**AMAZON CONTRACT COMMUNICATION**

Logo

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We are excited to announce a Cooperative Purchasing Contract with **Amazon Business** that is free and available to all districts that are a member of any Educational Service Center in Indiana. This contract reduces procurement complexity by eliminating the need for multiple bids and gives districts the ability to:

* Access business only pricing and bulk discounts
* Utilize one stop comparison shopping to simplify the purchasing process
* Receive free shipping on orders that include at least $25 of eligible items

Getting started is easy!

**Instructions for School Districts on how to either switch their current Amazon Business account to the ESC of Indiana contract or start a new account using the ESC of Indiana contract:**

* **Do you have an existing Amazon Business account for your organization?**
  + **YES!** I am the Amazon Business account admin.

1. Email [customer-advisor-edu-us@amazon.com](mailto:customer-advisor-edu-us@amazon.com) with the following information:
   1. Amazon Business account name (example: Smith Public School)
   2. Amazon Business admin email address (example: [smith@smithpublicschool.edu](mailto:smith@smithpublicschool.edu))
   3. Brief summary on why you are requesting the ESC of Indiana Amazon Business contract (example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Schools is requesting to utilize the benefits associated with the Indiana CIESC Amazon Business Contract.
2. You will receive an email response within two (2) business days from a dedicated customer advisor.

***OR***

* + **NO.** I am the purchasing admin at my organization and would like to set up an Amazon Business account.

1. Email [customer-advisor-edu-us@amazon.com](mailto:customer-advisor-edu-us@amazon.com) with the following subject line: ‘I would like to set up an Amazon Business account for my organization’ and a message that includes (example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Schools is requesting to utilize the benefits associated with the Indiana CIESC Amazon Business Contract.
2. You will receive and email response within two (2) business days from a dedicated customer advisor to set up a meeting

If you still have questions contact Debbi at [dchristy@wciesc.k12.in.us](mailto:dchristy@wciesc.k12.in.us)