

AMAZON - GO LIVE MONDAY, TRAINING, GIFT CARDS & FAQs

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To: PURCHASING@LISTSERV.USF.EDU <purchasing@listserv.usf.edu>

Hello Procurement Friends!

AMAZON BUSINESS is coming to BULL MARKETPLACE on
MONDAY NOVEMBER 20th!

Remember, after December 18th, BMP will be the **ONLY WAY** to purchase from AMAZON!



TRAINING OPPORTUNITIES:

1. LIVE UPCOMING TRAINING: Diving Deep into Amazon Punch Out

- a. **TOPICS COVERED:** How to make the most of Amazon Business, Guided buying, Returns, Order History & Other cool features
- b. **WHEN? :** Available sessions are listed below – no need to register, click the date link and select Download, then open the file to add the invitation to your calendar! or click the "Join the Meeting" on the correct date to attend. All trainings will be virtual on TEAMS.

[Tuesday November 28 @ 9:00 AM](#)

[Click here to join the meeting](#)

[Wednesday November 29 @ 1:00 PM](#)

[Click here to join the meeting](#)

2. **WATCH A RECORDED SESSION.** Recorded session on **Making the Most of Bull Marketplace** and session questions are available on our [Website](#).

3. **SCHEDULE WITH PROCUREMENT.** We understand this is a massive change of business process for USF. Procurement Services is offering consultation on business processes and training for large groups at the college or administrative unit level. Please e-mail Brie Matier bmatier@usf.edu directly to schedule and we will accommodate as many groups as we can.

GIFT CARDS:

How will gift card purchases work through Amazon Punch Out?

Gift cards from will also need to be purchased to be through the BMP Punch Out.

To purchase Gift Cards from through the Punch Out - you'll still be required to have an approved [Gift Card purchase agreement](#) on file with P-card, but rather than the P-card team auditing your statement after the fact, P-card team members will be in the BMP workflow to proactively review and approve before your make your purchase. They will maintain the list of approved Gift Card purchasers and compare the buyer to names on that list. Only individuals with an approved and active Gift Card Purchase Agreement will be allowed to purchase these items.

Other than that, the process of ordering should be the same. You can still send digital cards to multiple recipients through Amazon.

Review other FAQ's on our [website](#)