



# Purchasing Newsletter

VOLUME 6, ISSUE 6

SEPTEMBER 23, 2016

## SPECIAL POINTS OF INTEREST:

- ◆ Amazon Business
- ◆ Purchase Order Reminder

### INSIDE THIS ISSUE:

- Amazon Business 1
- Purchase Order Reminder 2
- Drop Box Data Breach 3

## Amazon Business Coming October 1



UNM Procurement is pleased to announce that Amazon Business for Education will have a new punchout site available in LoboMart on **October 1, 2016**. In order to prepare for the new site, some users with personal Amazon.com accounts will need to update their account information.

If you are using your UNM Email Address for a personal account, please make sure you change the email address for your personal account to a Non-UNM email address **prior to October 1, 2016**. Click [HERE](#) for instructions on changing your Amazon Account Email Address. Failure to change your Amazon account email address prior to using the new punchout site will link your personal account to the UNM Business account.

The UNM Business account should be used for purchases on behalf of the University. If you link your personal Amazon account to the UNM account, UNM Procurement would have access to all account information, including order history. To protect the privacy of your personal account information and keep your personal and University purchases separate, you should change

the email address in your personal account to a non-UNM address.

Staff (who are also Students) that punchout and use their school email with prime may keep it and everything is fine as long as they use this account **only for UNM business purposes**.

Staff (who are also Students) that use their student email with student prime discount but use it for BOTH personal and business purposes, and want to keep it private, should CHANGE their email to a personal email. Freeing up their school address to use for the punchout.

### **Enrolling in Prime Student Without a .edu Email Address**

In order to maintain your student discount, you will use the following link which allows you to enroll without a school .edu address and still access student discounting:

[https://www.amazon.com/gp/feature.html?ie=UTF8&docId=I000896051&ref=sm\\_st\\_jo\\_in\\_no\\_edu](https://www.amazon.com/gp/feature.html?ie=UTF8&docId=I000896051&ref=sm_st_jo_in_no_edu)

Enjoy all the benefits of being a Prime Student member, even if you don't have a .edu email address!

**Continued on Next Page**

**Purchasing Department**  
 MSC01 1240  
 1 University of New Mexico  
 Albuquerque, NM 87131-0001  
 Phone: 505-277-2036  
 Fax: 505-277-7774  
 Email: [purchase@unm.edu](mailto:purchase@unm.edu)  
 Website: [www.unm.edu/~purch/](http://www.unm.edu/~purch/)

## Amazon Business Coming October 1 (Cont'd)

If you are able to provide proof of enrollment in at least one course at a college or university located in one of the 50 states or the District of Columbia, you may be eligible to enroll in Prime Student through an alternative process. To provide proof of enrollment, please send an e-mail to [amazon-student-verification@amazon.com](mailto:amazon-student-verification@amazon.com) from the e-mail address associated with your Amazon.com account. In the message, include a scan, photo or screenshot of **one** of the following options:

- Your student ID displaying the current term or an expiration date (just a student ID number is not valid).
- Your transcript or class list for the current term with your name and your school's name on it.
- Your tuition bill for the current term with your name and your school's name on it.

- An official acceptance letter for the upcoming term (must include matriculation date).

Before contacting Amazon, please ensure your payment details (e.g. credit card) are updated with a card that is not expired in your Amazon account.

If Amazon determines you are eligible, they will send you a follow-up email within 3-5 business days that contains a link which allows you to complete the sign-up process without a .edu email address. However, you must sign-up for Prime Student within 14 days of receiving this follow-up email, or else you will need to contact Customer Service again to register. By completing this sign-up process, you agree to Amazon [Terms and Conditions](#).

If you have any questions, please contact the Purchasing Department at [purch@unm.edu](mailto:purch@unm.edu).

## Purchase Order Reminder

Just a friendly reminder for goods and services orders on Purchase Orders.

Goods are not to be received and services are not to be rendered until a LoboMart requisition has been

submitted, approved and the resulting Purchase Order has been issued by the Purchasing Department.

If you have questions, please email [purch@unm.edu](mailto:purch@unm.edu).



Do you have a comment or question for the newsletter? [Email us!](#)

PURCHASING  
NEWSLETTER

Purchasing Department  
MSC01 1240  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
Phone: 505-277-2036  
Fax: 505-277-7774  
Email: [purchase@unm.edu](mailto:purchase@unm.edu)  
Website: [www.unm.edu/~purch/](http://www.unm.edu/~purch/)

## Dropbox Data Breach

In response to the breach of more than 68 million Dropbox user accounts and passwords, UNM is reiterating the need for the more than **3,400 Dropbox users who sign in to Dropbox using their NetID** to log in as soon as possible, at which point those users will be directed to change their Dropbox password.

Please be reminded that you should **never use your UNM NetID password on non-UNM systems.**

Additionally, Dropbox is not a UNM approved vendor/application for collecting, storing, transmitting or processing sensitive and protected data for which UNM is entrusted.

Please contact the Information Security & Privacy Office at 277-5757 if you have any questions.

## What Do You Think?

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [jglucero@unm.edu](mailto:jglucero@unm.edu).

# Happy Fall!

