

# Amazon Business Buyer Training

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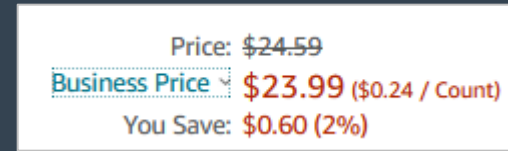
- What's Changing
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- Account Navigation & Shopping Experience
- Placing an Order
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# Amazon Business Benefits

There are a variety of discounts available on Amazon Business that your organization can take advantage of to unlock savings.

## Business Pricing

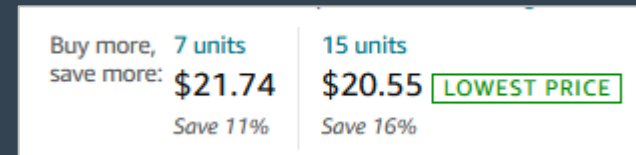
- Cheaper pricing available only for registered Amazon Business customers.



Price: ~~\$24.59~~  
**Business Price** \$23.99 (\$0.24 / Count)  
You Save: \$0.60 (2%)

## Business-Only Selection

- Business-only selection refers to items and offers that are only available for purchase by Amazon Business customers.



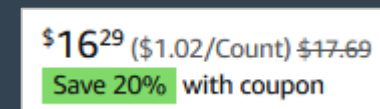
Buy more, <b>7 units</b> save more: <b>\$21.74</b> Save 11%	<b>15 units</b> <b>\$20.55</b> <b>LOWEST PRICE</b> Save 16%
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## Quantity Discounts and Limited Time Deals/Coupons

- Volume-tiered discounts

## Amazon Business Analytics

- Use Amazon Business Analytics to view data about your orders, create and filter reports based on your business needs, and view both charts and tables. [Click](#) to learn more.



**\$16<sup>29</sup>** (\$1.02/Count) ~~\$17.69~~  
**Save 20%** with coupon



### Take Advantage of Amazon of Business Prime Shipping

- Once Business Prime Shipping has been purchased, it provides Free Two-Day Shipping on eligible items for all users in the business account. There are multiple pricing tiers to meet the needs of businesses of all sizes. [Click](#) to learn more.

### Prime Eligibility – Fulfilled by Amazon

- Prime eligible items are fulfilled by Amazon. We recommend searching for prime eligible items to ensure that your products arrive on time and as expected. All products clearly mark who the seller is on the product detail page.

### What's not Included?

- Business Prime Shipping does not include additional Prime benefits such as Amazon Fresh, Pantry, Video, or Music.

**Amazon Basics 100 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack**

Visit the Amazon Basics Store

★★★★★ 406,011 ratings | 443 answered questions

Amazon's Choice for "aa batteries 100 pack"

Was: \$23.99  
Price: **\$23.43** (\$0.23 / Count) ✓prime

You Save: \$0.56 (2%) by buying more.  
Save up to 15% with Progressive Discounts  
You will unlock discounts as your organization buys more of this product.

Buy more, 7 units save more: **\$21.44** Save 10%  
37 units **\$20.25** (LOWEST PRICE) Save 15%

Style: 100 AAA

\$23.43 (\$0.23 / Count) ✓prime	\$8.30 (\$0.42 / Count) ✓prime
\$10.73 (\$0.30 / Count) ✓prime	\$3.57 (\$0.89 / Count) ✓prime

Buy new: \$23.43 (\$0.23 / Count) ✓prime

FREE delivery Friday, March 11. Order within 1 hr 8 mins

Select delivery location

In Stock.

Quantity: 1

Add to Cart

Secure transaction

Sold by Amazon and Fulfilled by Amazon.

Support: Free Amazon product support included

Shows what's inside. To hide it, choose **Ship in Amazon Packaging** at Checkout.

