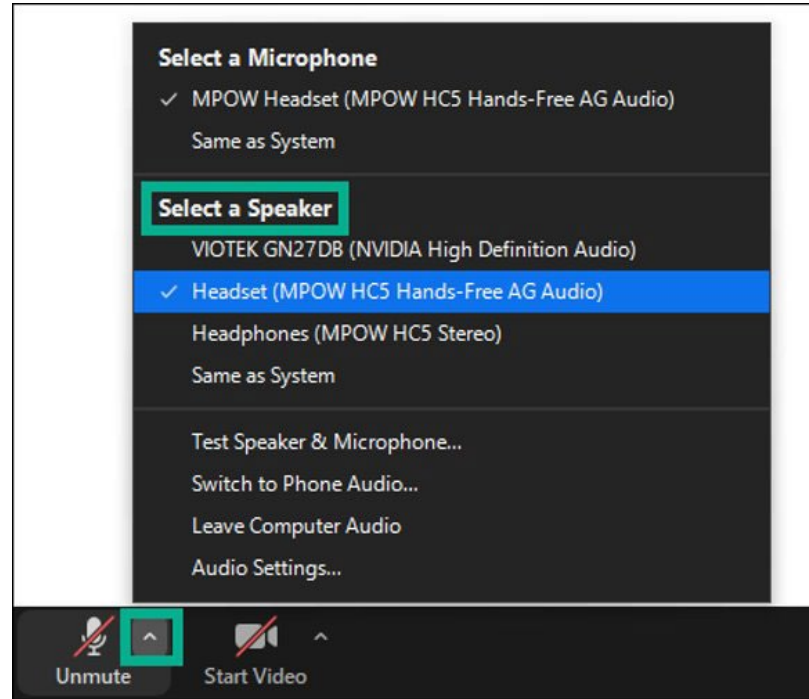


Welcome to the training!

- We'll get started at 10:00 am.
- You should hear music. If not, check your audio settings in Zoom by clicking the arrow next to the microphone at the bottom of your Zoom window.
- Locate the Q&A feature. This is how you will submit questions throughout the session.
- Slides available here:
<https://go.iu.edu/handouts>





Sarah Chavez
Financial Training &
Communications

Brittany Veal
Procurement Card
Services

Kyle Burdette
Exelane Lanzaga
Amazon Business

A Buyer's Guide to Amazon Business

Procurement Card Services

Agenda

- Policy & procedure
- Knowledge check
- Meet Amazon Business
- How to make a purchase
- Bulk purchases
- Wrap-up & resources



Learning objectives

- Describe when it's appropriate to make purchases from Amazon Business.
- Request an exception to purchase an item from Amazon instead of a BUY.IU catalog supplier.
- Describe the benefits of establishing an Amazon Business account.
- Establish an Amazon Business account for your department.
- Make individual and bulk purchases from Amazon Business.





Policy & procedure

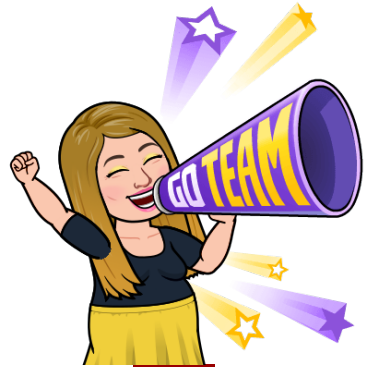
Stewardship and you

- Are you spending IU money? You are a steward of IU funds!
- We all play a part in using IU's resources for the right reasons and must be able to support the choices we make, if asked.
 - If an independent person reviewed the situation, would they come to the same conclusion?
- As a public institution, IU's financial choices are under scrutiny from state and federal governments, granting agencies, etc.



So, I'm kind of a big deal?

- Yes, you are!
- It takes everyone at IU following the policies and procedures that are in place to ensure compliance.
- Policies and procedures exist to help us navigate compliance requirements in the course of doing business on behalf of IU.



