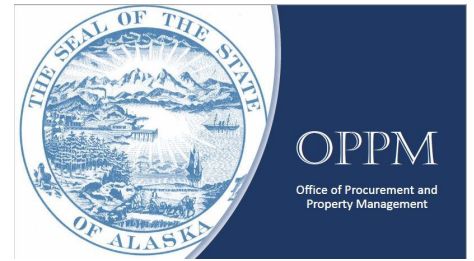


State of Alaska Amazon Business Account

IMPORTANT NOTICE: THIS IS NOT A CONTRACT!



Procurement statutes and regulations shall be followed on all purchases.

Before using Amazon Business, please review the [OPPM Contract Award Manual](#) for items that are currently available on Statewide Contracts. If possible, statewide contracts must be used.

What is the State of Alaska Amazon Business Account?

The State of Alaska Amazon Business Account was created for State of Alaska employees who are authorized to make work-related purchases using their state issued one cards **for items that cannot be found on a state contract or locally**. Amazon Business is a new marketplace on Amazon.com that offers access to hundreds of millions of products in a shopping experience tailored for businesses. Amazon business is built on Amazon's familiar, easy-to-use shopping experience, and provides access to hundreds of millions of products, competitive pricing, and fast and free shipping options (for orders over \$25 without paying for Amazon Prime memberships).

Amazon Business is the Amazon you are familiar with plus additional features, designed to streamline our purchasing process.

- **Free Five-Day Shipping** on orders over \$25 fulfilled by Amazon
- **Business Pricing** and quantity discounts on select items
- **Business-optimized search** and browse functionality
- **Enhanced reporting & reconciliation**
- **Dedicated Business Customer Service**

Why using the new SOA Business Account is important?

Utilizing the State of Alaska Amazon Business Account will eliminate the use of personal Amazon Prime subscriptions tied to government purchases, this way personal information would not be publicized if a FOIA request were to be submitted. The state will also have access to all the same benefits using this free service while reducing our risk of fraud and ethics violations.

Next Step - Accept the E-mail Invitation and Join the SOA Amazon Business Account

If you have a one card **designated for purchases**, you should have received an e-mail inviting you to join Amazon Business as an authorized requisitioner for your State of Alaska agency. If you have not received an invitation, please e-mail Joshua Hartman at joshua.hartman@alaska.gov and request an invitation to be sent to your SOA e-mail address, please include the department you are in and your division. All accounts will have their own unique login ID and password (Note: Invitations expire after 21 days).

If you already have an Amazon account that you have set up for State of Alaska one card ordering, simply link your existing account to our business user account.

When directed to the account 'Sign In' page, input your existing Amazon account credentials. This will ensure saved account information, including order history, addresses, payment methods, etc. are not impacted.

If you have a personal Prime Membership tied to your government issued one Card and State of Alaska e-mail address, please deactivate your personal Prime Account subscription. We recommend that all State of Alaska business account purchases be completely separate from your personal purchases and information (i.e. e-mail address, credit card, phone number, address). You will get the same benefits with Amazon Business, at no cost to the state. See the

instructions below.

Migrating an Existing work-related Amazon Account to the State of Alaska Amazon Business Account

All existing Amazon accounts used for making purchases on behalf of an agency must be brought under the State of Alaska Amazon Business account in order to comply with the Terms and Conditions in place with Amazon. If you have created an Amazon Business account in the past and have an Amazon Business account already linked to your alaska.gov e-mail address, [follow these simple steps](#).

Deregistering your previously purchased Prime Membership or previously created Amazon Business account tied to your State of Alaska e-mail address

[Follow these simple steps](#) if you have an existing Amazon.com or Amazon Business account already linked to your "alaska.gov" e-mail address. If you have an active Prime Membership which you purchased in order to make purchases on behalf of your organization, you can request a pro-rated refund of the membership after you have registered your account to the State of Alaska Business account. Please call Amazon Business Customer Support to process this refund.

Please take the following steps:

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice)
2. If applicable, remove all users from the account.
3. Click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag): <https://amazon.com/gp/b2b/manage/deregister>

Once you are done, please e-mail Joshua Hartman at joshua.hartman@alaska.gov and we will send you a registration e-mail to the main account. Need help?

Contact Amazon Business Customer Support at (866) 486-2360 or at

<http://www.amazon.com/gp/help/contact-us>. For technical support contact Amazon Business Customer

Service directly.

Thanks & welcome to the State of Alaska Amazon Business Account!