Add other items:  
 Amazon Basics \$36.41

**Sold by Amazon and Fulfilled by Amazon.**



# Registration & Accessing the Amazon Business Account

# Amazon Business Registration Scenarios

Depending on how you have used your work email on Amazon in the past, you will be prompted through a corresponding registration flow

Persona	Objective
<b>New User</b>	Has never used your organization's email domain on any Amazon account
<b>Existing Amazon.com account used for <i>Business Purchases</i></b>	Amazon User has your organization's email linked to Amazon. Since they have only made business purchases in the past, their order history and account information (payment methods, addresses, etc.) should be converted/migrated to the centralized Business account.
<b>Existing Amazon.com account used for <i>Personal Purchases</i></b>	Amazon User has your organization's email linked to Amazon. Since they may have made personal purchases, they would like to transfer all previous order history and account information to a personal email, and start a clear profile in the new centralized Business account.
<b>Existing Amazon Business</b>	Amazon <u>Business</u> User (your organization's email is linked to a separate AB account) who needs to either 1) merge the current account into the central Business account from an email invitation or 2) deregister the account (convert to a .com account) before joining the central account.

# Accessing Amazon Business through Single Sign On

Accessing the Amazon Business account is simple when Amazon is integrated with your organization

## How do you sign in?

- All registration flows when you click the link provided to access the centralized Amazon Business account. This will automatically log you into the appropriate account.
- For those who have not used their work email in the past, they will be immediately authenticated into the central account.
- For those who do need to take action to separate out their existing account, this is a *one time process that they will be guided through*. They will be authenticated automatically each subsequent time.

# Account Invitations

## How do Invitations Work?

- You received/will receive an emailed invitation to your work email from [business@amazon.com](mailto:business@amazon.com)

## Call to Action:

- Click on the “Join Amazon business” link in the email to ensure you have access to your Amazon Business Account
- If you don't take action within 90 days, your invitation will expire

amazon business

Congratulations!

You have been invited to join your company Example Amazon Business account. Amazon Business combines the selection, convenience, and value you expect from Amazon, with features that can help improve your operations.

Ready to get started? You can join your team here:

[Join Amazon Business](#)

If you have any questions or need any tips on getting started, we are here to help. Visit [Amazon Business Help](#) or contact our [Customer Service](#).

Thank you for choosing Amazon Business as a trusted partner for your business needs.

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.

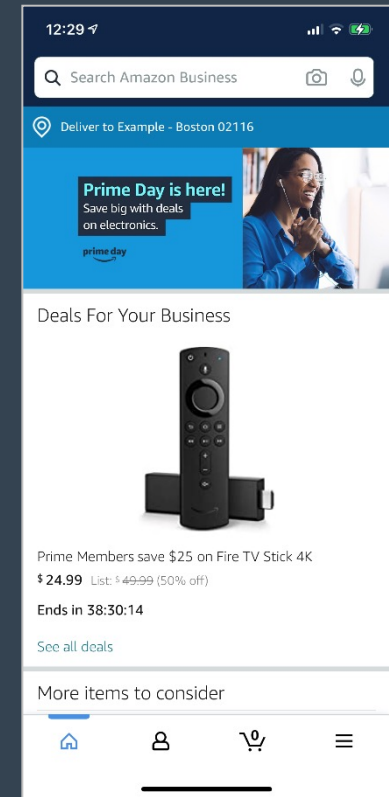
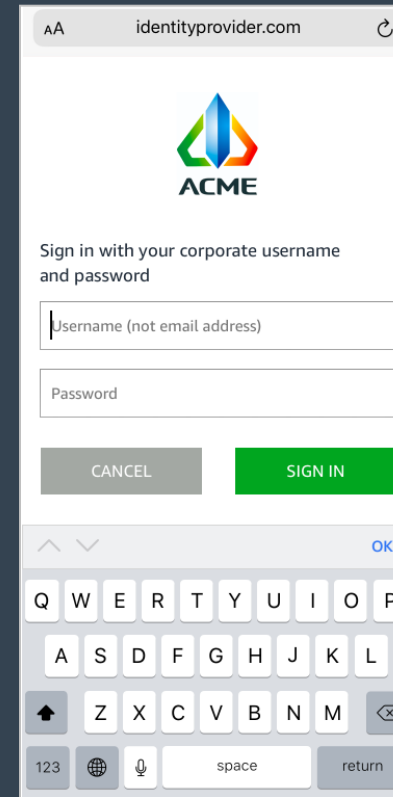
*For Easier Access in the Future - Save this as a Favorite or bookmark in your web browser! [Amazon Business](#)*

# Accessing through Amazon Business Mobile App

The Amazon Business account can now be accessed via SSO on the Amazon Business Mobile App.