Procurement hierarchy

#1

- Hosted or punchout catalog.
- Suppliers like Guy Brown, Neta Scientific, CDW-G, etc. that sell frequently purchased products.

#2

- Check request form.
- One-time payments that do not involve a signature or purchase of restricted items.

#3

- Non-catalog order.
- Purchases that involve a contract that are not allowable on a check request form or available via catalog.

#4

- Procurement card aka P-Card.
- P-Card purchases from non-contracted suppliers like Amazon Business.



What drives this hierarchy?

FIN-PURCH-02: University Procurement Contracts

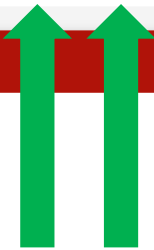
Faculty and staff will purchase goods and services through contracts established by Purchasing.

- Contracted suppliers are legally bound to provide a certain level of service to IU.
- Consolidating IU's spend with these suppliers empowers Purchasing to leverage greater discounts and better service in the future.



BUY.IU News and Notes

Welcome to **BUY.IU!**



Document Search

All Orders

Document Numbers, Supplier, Product Information



SHORTCUTS

[My Requisitions](#)

[My Purchase Orders](#)

[My Invoices](#)

[My Approvals](#)

[Advanced Search](#)

MY SAVED SEARCHES

[Check Requests - Prior Fiscal Year](#)

[Controller Orders with Deposit](#)

[Credit Memos - Non-PO Credit Memos](#)

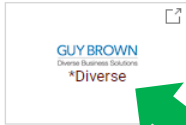
[Crimson Card Pending Check Requests](#)

[View All Saved Searches](#)

Use the IU Punchout Shopping dashboard to see shortcuts to see catalog suppliers.
Search in BUY.IU for suppliers or items.

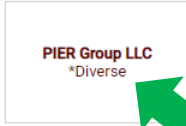
Punchout Showcase

Frequently Used Catalogs



Scientific

Information Technology



Maintenance, Repairs, or Operations

Software



Other Useful Links

- Support Form
- Buy.IU Resource Library
- Furniture Purchase Procedures
- IU Furniture Catalog
- IU Purchasing Website
- Legacy KFS Dashboard
- Object Code Dictionary & Commodity Code...

Click a sticker to launch the supplier's website.

Look for the *Diverse classification to help support diverse suppliers.

But it's cheaper from [insert supplier name]!

The upfront price tag may be lower, but consider that:

- Contracted suppliers are vetted by Purchasing and meet IU's standards for doing business.
 - What this ultimately means is they meet the policy guidelines we've put in place that are built to accommodate government and agency requirements.
 - Examples: data security requirements, negotiated payment terms, diverse spend goals, refunds/kick-backs, guaranteed 1-2 day shipping.
- Purchasing can help you locate a comparable item from a contracted supplier.



Storytime



Yay!

The Training team needed headsets for the office. We found the pair we wanted from CDW-G for \$55, the same pair on Amazon for \$49.

Purchasing found the same headsets from B&H Foto (another BUY.IU catalog supplier) for \$38!

We saved money, got our items quickly, and used a contracted supplier 🙌

Contact Purchasing via the Support Form. Select “Suppliers” then “Locate a supplier” for help.



How do I request an exception?

- If you need to make your purchase from the non-contracted supplier with the P-Card, request a P-Card exception via the Support Form.
 - Use form options “P-Card or Meeting Card” and “Exception Request”
- Card Services will consult the Purchasing Category Manager (CM) of the commodity you need.
 - The CM will search for a similarly-priced, contracted, item.
 - If they can’t find one, they **may** approve the purchase from a non-contracted supplier using a P-Card.
 - Save this approval and attach it to the P-Card Reconciliation document.



I can't find what I need in BUY.IU.

- In this situation, consult [SOP-PCARD-04: Restricted Items](#).
- Is the item you need to purchase listed here?
 - No: purchase from Amazon Business (or another seller) using the P-Card.
 - Yes: follow the instructions stated in SOP-PCARD-04 to compliantly make your purchase or request an exception to purchase another way.

