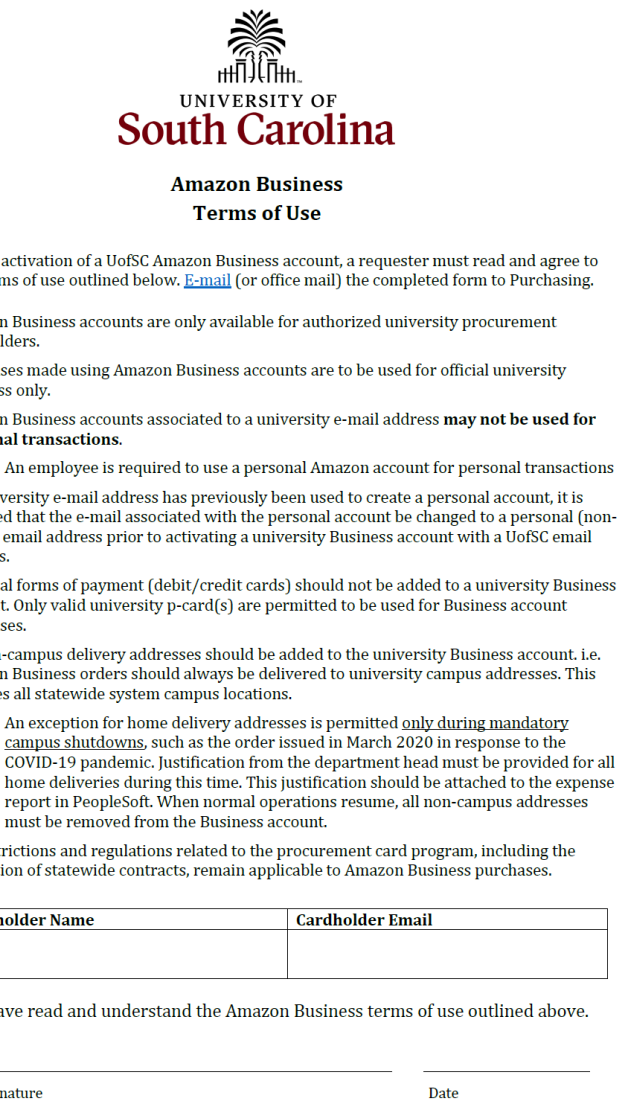
AMAZON BUSINESS

Terms of Use Form

UNIVERSITY OF
South Carolina

TERMS OF USE FORM

- The Terms of Use form is required for all cardholders that wish to activate a UofSC Amazon Business account.
- You may choose to fill out and sign the form electronically, then email the form to our office's purchasing@sc.edu address.
- You may also prefer to print, physically fill, and sign this form. It can then be sent via campus mail, or it can be scanned and emailed to our office's purchasing@sc.edu address.



UNIVERSITY OF South Carolina

Amazon Business
Terms of Use

Before activation of a UofSC Amazon Business account, a requester must read and agree to the terms of use outlined below. E-mail (or office mail) the completed form to Purchasing.

1. Amazon Business accounts are only available for authorized university procurement cardholders.
2. Purchases made using Amazon Business accounts are to be used for official university business only.
3. Amazon Business accounts associated to a university e-mail address **may not be used for personal transactions.**
   - ❖ An employee is required to use a personal Amazon account for personal transactions
4. If a university e-mail address has previously been used to create a personal account, it is required that the e-mail associated with the personal account be changed to a personal (non-UofSC) email address prior to activating a university Business account with a UofSC email address.
5. Personal forms of payment (debit/credit cards) should not be added to a university Business account. Only valid university p-card(s) are permitted to be used for Business account purchases.
6. No non-campus delivery addresses should be added to the university Business account. i.e. Amazon Business orders should always be delivered to university campus addresses. This includes all statewide system campus locations.
   - ❖ An exception for home delivery addresses is permitted only during mandatory campus shutdowns, such as the order issued in March 2020 in response to the COVID-19 pandemic. Justification from the department head must be provided for all home deliveries during this time. This justification should be attached to the expense report in PeopleSoft. When normal operations resume, all non-campus addresses must be removed from the Business account.
7. All restrictions and regulations related to the procurement card program, including the utilization of statewide contracts, remain applicable to Amazon Business purchases.

Cardholder Name	Cardholder Email

☐ I have read and understand the Amazon Business terms of use outlined above.

Signature _____ Date _____

UofSC South Carolina

ADOBE ACROBAT READER DC

- Filling and signing forms electronically is available using **Acrobat Reader DC**, which can be obtained here: get.adobe.reader
- Acrobat Reader is a free software program. If your PC does not have this application installed already, it may require administrative credentials from your department's IT liaison to authorize installation.
- If your PC has an older version of **Acrobat Reader** installed, you may need to download the latest version from Adobe's website and re-install the application.
- If you already have a copy of the paid **Acrobat DC** on your PC, you will not need to download **Acrobat Reader DC**.

FILL AND SIGN DOCUMENTS USING ACROBAT

- Guidance for signing documents electronically is available from Adobe:

  https://helpx.adobe.com/acrobat/how-to/fill-and-sign-pdf-forms.html

- This presentation contains screenshots and step by step instructions in slides 5-10.

