

AMAZON is now EXCLUSIVELY on BULL MARKETPLACE

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Mon 12/18/2023 8:52 AM

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

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Hello Procurement Friends!

TODAY IS THE DAY!

As of this morning, all purchases from Amazon will need to go through Bull Marketplace.

Please see below for important reminders regarding this change.

P-Card Use: P-Cards will be monitored closely for Amazon purchases. This business process change is for Marketplace purchases only and **does not include** AWS accounts and Amazon Incentive Program, where P-card can still be used.

Amazon.com Access: You will still be able to login to Amazon.com using your @usf.edu email address to track orders, start returns and view order history (all of which actions can also be done through Bull Marketplace), but the ability to purchase has been turned off.

Existing Accounts: Users with existing Amazon, Amazon Prime, or Amazon Business accounts using their "@usf.edu" e-mail address will be asked to either A) Merge their existing account to the USF Amazon Business Account or B) Update their account's email address to a personal one the first time you use the Bull Marketplace Amazon Punch Out.

Foundation Funds: We are actively working on implementing a solution which will allow buyers to indicate the intended reimbursement of the purchase from USF Foundation funds by entering a designated account code along with a valid convenience fund in the chartfield area of the requisition. The business process for reimbursement is anticipated to mirror what is currently done for P-card reimbursement outside of BMP (via wire/check request). More information on this solution will be available early January. We apologize for any inconvenience in the meantime. If you have immediate need, please reach out to Brie bmatier@usf.edu.

Using BMP: Bull Marketplace is accessed through the MyUSF >Business Systems Menu. If you require any support, information or training to feel comfortable adapting your current buying practice to Bull Marketplace, please check out the many resources on our [Website](#).

Attached below is an e-mail sent earlier this month from our AVP George Cotter outlining the need and benefits of this change.

Thank you for your support and feedback through these changes!

~ USF Procurement Services

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!

George Cotter

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