GOT IT



What is a restricted item?

- An item that carries additional compliance considerations, or situations where using the P-Card is inappropriate.
- Some examples:
 - Cell phones
 - Furniture
 - Gift cards
 - Payment for services
 - **Contracted items**
 - Software
 - Recurring payments
 - Payments involving a signature



So essentially:

1. As purchaser, you are a steward of IU funds and responsible for following IU policy and procedure.
2. Whenever possible, use a BUY.IU supplier.
3. Unrestricted item not available in BUY.IU? Use Amazon Business (or another non-contracted supplier).
4. Item available in BUY.IU but drastically cheaper from another seller? Submit a support form and request an exception.
5. Purchasing is here to help! Not sure what supplier to use? Submit a support form.





Knowledge check

Question 1

Which of the following individuals is a steward of IU funds? Select all that apply.

- A. A Fiscal Officer responsible for multiple account types within a department.
- B. An administrative assistant ordering supplies for a student meeting.
- C. A faculty member purchasing research equipment using a research account.

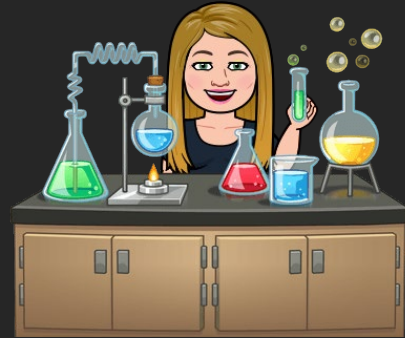


Question 2

You support several labs in your department. One of the lab leaders emails you a list of items to purchase from Amazon Business including gloves, cleaning agents, and glassware.

How should you proceed?

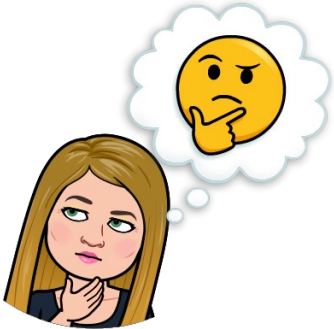
- A. Place the order using a P-Card.
- B. Search BUY.IU and determine if the items are available from a catalog supplier.
- C. Submit a support form and request an exception to purchase the items using the P-Card.



Question 3

True or false: Saving money is the most important consideration when purchasing on behalf of IU.

- A. True – saving money ensures we are putting IU’s resources to use as responsibly as possible.
- B. False – saving money is ideal, but there are other considerations, such as consolidated spend and supplier contracts, that must be considered.



Question 4

Your HR Business Partner finds a book on Amazon Business that they want to purchase. You review SOP-PCARD-04 and confirm books are not restricted items.

What should you do next?


- A. Purchase the book from Amazon Business using a P-Card.
- B. Notify them that they can purchase the book from Amazon Business using their personal credit card.
- C. Submit a support form and request an exception to use Amazon Business.





Meet Amazon Business

What is Amazon Business?

- Like the Amazon you may use personally but offers benefits to organizations like IU such as:
 - **Tax exempt purchases:** IU's tax exemption automatically applied to participating sellers. For all available states, not just Indiana.
 - **Special products and shipping:** bulk purchases and quantity discounts.
 - **Two-day shipping:** free Business Prime shipping.
 - **Customer service:** exclusive access to the Amazon Business support team via phone 



How does it work?

- IU has a central Amazon Business account. Departments or users create accounts *within* this centralized account.
 - To take advantage of IU’s benefits, account must be created through Card Services, **not** directly on Amazon’s site.
 - Check with your department before requesting an account. A departmental account may already exist.
 - Request an invite by completing a support form. Select “P-Card or Meeting Card” then “IU Amazon Business Account.”



When can I use Amazon Business?

- Remember this?

#1

- Hosted or punchout catalog.
- Suppliers like Guy Brown, Neta Scientific, CDW-G, etc. that sell frequently purchased products.