## How to join the account and sign in?

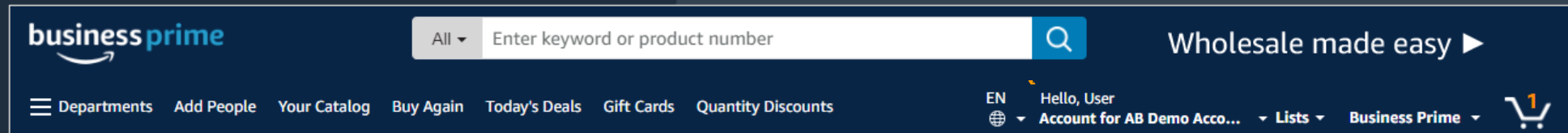
- Download the AB Mobile App ([iOS App](#) or [Android App](#))
- Reach out to internal IT team to request the link to access Amazon Business from your mobile device. This will take you to your identity provider (IdP) sign-in page to log in.
- Depending on how users have used their work email on Amazon in the past, they may need to take action to separate or migrate an existing account.
  - For those who have not used their work email in the past, they will be immediately authenticated into the central account.
  - For those who do need to take action to separate out their existing account, this is a *one time process that they will be guided through*. They will be authenticated automatically each subsequent time.



# Account Navigation

# Account Navigation

Hover over your name in the top right hand corner to access additional tools in your account



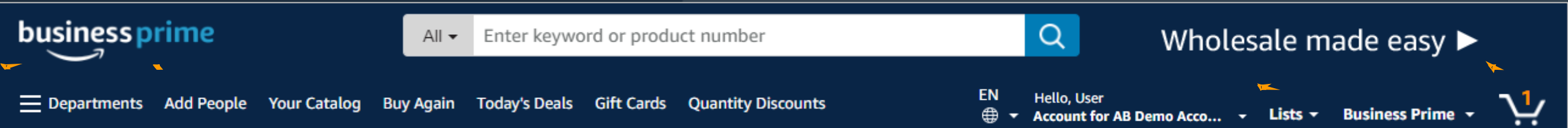
The screenshot shows the Amazon Business Prime header with a search bar, navigation links, and a user account menu. The user account menu is open, showing options like 'Your Account', 'Your Orders', 'Business Analytics', 'Bulk Ordering', 'Your Interactions', 'Receiving', 'Switch Accounts', and 'Sign Out'.

Page	Functionality
<b>Your Account</b>	Standard Amazon account information including name, email address & password
<b>Your Orders</b>	View and track your orders. Administrations can view orders others have placed on behalf of the organization
<b>Bulk Ordering</b>	Create a new bulk order, continue saved bulk orders, or track your requests for quotes and quantity discounts
<b>Business Analytics</b>	Create and filter custom reports based on your business needs to view your organization's orders
<b>Switch Accounts</b>	Allows you to easily toggle between your different Amazon accounts

- Account Details**
  - Your Account
  - Your Orders
  - Manage your delivery
  - Business Analytics
  - Manage Recurring Deliveries
  - Bulk Ordering
  - Your Interactions
  - Receiving
- Switch Accounts
- Sign Out

# Start Your Shopping Experience

Utilize the Search bar, your Lists, or Your Catalog to search for specific items



Click here to shop by department and/or category

## LINKS TO EXPLORE:

- Workplace Essentials: 4+ star rated work supplies, including top searched and purchased
- PPE Workplace Essentials
- Featured programs and storefronts
- Best Sellers: Shop best-selling items across all departments, updated hourly
- Today's Deals: Discover all current deals, including coupons
- Wholesale: Save by purchasing items in bulk, case packs, and large packs
- Private Brands: Discover Amazon Business brands, including Amazon Commercial, Amazon Basics and more

Click here to create and manage lists. You can also access lists shared with you.

