

Amazon Business & Bull Marketplace

Purchasing News <PURCHASING@LISTSERV.USF.EDU>

on behalf of

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To: PURCHASING@LISTSERV.USF.EDU <PURCHASING@LISTSERV.USF.EDU>

Hello University Community –

By now we are hopeful you are aware of [Amazon Business being live in Bull Marketplace](#). The next milestone is **December 18** when USF's Amazon Business account for direct purchases with individual PCards will be disabled, which means that ALL university purchases with Amazon will be required to be made through the Amazon Business punchout site in Bull Marketplace.

Many of you are questioning the need for this change. Making Amazon purchases through the Bull Marketplace is more or as efficient as individual PCard use. Bull Marketplace POs can be issued same-day with approval, with the same delivery expectations from Amazon, while eliminating individual procurement card reconciliation procedures. In addition, the use of Bull Marketplace ensures that approvers know the details on what is being purchased which is an enhanced control.

We have further plans to enhance features that will yield additional efficiencies. For example, we are exploring the use of transaction holding funds in Bull Marketplace for purchases intended to be reimbursed to USF from USF Foundation with more information coming prior to winter break.

We encourage you to embrace this business process change for Amazon to continue to be a key supplier resource. In the future, Amazon purchases made with personal cards through another Amazon Business account or Amazon retail site will not be reimbursed.

The Procurement Team is available for targeted training or internal business process discussions. Reach out to Brie Matier (bmatier@usf.edu) to schedule..

Please cascade this information to those who may not be listserv registered.

Many thanks for your cooperation!

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