

A: Yes - Saint Louis University has a master Amazon Business account with a Prime membership. This gives buyers two-day shipping on most items, deeper discounted pricing, and a seven-day inventory and pricing guarantee.

A: The preferred way to access the Amazon Business punchout is through Workday and Billiken Buy. You will add the items to your shopping cart and return it to Workday where the requisition is submitted for approval. Once the requisition is approved and a PO is issued to Amazon Business, they will begin filling your order.

A: You should disregard the 3100 Washington Avenue default shipping address. It is a requirement of our central account for the punchout. Ensure that your delivery address is correct in Workday since that is the address that will end up on your shipping label. Items cannot be shipped to addresses off campus.

A: Delivery dates are estimated. While we have Prime free two-day shipping, we have routing rules

to resolve an issue on your own with AB support, please reach out to tone.becker@slu.edu for assistance.

A: Computers, computer servers, printers, and gift cards are blocked to align with University policies. We have also blocked any purchases sold by debarred sellers.

A: The return guide can be found [here](#). Distribution Services can pick up an item that has a UPS return label on it and pass it along to UPS on behalf of the department. If the return has a QR code, it will need to be taken to a UPS store.