Access your Shopping Cart Here



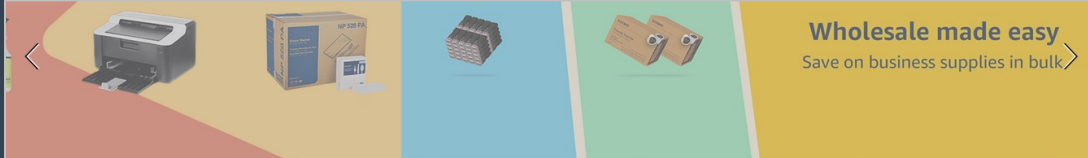
# Amazon Business Homepage

- **Notification Panel**

Order Summary & Recommendations

- **Customized to Each User**








- Features and Programs you could benefit from
- Product Recommendations
- Purchased by Your Organization



Wholesale made easy  
Save on business supplies in bulk

<b>Summary</b> 5 Awaiting delivery \$4.11K Jan: Total spend	<b>Jan 24</b> Next delivery \$0 Past due balance	<b>Stock up on PPE</b> We offer PPE & workplace essentials for clean and safe environment. Purchase PPE	<b>Today's Deals</b> Find special deals happening now. Shop deals	<b>Pay for purchases later</b> Free up cash flow with a payment option to purchase items on net payment terms for approved Amazon Business customers. Explore payment terms	<b>Give the gift of choice</b> Share your appreciation by giving Gift Cards. Shop Gift Cards
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Best sellers in Computers & Accessories Page 1 of 7

 HP 24mh FHD Monitor - Computer Monitor with 23.8-Inch IPS Display... ★★★★☆ 19,702 \$174.99 <small>prime</small>	 Dell USB 3.0 Ultra HD/4K Triple Display Docking Station (D3100), Black ★★★★☆ 6,793 \$129.64 <del>\$169.99</del> (24% off) <small>prime</small>	 Dell Thunderbolt Dock-WD19TBS 130w Power Delivery ★★★★☆ 107 \$299.99 <del>\$384.99</del> (22% off) <small>prime</small>	 Pluggable USB 3.0 Universal Laptop Docking Station Dual Monitor for... ★★★★☆ 9,138 \$99.00 <del>\$159.99</del> (38% off) <small>prime</small>	 Fire TV Stick 4K streaming device with latest Alexa Voice Remote (includes... ★★★★☆ 38,525 \$29.99 <del>\$49.99</del> (40% off) <small>prime</small>	 Lenovo USA Lenovo ThinkPad USB-C Dock Gen 2 (40AS0090US) ★★★★☆ 1,229 \$267.18 Only 12 left in stock - orde...	 Fire TV Stick with Alexa Voice Remote (includes TV controls), HD streaming... ★★★★☆ 137,061 \$19.99 <del>\$39.99</del> (50% off) <small>prime</small>
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Buy wholesale

Deals on business supplies

Workplace safety solutions

Buy more save more

Explore departments [View all](#)

Office Products



Books



Software



Electronics & Computers



Janitorial & Sanitation



Safety



Lab & Science



Tools & Construction



# Traditional Marketplace Search

Search for and filter results to identify items you are looking for.