#2

- Check request form.
- One-time payments that do not involve a signature or purchase of restricted items.

#3

- Non-catalog order.
- Purchases that involve a contract that are not allowable on a check request form or available via catalog.

#4

- Procurement card aka P-Card.
- P-Card purchases from non-contracted suppliers like Amazon Business.



A quick note

- The guidelines described on the next slide are from the University Administration perspective.
- Your campus, department, or business office may have additional considerations or restrictions.
- Always check with your local office to make sure you're following their procedures.



When can I use Amazon Business?

1. The item you need is not available in BUY.IU.
 - a. Consult SOP-PCARD-04: Restricted Items. If the item you need is listed as restricted, submit a support form to request an exception.
2. The item you need is available in BUY.IU but there are considerable savings through Amazon Business.
 - a. **Before you purchase** submit a support form to request an exception.
3. You need to purchase items in bulk.
 - a. The P-Card cannot be used at wholesale clubs like Sam's Club or Costco. Use Amazon Business instead.



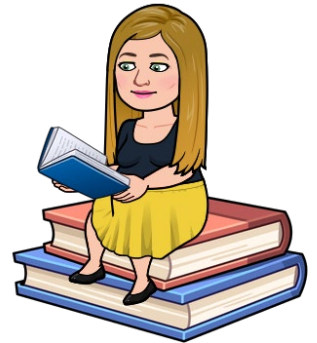


How to make a purchase

Scenario

Your HR Business Partner finds a book on Amazon Business that they want to purchase. You review SOP-PCARD-04 and confirm books are not restricted items.

Let's purchase 5 copies of the book *Speed of Trust* from Amazon Business for the Financial Training & Communications team (UA-ESTC).





Bulk purchasing for when you need more

Get a Custom Quote.



Make sure you're logged into your IU Amazon Business account, not your personal account!

Buy it again



Easily find supplies from past orders

Shop and Reorder

Education supplies



Explore and stock up in our hub built for educators.

Shop the store

Today's Deals



Find special deals happening now.

Shop deals

Connect your team



Send invites to coworkers, assign roles that match your team and share access to business-only prices

Invite people

Shopping lists



Save items for later or create a list of items your organization orders often.

Create list

Related to items you've viewed [See more](#)



Organization preferred JBL Quantum 400 - Wired Over-Ear Gaming



Organization preferred JBL Quantum 300 - Wired Over-Ear Gaming



SENZER SG500 Surround Sound Pro Gaming Headset with Noise...



Organization preferred Logitech G432 Wired Gaming Headset, 7.1



Organization preferred Razer Kraken Gaming Headset: Lightweight



Organization preferred Logitech G335 Wired Gaming Headset, with Flip



HyperX Cloud Stinger - Gaming Headset, Lightweight,...

Save on s
home and
brother
at your side

- speed of trust by stephen covey
- speed of trust
- speed of trust audiobook
- speed of trust action cards
- speed of trust book
- speed of trust covey
- speed of trust audio
- speed of trust cards
- speed of trust audible
- speed of trust summary

Buy it again



Easily find supplies from past orders

Shop and Reorder

Education supplies



Explore and stock up in our hub built for educators.

Shop the store

Today's Deals



Find special deals happening now.

Shop deals

Search for the item you need to purchase.

Related to items you've viewed See more



Organization preferred JBL Quantum 400 - Wired Over-Ear Gaming



Organization preferred JBL Quantum 300 - Wired Over-Ear Gaming



SENZER SG500 Surround Sound Pro Gaming Headset with Noise...



