

## **Dexter Community Schools**

### **Amazon Business Purchasing Procedures**

All Amazon purchases for Dexter Community Schools must be made through our Amazon Business account. Purchases made through our Amazon Business account will have business pricing, tax exemption, and Amazon Smile rebates. Go to [www.smile.amazon.com](http://www.smile.amazon.com) to make a purchase on Amazon Business. We will not reimburse for purchases made on personal Amazon accounts.

#### **Requesting Access**

We are doing blanket setups for all employees in April, 2021. You will receive an invitation link. Others may email [accountspayable@dexterschools.org](mailto:accountspayable@dexterschools.org) to request access to the Dexter Community Schools Amazon Business account. You need to include your building or department in the email. You will also need to indicate if you are associated with multiple buildings or departments so we can attach you to all the groups you will need. We worked with each building to determine the appropriate setups and incorporated those preferences in each group.

#### **Sales Tax**

Amazon Tax Exemption is available for qualifying purchases made directly from Amazon.com LLC, Amazon Digital Services LLC, Warehouse Deals LLC, Amazon Services LLC, and other participating sellers. If you are charged sales tax, you will need to contact Amazon Customer Support. Dexter Community Schools will not pay for or reimburse for sales tax.

#### **Shipping**

Purchases \$25 or over qualify for free 5-7 business day shipping. Charges for upgraded shipping or below the minimum are NOT allowed. Plan your purchases to be over \$25 to apply the free shipping option. We are continuing to press Amazon Business to provide Prime Shipping for school districts, but for now you must meet the minimum requirements and accept their normal shipping terms. Dexter Community Schools will not pay for or reimburse for shipping charges.

All items must be shipped to a Dexter Community Schools address. The shipping addresses will prepopulate at checkout.

#### **Pricing**

Amazon may not have the lowest available price on a particular item, especially on common items. Please continue to check our other purchasing resources, such as School Specialty and Staples Advantage.

Pricing on Amazon Business products meets District's purchasing guidelines. Items less than \$25,000 in value have been bid on and qualify for bid protection. There are additional options for bulk ordering and quantity discount requests. Hover over your account name and choose Bulk Ordering from the drop down options. Bulk Orders can be saved for future orders. Quantity discount requests can be made on eligible products by clicking in the 'buying in bulk' link in the product detail page.

#### **Amazon Smile**

Amazon Business purchases that originate through [www.smile.amazon.com](http://www.smile.amazon.com) generate up to a 0.5% donation back to the District. There is a one-time setup per user. Click Get Started, search Dexter Community Schools and select, then click 'yes.' Once complete, you can start shopping. Always start at smile.amazon.com and Amazon will donate 0.5% of the price of eligible Amazon Smile purchases back to Dexter Community Schools. On your home screen, under the search box, it will show you are supporting Dexter Community Schools. Please do the one time setup so we do not leave free money unclaimed.

**Purchasing**

Go to [www.smile.amazon.com](http://www.smile.amazon.com) to make a purchase on Amazon Business. Purchasing card holders will use their PCard to make a payment. If you are not a PCard holder, your account will be set up with a saved payment method for your building/department, except DHS. All purchases, except DHS, are routed through your building/department secretary for approval. Do not commingle any personal purchases, gift cards or personal credits with your business purchases. You will not be reimbursed for payments made by personal credits, coupons, or gift cards.

For DHS, your account will be set up where you add a credit card payment. If you have a PCard, you should enter your PCard. If you do not have a PCard, you may enter your personal credit card. We are trying to simplify purchases on Amazon to reduce the number of expense reimbursements that we handle. All DHS Amazon purchases will be shipped to DHS.

**Personal Purchases**

You may NOT use your @dexterschools.org Amazon Business account to make personal purchases. This account is monitored by both the District and Amazon for compliance with school purchasing procedures and the terms and conditions of Amazon Business.

**Contacting Amazon Customer Support**

Contact Amazon Customer support if you have any returns, refunds, or sales tax charged. The Contact Us link is at the bottom of every Amazon webpage. This provides Live Chat, Self-Service options, and requires no additional business account authentication.

**Questions**

Contact the Business Office for additional assistance at x1018 or [accountspayable@dexterschools.org](mailto:accountspayable@dexterschools.org).