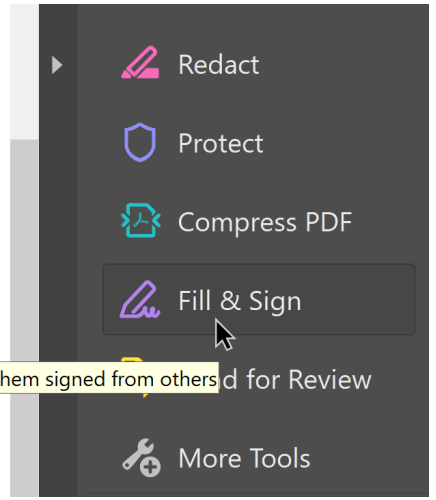
STEP 1 – CHOOSE 'FILL & SIGN' IN RIGHT MENU

Cardholder Name	Cardholder Email

☐ I have read and understand the Amazon Business terms of use outlined above.

_____ _____

Signature Date



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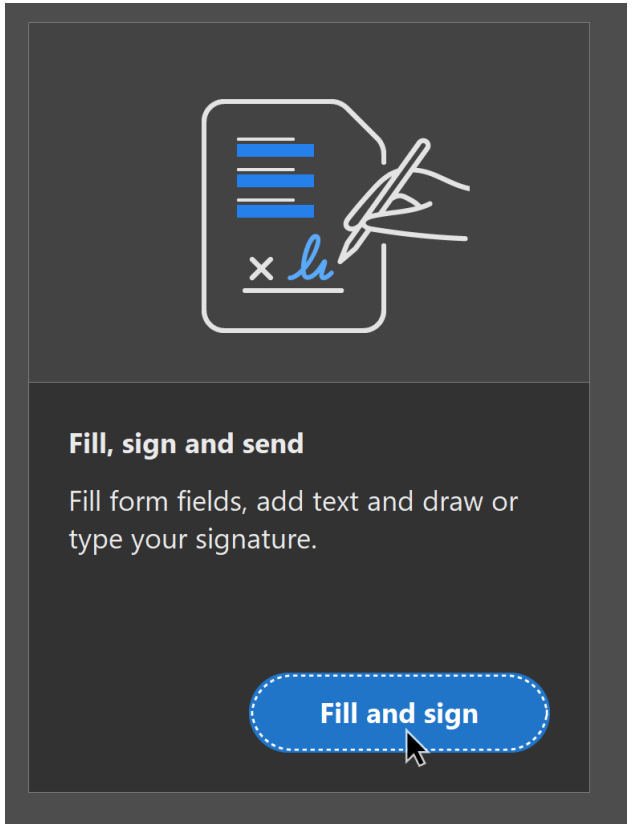
STEP 2 – CLICK “FILL AND SIGN”



University of South Carolina

STEP 3 – CLICK ON FIELDS TO ENTER INFORMATION

Cardholder Name	Cardholder Email
Type text here	

☑ I have read and understand the Amazon Business terms of use outlined above.

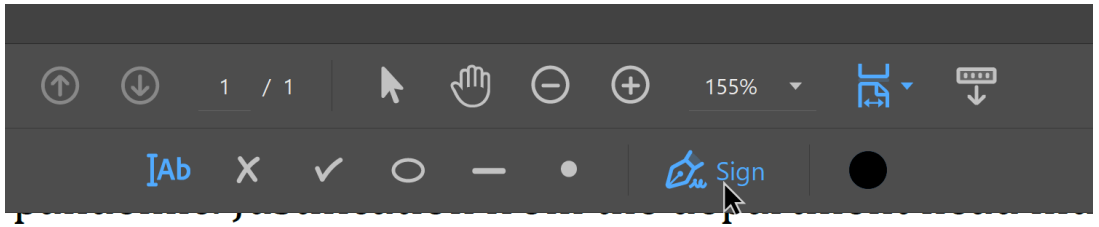
_____ _____

Signature Date

UofSC South Carolina

STEP 4 – CHOOSE THE ‘SIGN’ OPTION ON THE TOP MENU

STEP 5 – CHOOSE ‘ADD SIGNATURE’



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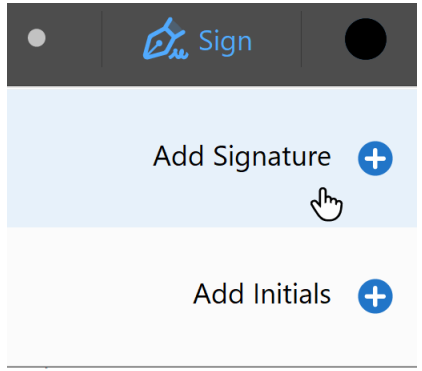

South Carolina

STEP 6 – SELECT YOUR SIGNATURE FORMAT

You may type using your keyboard.

You may draw using your mouse or a touchscreen.

University of South Carolina

STEP 7 – PLACE YOUR SIGNATURE ON THE LINE

☑ I h and understand the Amazon Business terms

Signature

U of SC South Carolina

QUESTIONS OR PROBLEMS ?

Mac Stiles

Amazon Business Account Administrator

mac.stiles@sc.edu

University of South Carolina