Organization preferred Logitech G432 Wired Gaming Headset, 7.1



Organization preferred Razer Kraken Gaming Headset: Lightweight



Organization preferred Logitech G335 Wired Gaming Headset, with Flip



HyperX Cloud Stinger - Gaming Headset, Lightweight,...



explore

Discover new virtual experiences with live hosts

Browse now ▶

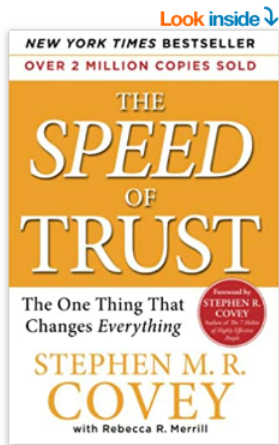
The SPEED of Trust: The One Thing that Changes Everything and millions of other books are available for Amazon Kindle. Learn more

Back to results

Organization preferred

Admin note: "Sold by certified small and diverse sellers that your organization encourages you to buy from"

Each item page features organization messages.



The SPEED of Trust: The One Thing That Changes Everything

Paperback – February 5, 2008

by Stephen M.R. Covey (Author), Stephen R. Covey (Foreword), Rebecca R. Merrill (Contributor)

★★★★☆ 3,270 ratings

See all formats and editions

Low Price Across 2 Stores

Kindle \$14.99

Audiobook \$0.00

Hardcover \$25.14

Paperback \$18.28

Read with Our Free App

Free with your Audible trial

172 Used from \$1.09
62 New from \$1.99
3 Collectible from \$1.99

357 Used from \$1.44

Over two million copies sold.

Stephen M. R. Covey shows how trust—and the speed at which it is the single most critical component of a successful leader and organization.

Stephen M. R. Covey, widely known as one of the world's leading authors on trust, shows how trust—and the speed at which it is the single most critical component of a successful leader and organization.

Report incorrect product information.

Select your options, update quantity, Add to Cart.

Buy new: \$18.28

List Price: \$19.99 Details

Save: \$1.71 (9%)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10+

Add to Cart

Secure transaction

Ships from and sold by MyPrepbooks.

Seller Credentials:

Minority-Owned Business, Women-Owned Small Business, Registered Small Business

Return policy: Eligible for Return,



Added to Cart



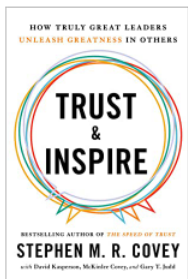
Cart Subtotal: \$91.40

Proceed to checkout (5 items)

Go to Cart

Customers who bought this item also bought

Page 1 of 3



Trust and Inspire: How Truly Great Leaders Unleash Greatness in Oth...

★★★★★ 274

\$27.22

List Price: ~~\$30.00~~

Add to Cart



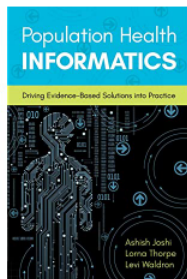
Trust & Inspire

★★★★★ 274

\$18.00

List Price: ~~\$25.00~~

Add to Cart



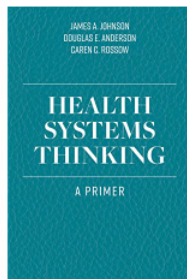
Population Health Informatics: Driving Evidence-Based Solutions...

★★★★★ 45

\$79.95

List Price: ~~\$97.95~~

Add to Cart

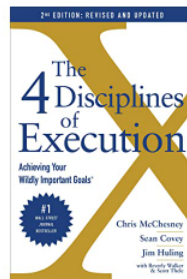


Health Systems Thinking: A Primer

★★★★☆ 49

\$41.95

Add to Cart



The 4 Disciplines of Execution: Revised and Updated: Achieving Y...

★★★★★ 474

\$17.72

List Price: ~~\$18.99~~

Add to Cart

Customers who bought items in your cart also bought





1 Choose a group

Your groups

Indiana University AB
Indiana University

Choose this group

Addresses

Payment methods

Individual

Individual

Choose this group

Choose a group to continue

Order Summary

Items (5):	\$91.40
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected*:	--

Order total: --

[How are shipping costs calculated?](#)

2 Business order information

3 Shipping address

4 Payment method

5 Items and shipping

*Why has sales tax been applied? See [tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, your contract to purchase an item will not be complete until we send you an order confirmation email.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of receipt. See our [Returns Policy](#).

Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

If you're a member of a subgroup, you'll see it listed here and should select it.

Otherwise, select Indiana University AB.

**1 Group**Indiana University AB
Group under Indiana University**2 Business order information****Location**

UA

Department

ESTC

Category Manager Approval

Select one

No approval required

Yes - Approved

No - Please gain approval

3 Shipping address**4 Payment method****5 Items and shipping**

Enter your chart and organization code or department name.
The key is consistency 😊

This helps facilitate reporting for Admins.

Continue

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items (5):	\$91.40
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected*:	--

Order total: --[How are shipping costs calculated?](#)

Select the appropriate Category Manager Approval option.

Be prepared to provide the CM's approval email.

*Why has sales tax been applied? See [tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Important information about sales tax you may owe in your state

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See [Amazon.com's Returns Policy](#).

Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

3 Enter a new shipping address

Add a new address

Save time. Autofill your current location.

Autofill

Country/Region

United States

Full name (First and Last name)

Sarah Chavez

Phone number

Why? ▾

8128564574

Address

501 N Morton St

Suite 104

City

Bloomington

State

Indiana

ZIP Code

47404

Add delivery instructions (optional)

Do we need additional instructions to find this address?

Do not leave package by mail boxes. Please deliver to the office suite specified above.

Do we need a security code or a call box number to access this building?

1234

Weekend delivery

▾ Do not deliver on weekends

Add address

Use this address

Choose an address to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items (5):	\$91.40
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:*	--

Order total: --

How are shipping costs calculated?

Enter your shipping address and any additional notes for the delivery driver.



- Group** Indiana University AB
Group under Indiana University
- Business order information** Location: UA
Department: ESTC [Change](#)
- Shipping address** Sarah Chavez
501 N MORTON ST STE 104
BLOOMINGTON, IN 47404-3731
[Edit delivery preferences](#) [Change](#)
- Payment method** Visa ending in 2532 [Change](#)
Billing address: Same as shipping address.
[Add a gift card or promotion code or voucher](#)

5 Review items and shipping

Save your checkout settings as the default for future orders

Use the selected group, shipping address, and payment method as my checkout defaults.

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Estimated delivery: Sept. 20, 2022 - Sept. 23, 2022

Items shipped from MyPrepbooks



The Speed of Trust: The One Thing That Changes Everything

by Stephen M.R. Covey

Admin note: Sold by certified small and diverse sellers that your organization encourages you to buy from

Choose a delivery option:

Tuesday, Sept. 20 - Friday, Sept. 23

FREE Shipping

Place your order

By placing your order, you agree to the

The P-Card is the only allowable payment method with Amazon Business.

No personal cards!

The Billing Address of the P-Card is like your department's address.

Whichever address was used when applying for the card.



Bulk purchases

How do I make a bulk purchase?

- Reminder: The P-Card **cannot** be used at wholesalers like Sam's Club or Costco.
- Amazon Business offers two ways to search for and purchase products in bulk.





explore

Virtually teleport for your next adventure

[Browse now ▶](#)
[Office Products](#) › [Office & School Supplies](#) › [Envelopes, Mailers & Shipping Supplies](#) › [Packing Materials](#) › [Bubble Wrap](#)


Share

Duck Brand Bubble Wrap Roll, Original Bubble Cushioning, 12 x 175', Perforated Every 12 (286891)

Visit the Duck Brand Store

★★★★★ ▾ 25,812 ratings | 31 answered questions

Amazon's Choice for "bubble+wrap"

📉 10 Price Changes

List Price: ~~\$25.99~~Business Price ▾ **\$25.30** (\$0.14 / Sq Ft) ✓prime & FREE Returns ▾You Save: ~~\$0.69~~ (2%)

Buy more, save more:	2 units \$24.62 Save 5%	4 units \$23.93 LOWEST PRICE Save 7%
----------------------	--------------------------------------	--

May be available at a lower price from other sellers, potentially without free Prime shipping.

