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**PROCUREMENT ANNOUNCEMENT: Amazon Business moving to Penn Marketplace**

We will be transitioning Amazon Business into the Penn Marketplace on July 29, 2024.

By including Amazon Business on the same platform as other catalog suppliers, we will foster a controlled and planned procurement process for Amazon Business purchases. Please note that Amazon is not a Preferred Contract supplier. Penn's preferred contract suppliers have been strategically sourced by Procurement Services and/or industry cooperatives. As such, preferred contract suppliers should always be considered first when purchasing office supplies, IT equipment, and lab supplies.  Preferred contract suppliers can be found by using the[**Supplier Search**](https://procurement.upenn.edu/making-purchases/find-a-supplier/supplier-search) tool on the[**Procurement Services website**](http://procurement.upenn.edu) and selecting Preferred Contract under the supplier type selection.

What this transition means for you:

* **New Process**: Amazon Business shoppers will now use the Penn Marketplace instead of a P-Card. Detailed instructions on how to place orders through the Penn Marketplace will be available in BEN Helps and in future communications.
* **Training Materials**: We will provide training materials to help you and your shoppers navigate the new process.  We will also provide a demonstration during an upcoming Monthly ABA meeting.  Amazon will provide a resource to help with training and address any end user inquiries during the transition.
* **Ongoing Support**: Our procurement team is available through BEN Helps to assist with any questions or concerns you may have during this transition.
* **Readiness:** Any users who have an Amazon account, personal or business, that uses a Penn email address and is not enrolled in the Penn Amazon Business program will receive targeted emails with instructions on what actions are needed before July 29.

This change will bring additional advantages, including:

* + **Improved Access:** All Penn Marketplace Shoppers and Requistioners can shop on Amazon Business.
  + **Enhanced Safety and Standards:** BEN Financials security and compliance measures will be applied to the spending on Amazon Business.
  + **Improved Tracking and Reporting:** PO ordering through the Penn Marketplace offers enhanced visibility into our purchasing activities, enabling better tracking and reporting.
  + **Simplified Invoicing and Payment:** With the use of the latest invoicing and payment automation technologies, we have enabled streamlined invoicing and payment processes that improve our financial management.
  + **Continued Priority on Utilizing Small and Diverse Businesses:** Amazon Business provides tools to support buying from small, diverse suppliers.

We appreciate your cooperation and adaptability as Amazon Business is transitioned into the Penn Marketplace.

Should you have any questions or require further information, please submit a ticket through [BEN Helps](https://www.finance.upenn.edu/financial-system-access-training/ben-helps-support-portal/).