

**POST DATE: 12/12/2017**

**RE: Enhanced Relationship with:** 

**Announcing an enhanced partnership between BGSU and Amazon Business!** Effective January 2017, Amazon Business was awarded a US Communities Contract through 2022. BGSU Purchasing has been diligently working with our account representative to link our existing BGSU Amazon Business account to the US Communities Contract.

**What is changing?**

- The current shipping benefit (for orders over \$49) is going away sometime in early 2018, so you will no longer see the messages for this benefit on the product detail page, but it is available throughout the remainder of the 2017 calendar year.
- Beginning on January 1, 2018 through December 31, 2018, BGSU users will receive **unlimited free two-day** shipping on Prime eligible items.

**Appropriate Use of Amazon:**

BGSU has negotiated contracts in the following categories. Please do not make purchases from Amazon in these categories before reviewing our contract options, and consulting purchasing. Messaging is active in Amazon Business to inform you of these restricted categories and/or provide guidance to help facilitate proper purchasing procedures.

Restricted/Managed Categories		
Office Supplies	Printers	Desktops/Laptops
Office Furniture	Software/Hardware	Janitorial Supply
Ink/Toner/Fax Supplies	Phones	Health & Personal Care

**Purchasing Best Practice:**

Please give BGSU's contracted suppliers in Falcon's Purch and your department's contracted suppliers the ability to provide the best possible pricing. If BGSU does not have a contract in place, and the commodity isn't listed above, please feel free to check Amazon for these purchases. If you have any questions, please do not hesitate to contact the individuals below.

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