amazonbusiness

Nebo School District Amazon Business Account – important information

Email Body

Nebo School District Amazon Business Introduction

Nebo School District is excited to announce that we have partnered with Amazon Business in order to simplify the purchasing process, ensure sales tax compliance, increase visibility, reduce errant personal purchases, and allow you to take advantage of the wide selection and competitive prices of the Amazon marketplace. This is the only allowed account to purchasing from Amazon when using district funds going forward.

Note**: You will receive an official email with instructions on how to set up your account** next week on **Tuesday, January 8, 2019. You** will not **be able to access the Amazon Business Prime account prior to receiving your invite**

ACTION: If your school currently has a Nebo Business Account, you will need to deregister your email address with that account, so you can be added to the central account next week. This deregistering is only for schools who currently have "Amazon Business" accounts not regular Amazon.com accounts. **To determine if you have a school Amazon.com account or Amazon Business account you can look to the top left corner of the page when you login in to Amazon.**

If it says "Amazon Prime" you have an Amazon.com account and you don't need to follow the steps below. You will wait for the email next week from Amazon to complete the transition process.

If, when you login to Amazon, it says "Business" in the top left corner, please follow the steps below:

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

Thank you,

Ryan Pitcher, Chief Procurement Officer