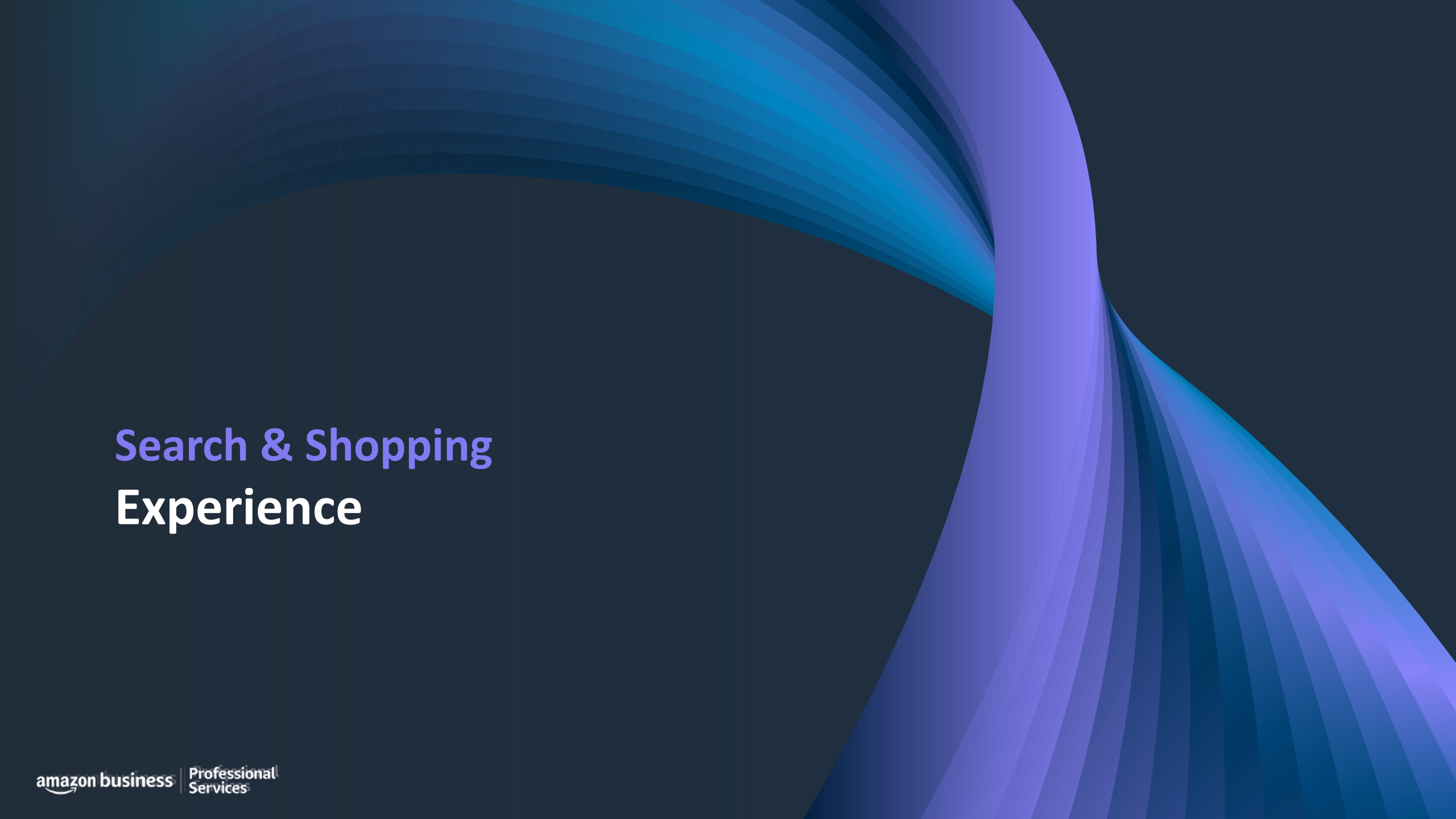
- Enter item or key word(s) in the search bar. Search All Departments & try using **generic descriptors instead of brand names**
- Consider refining search results with filters available on left side of your screen, such as **Prime** or **Business Seller** or **Climate Pledge Friendly**
- Sort results by options listed on the top left of your screen, such as **Price: Low to High**

The screenshot shows the Amazon Business search results for "batteries". The search bar at the top contains "batteries" and the results are sorted by "Featured". The left sidebar contains a "FILTERS" section with the following categories:

- PRIME & DELIVERY**
  - DELIVERY: Get It Today, Get It by Tomorrow, Today by 3PM, Overnight by 11AM
  - SHIPPING OPTIONS: Frustration-Free Packaging, Amazon Global Store, International Shipping Eligible
  - PRIME PROGRAMS: All Prime
- SELLER TYPE**
  - Business Seller
- DISPOSABLE CUPS**
  - CLIMATE PLEDGE FRIENDLY: Climate Pledge Friendly
- AMAZON BUSINESS OWNERSHIP & DIVERSITY SELLER CERTIFICATIONS**
  - Registered Small Business
  - Women-Owned Business Enterprise
  - Women-Owned Small Business
  - Veteran-Owned Small Business
  - Minority-Owned Business
  - SBA-Certified HUB Zone Firm

The main content area displays a sponsored advertisement for Energizer batteries, followed by search results. The results include:

