

Amazon.com Procurement Process

Existing Contract with Barnes and Noble:

Quick or Blanket POs can be established with Contracted Rutgers vendor in RIAS “Barnes & Noble College Booksellers”, please check there first before ordering through Amazon.com. Barnes and Noble contact information is as follows:

Jennifer Larsen, Barnes and Noble Assistant Manager for Rutgers University
Who can be reached at AM660@bncollege.com or 732-246-8448.

Amazon.com Corporate Accounts

Rutgers University does not have a corporate account with Amazon.com however; individual University Departments can create or apply for their own corporate account and for their own line of credit directly with Amazon.com.

Instructions to set up a line of credit with Amazon’s credit partner GE Capital Retail Finance:

1. Business Manager (or primary user on account) must start the account process at www.amazon.com/creditline by choosing the “apply” option for the “pay in full” account.
2. Business Manager must set up a corporate account which requires email address, password setup and basic information about Rutgers. (Rutgers’ Tax ID # is 22-6001086.) This makes the Business Manager the primary account manager which gives him/her control over ordering, adding buyers and tracking all orders.
3. Business Manger must select the option for opening a line of credit/application. Once the application is submitted, Business Manager must call Amazon Corporate Credit Services at 866-781-3210 to get an immediate decision. Once approved, Business Manager can begin shopping online.

Any questions about line of credit or assistance when applying for a line of credit can be directed to Amazon Corporate Credit Services, 866-781-3210.

To make a purchase from Amazon.com once an account is established:

4. Business Manager must create a Quick Order in RIAS making sure to choose the supplier as: Amazon.com, PO Box 29168, Shawnee Mission, KS 66201.
5. Business Manager must place order online through Amazon.com. Clicking “proceed to checkout” will prompt a few simple steps confirming the ship-to address, the shipping method and payment method. The last screen is where the Rutgers Quick Purchase Order number MUST be entered.