Size: 12 in. x 175 ft. ^

12 in. x 175 ft.	12 in. x 600 ft.
\$25.30 (\$0.14 / Sq Ft)	\$69.99 (\$0.12 / Sq Ft)

Size

12 in. x 175 ft.

Buy new: **\$25.30** (\$0.14 / Sq Ft)
✓prime & FREE Returns ▾

FREE delivery **Tue, Sep 13**.
Order within 5 hrs 16 mins

📍 Deliver to Indiana
- Bloomington 47404

In Stock.

Quantity: **1**

Buying in bulk?

[Add to Cart](#)

🔒 Secure transaction

Sold by Amazon and Fulfilled by Amazon.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt ▾

Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose **Ship in Amazon packaging** at checkout.

Item pages display bulk buying options.

Or click "Buying in Bulk?" to see options.



explore

Virtually teleport for your next adventure

Browse now ▶

Office Products › Office & School Supplies › Envelopes, Mailers & Shipping Supplies › Packing Materials › Bubble Wrap



Share

Duck Brand Bubble Wrap Roll, Original Bubble Cushioning, 12 x 175', Perforated Every 12 (286891)

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Business Price ▾ **\$25.30** (\$0.14 / Sq Ft) ✓prime & FREE Returns ▾

You Save: **\$0.69** (2%)

Buy more, 2 units

4 units

save more: **\$24.62**

\$23.93

LOWEST PRICE

Save 5%

Save 7%

May be available at a lower price from other sellers, potentially without free Prime shipping.

Size: 12 in. x 175 ft. ^

12 in. x 175 ft.

\$25.30
(\$0.14 / Sq Ft)

12 in. x 600 ft.

\$69.99
(\$0.12 / Sq Ft)

Size

12 in. x 175 ft.

Buy new: **\$25.30** (\$0.14 / Sq Ft)
✓prime & FREE Returns ▾

FREE delivery **Tue, Sep 13.**
Order within 5 hrs 16 mins

Deliver to Indiana
- Bloomington 47404

In Stock.

type a quantity...

2+	\$24.62 Save 5%
4+	\$23.93 Save 7%
Buying in bulk?	

by Amazon.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt ▾

Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose **Ship in Amazon packaging** at checkout.



6 VIDEOS

Roll over image to zoom in

Last-minute savings on
educator essentials

amazon business

Want to see which items are
available in bulk?

Click "Quantity Discounts" in
the top menu.

Buy it again



Easily find supplies
from past orders

Shop and Reorder

Education supplies



Explore and stock up in
our hub built for
educators.

Shop the store

Today's Deals



Find special
happenings

Shop deals



Invite people
that match your team
and share access to
business-only prices

Invite people



Create list
your organization
orders often.

Create list

Related to items you've viewed [See more](#)



Duck Brand Bubble Wrap
Roll, Original Bubble



Organization preferred
uBoxes Small Bubble



Amazon Basics Perforated
Bubble Cushioning Wrap -



Amazon Basics Perforated
Bubble Cushioning Wrap -
Medium 5/16", 12-Inch x...



2-Pack Bubble Cushioning
Wrap Rolls, 3/16" Air
Bubble, 12 Inch x 72...



2-Pack Air Bubble
Cushioning Roll Wrap 12-
Inches X 72 - Feet...



Office Depot(R) Air Bubble
Packing Material, 12in. x
200ft. Roll



Save up to 10%
with Quantity Discounts

Discount tiers start as low as 2 items and are available on over 40 million products.
Join over 700,000 business customers who already save today.

Quantity Discounts on top-rated products

Shop by category

BREAKROOM

OFFICE

IT PERIPHERALS

JANITORIAL & SANITATION

MAINTENANCE, REPAIR, & OPERATIONS

APPAREL & SHOES

OUR BRANDS



SCHLAGE

When every detail matters



Select a category to
explore options.

Quantity Discounts on top-rated breakroom products

Save up to 10% with discounts starting as low as two items.

