



Ashland University Campus Store Amazon Ordering Instructions

1. Request account set up by emailing offsupp@ashland.edu or by calling Connie Sheppard at extension 6355. You will receive an email like the one below to continue to set up your account.



Bookstore with Ashland University Bookstore has invited you to place orders for work using Amazon Business. It's just like the Amazon.com you know, but with more business products and saving options to choose from. Set up your business user account for automatic access to:

- millions of work-related products
- exclusive business pricing
- quantity discounts
- business-friendly payment options

Invite expires within 21 days. If you do not set up your account before this invitation expires, you will need to contact Bookstore (csheppar@ashland.edu) to resend your invitation.

Set up your account

Enjoy Amazon Business!

2. Follow the instructions through Amazon to set up your individual account.
3. Once account is set up, place orders on the Amazon account that you set up. For your order please provide department charge number and delivery location.
4. Once your order is submitted, it will be routed to the Campus Store for fulfillment.
5. When your order arrives, the Campus Store will perform a quality check on the items, bill your department charge provided for the items, and deliver your items to the location requested.
6. If you have any questions about your order please email offsupp@ashland.edu or call extension 6355.

*Please note that we can direct ship to your office but only in cases of absolute immediacy. We strive to deliver all items to the departments on the day that they arrive. We make our deliveries in the afternoon so if you need to arrange an alternate delivery time please contact offsupp@ashland.edu or call extension 6355.