- Best Seller:** Amazon Basics 20 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value... (4.5 stars, 409,736 reviews, \$8.29)
- Sponsored:** Duracell Coppertop AA + AAA Batteries with Power Boost, 56 Count Pack Double A and Triple A Battery... (4.5 stars, 528 reviews, \$39.40)
- Sponsored:** Duracell - CopperTop AAA Alkaline Batteries - Long Lasting, All-Purpose Triple A Battery for Household and... (4.5 stars, 32,401 reviews, \$17.58)
- Sponsored:** Duracell - CopperTop AA Alkaline Batteries - Long lasting, all-purpose Double A battery for household an... (4.5 stars, 13,995 reviews, Unavailable)



# Search & Shopping Experience

# Search & Order From Within Your Lists

Lists make it easy to keep track of the things you need and are easy to share with others. Any User on Amazon Business can create a shopping list

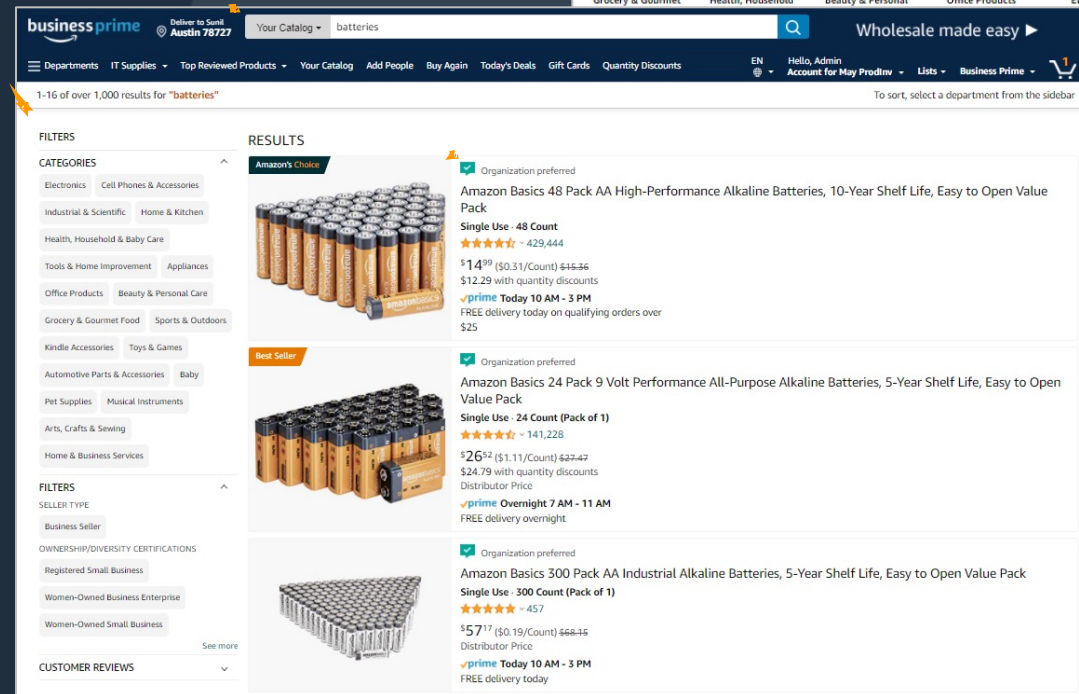
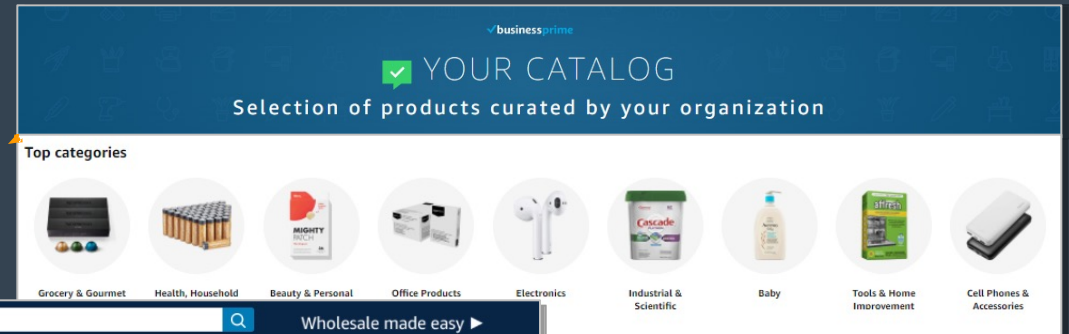
- Review lists that have been shared with you
  - Shared with you
  - Shared with your groups
  - Public Lists
- Add items from your lists directly to your cart
- Utilize Search functionality to find specific items within the list