[See more >](#)

Shop breakroom categories



Coffee



Beverages



Snacks



Plates, utensils, storage



Spills and clean up



Highly rated

Department

< Top Quantity Discounts

Top Quantity Discounts - Breakroom

Department

- < Grocery & Gourmet Food
- < Home & Kitchen
- < Health, Household & Baby Care
- < Industrial & Scientific
- < Arts, Crafts & Sewing
- < Appliances
- < Tools & Home Improvement
- < Electronics
- < Toys & Games
- < Sports & Outdoors
- < Clothing, Shoes & Jewelry
- < Beauty & Personal Care
- < Office Products
- < Garden & Outdoor
- < Automotive Parts & Accessories
- < Baby

1-12 of over 7,000 results for **Top Quantity Discounts - Breakroom**

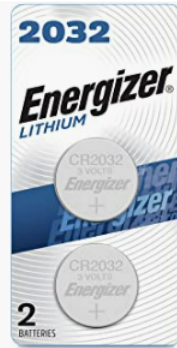
Amazon's Choice



Amazon Basics 48 Pack AA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

48 Count (Pack of 1)

★★★★★ ~ 474,029



Energizer 2032 Batteries, Lithium CR2032 Battery, 2 Count

★★★★★ ~ 57,562

\$5⁴⁷ (\$2.74/Count)

✓prime FREE Delivery Tue, Sep 13

Best Seller



Click on an item for bulk pricing details.

6 Count (Pack of 4)

★★★★★ ~ 98,081

After placing an order

- Your order may route for review by Procurement Card Services.
 - Card Services reviews orders that:
 - Are over \$4,999 (the P-Card transaction limit).
 - Contain restricted items.
 - In the case of restricted items, Card Services will contact you to request verification that the purchase was approved by a Category Manager.
 - Remember that exception request? Be prepared to provide it.





Wrap-up & resources

Purchasing essentials:

1. As purchaser, you are a steward of IU funds and responsible for following IU policy and procedure.
2. Whenever possible, use a BUY.IU supplier.
3. Unrestricted item not available in BUY.IU? Use Amazon Business (or another non-contracted supplier).
4. Item available in BUY.IU but drastically cheaper from another seller? Submit a support form and request an exception.
5. Purchasing is here to help! Not sure what supplier to use? Submit a support form.



Amazon Business essentials:

1. Amazon Business should **not** be your first stop for shopping, but it's a great option in compliant situations!
2. If there are substantial cost savings between an item in BUY.IU and Amazon Business, submit a support form and request an exception.
3. Purchases must be made using a P-Card. Do not use or save personal credit cards in Amazon Business.
4. It's possible to purchase items in bulk instead of using wholesalers like Sam's Club or Costco.

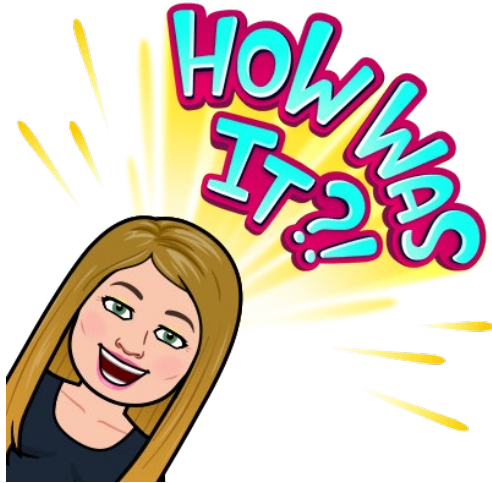


Resources

- [FIN-PURCH-02: University Procurement Contracts](#)
- [Policy Feature FIN-PURCH-02 newsletter article](#)
- [SOP-PCARD-04: Restricted Items](#)
- [Purchasing, P-Card, AP, and SDM Support Form](#)
- Training team email: estc@iu.edu



Thank you!



How was the session?

Let us know by completing a short
feedback survey

<https://go.iu.edu/azeval>

Or scan this QR code with your
phone's camera:

