of Contracts Policy](#) as well as [SWAM](#) utilization requirements.

- ☞ All Amazon transactions should be made through an ODU Amazon Business account.
- ☞ Amazon is NOT a contract vendor, and Amazon purchases must comply with the [Mandatory Contracts Policy](#).
- ☞ Amazon Pay use is expressly prohibited.
- ☞ Office supplies must be purchased through ODU’s mandatory contract with RGH/Staples. Additional information on setting up an RGH/Staples account is available on the [Purchasing & Contracts page](#).
- ☞ Before placing book orders through Amazon, please try ordering through *Complete Book* using the cooperative E&I contract by registering with your ODU email address at www.Completebook.com.
- ☞ Purchases through Amazon must be a last resort.
 - Campus users should try to source items from contracts first, then attempt to locate a SWaM vendor certified through the Virginia Small Business and Supplier Diversity (SBSD) Department.
 - For purchases where ODU does not have a contract in place, VASCUPP & State contracts may be used (located on the [Purchasing & Contracts page](#)).
 - Additional aids for locating SWaM vendors and cooperative contracts are on this [page](#) under Related Links (the Procurement Matrix and the EO35 Aid).

TO REQUEST AN ACCOUNT:

To request an account, contact the Program Administrators at pcardadmin@odu.edu.

You will receive an email from Amazon with the subject line **“Welcome to Amazon for Business”** to join the University’s purchasing account. Use your name – not your department – for your username.

Please keep this Amazon account exclusively for purchases for ODU. **No personal purchases may be made on the ODU account.** If you use your [@odu.edu](#) email address for any personal shopping on Amazon, please DO NOT accept the invite until you have changed your non-ODU Amazon account’s email address to a personal one.

If you do not see the invite, please check your junk/spam folders.

Once your Business Account is established, you may place orders for items that not available via an existing contract and/or certified SWAM firm.