The screenshot displays the Amazon Business 'Lists' interface. At the top right, a navigation bar shows 'EN', 'Hello, User', 'Account for Business', and 'Lists'. The main content area is titled 'Lists' and includes a 'Learn more' link and a 'Create a list' button. Below this, there are sections for 'Your reorder lists' (containing 'Preferred Item List'), 'Your shopping lists' (currently empty), 'Shared with you' (empty), 'Shared with your groups' (listing 'Events' and 'Josh Inc'), and 'Public Lists' (listing various categories like 'Best sellers for you by Amazon Business', 'Recurring Delivery by Amazon', etc.). The 'Preferred Item List' section shows an 'Estimated subtotal: \$8.29' and an 'Add all to Cart (1 items)' button. A product card for 'Amazon Basics 20 Pack AAA High-Performance Alkaline Batteries' is featured, with a 'Best Seller' badge, a star rating of 4.5, and a price of \$8.29. The product is shown as added to the cart on March 21, 2022, with a quantity of 1. Below the product card are options to 'Delete item', 'Comment Add', and 'Priority Add'. A 'Your lists' sidebar on the right lists 'Preferred Item List' and 'Amazon recommended lists' such as 'Best sellers for you by Amazon Business', 'Recurring Delivery by Amazon', etc., with a 'Create a list' button at the bottom.

# Search Within Your Catalog

Your Catalog provides a catalog of curated offers and products that have been preferred by your organization.

- Browse top categories from the Your Catalog home page
- Search from curated and recommended products selection
- Refine search results with filters available of left side of your screen, such as **Prime** or **Business Seller** or **Ownership/Diversity Certifications**





# Bulk Buying Tool

Access the Bulk Ordering tool from the drop down menu of your business account

- Create bulk orders when you need more of something
- You can Buy in Bulk by Category
- Request custom quotes directly from sellers based on your business needs
- Search for and Order Books in Bulk using ISBN or ASIN numbers

Account navigation menu for a business user. The header shows 'Hello, User' and 'Account for Business' with a dropdown arrow, and 'Lists' with a dropdown arrow. The main menu items are: Account Details, Your Account, Business Settings, Your Orders, Try Business Prime, Bulk Ordering (highlighted with an orange arrow), Business Analytics, Category Savings Evaluation, and Manage Recurring Deliveries.

Bulk ordering page header: 'Bulk ordering' with a subtitle 'Track your requests, evaluate offers and buy your bulk orders'. Below this, it states 'You currently have no bulk requests'. A circular icon with a grid pattern is shown. The main heading is 'Create a bulk order', followed by the text: 'Conveniently buy large quantities of products in a single bulk purchase. To create a bulk order, use the online or downloadable order form to add up to 49 different products (or 999 total items), then complete your purchase.' A yellow 'Create a bulk order' button is at the bottom.

'New bulk order' form. Subtitle: 'Add up to 49 different products (or 999 total units)'. A link 'Give us feedback on bulk orders' is in the top right. Two main options are presented: 'Form entry' (Enter products one by one) and 'Upload spreadsheet' (Upload our fill in template). Below these are input fields: 'Input type' (dropdown menu set to 'ASIN or ISBN'), 'ASIN or ISBN number' (text input with placeholder 'Eg: B01234567 or 978-3161484100'), and 'Quantity' (text input). An 'Add to order' button is on the right.

# Custom Quote Engine (CQE)

A tool Amazon Business customers can use when looking for quotes on orders of > 999 units or > \$7,500

- Custom Quotes allows you to receive customer offers tailored to your business needs
- Request custom quotes directly from sellers based on your business needs
- Typical savings of 10%

**businessprime** Your plan - All - Enter keyword or product number

Departments Business Savings Event Buy Again Today's Deals Gift Cards Amazon Commercial Your Catalog Add People Quantity Discounts Savings Hub Recommendations - PPE for Work IT Supplies - Education Store Request for Quote

## Custom Quotes

Bulk purchasing for when you need more.

