



Dear University Community,

We are excited to announce that Procurement Services has enabled Amazon PunchOut through Tiger\$hoppe (e-procurement system) to make it easy for you to shop on Amazon.com. Our goal is to simplify the purchasing process so you can take advantage of the wide selection and competitive prices of the Amazon marketplace.

Through this upgrade you will have immediate access to:

- Free Two-Day Shipping on orders over \$49 ([learn more](#))
- Business Pricing and quantity discounts on select items
- Business-tailored search and browse functionality
- Access to a specialized Customer Service team for business customers only
- And more!

To begin using the Amazon PunchOut, simply click on the Amazon tile in Tiger\$hoppe. The first time you PunchOut you will be prompted to create an Amazon.com business account using your TSU email address. If you do have an existing account associated with your TSU email address, it is suggested you maintain a separate account for personal purchases. Transfer any personal Amazon accounts associated with your TSU email address to a personal email address (e.g., free Gmail or Yahoo accounts) before accepting the invitation to join the University's Amazon Business account.

Once you have completed this one time process you can immediately start shopping on Amazon.com with an even better customer experience! Should you have any difficulty, Amazon Customer Service may be reached by phone at (888) 281-3847 or by email at corporate-PunchOut@amazon.com.

REMINDER:

- Orders are not placed until they have completed the approval process
- Office supplies should be purchased through the Staples PunchOut
- All software purchases must be approved by the Office of Technology Services
- Personal item/purchases are prohibited

Please contact Procurement Services at procurement@tnstate.edu if you have questions.

Thank you,

Joel L. Sims Jr.

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Director of Procurement Services