- Access thousands of pre-vetted bulk suppliers
- Custom offers tailored to your business needs
- Typical savings of 10%

### How to request Custom Quotes:

- Step 1:** Select "Buying in Bulk?" link on Product page
- Step 2:** Input quantity needed on Bulk Ordering page
- Step 3:** Select "Request a quote"
- Step 4:** Check quote status on Bulk Ordering Dashboard
- Step 5:** Proceed to Checkout

#### Bulk buying options

Products available: 1 of 1  
Items available: 678 of 999

Subtotal (678): **\$11,688.72**  
Shipping calculated at checkout  
Estimated tax calculated at checkout

Add all to cart

Or

Request a quote  
Get offers from suppliers for orders of \$10,000.00 or 999 units or more

Product	Quantity	Availability	Seller	Price + Shipping
Organization restricted - SanDisk 128GB Ultra microSDXC UHS-I Memory Card with Adapter - 120MB/s, C10, U1, Full HD, A1, Micro SD Card - SDSQUA4-128G-GN6MA ★★★★★ 237064 ratings ASIN: B08GKNCPP Condition: New Limited quantity available Similar items available from \$12.39	Quantity: 999	678 In Stock	Sold by Mobile deals and Fulfilled by Amazon. 98% positive (618 seller ratings)	<b>\$11,688.72</b> ✓prime \$17.24 each Prime FREE Delivery FREE delivery for Prime members

# Blocked Policies



Your organization may have blocked certain product categories based on its internal buying policies

**Organization blocked**

- **Admin note:** Please contact IT for laptop acquisition.
- See more admin notes (1)

HP Chrom  
GB RAM, 3  
Silver)  
Visit the HP Store  
★★★★★  
Climate Pled  
List Price:  
Business Price

Qty: 1

Add to Cart

1-Click ordering is not available for this item.

Select delivery location

**Organization blocked**

Samsung Galaxy Tab Active  
T540NZKAXAR  
★★★★★ ~ 137  
\$515<sup>63</sup> \$749.99  
\$512.87 with quantity discounts  
✓prime FREE Delivery Mon, Mar 8  
More Buying Choices  
\$489.90 (7 used & new offers)

- Blocked products will be clearly marked throughout the buying process
- Blocked products cannot be added to cart, the cart will be grayed out



# Restricted Policies



Your Account Administrator may have restricted categories for purchase within Amazon Business based on your organization's buying policies

Organization restricted

Hammermill Printer Paper, 20 lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright - Made in the USA

Organization restricted

HP Printer Paper 8.5 x 11 | 20 lb - 1 ream - 500 Sheets | 92 Bright - Made in USA - FSC Certified Copy Paper

**Organization restricted**

**Admin note:** "This item may not comply with the purchasing standards for your organization."

Hammermill Printer Paper, 20 lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright - Made in the USA

Visit the Hammermill Store

★★★★★ 23,365 ratings

#1 Best Seller in Inkjet Printer Paper

- Restricted products will be clearly marked throughout the buying process
- Purchases with Restricted items may require additional approval
- Administrators have direct visibility into any restricted purchases via Business Analytics


# Preferred Products/Sellers



Your Account Administrator may mark specific products as preferred to ensure you can easily find them. This messaging is visible throughout the shopping experience, search results, and on product detail pages

✔ Organization preferred

Admin note: "This item is recommended by Amazon to help us achieve savings. We encourage you to choose it over similar items."



Visit the Amazon Basics Store

Amazon Basics 100 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

★★★★★ 377,460 ratings | 338 answered questions

Amazon's Choice for "aaa batteries 100 pack"

Preferred by your organization

Best Seller

Buy more, save more

Style:

✔ Organization preferred

Amazon Basics 100 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

Single Use · 100 Count (Pack of 1)

★★★★★ ~ 377,460

\$23<sup>99</sup> (\$0.24/Count) \$24.59


\$20.55 with quantity discounts

prime

- Preferred products will be clearly marked throughout the buying process
- Purchases are recommended for products identified as Preferred
- Administrators may share preferred lists with the organization in addition to setting preferred policies

Organization preferred

Best Seller



AAA-48  
Energizer  
MAX

Organization preferred

Energizer AAA Batteries (48 Count), Triple A Max Alkaline Battery

Single Use

★★★★★ ~ 110,732

\$25<sup>17</sup> (\$0.52/Count) ~~\$28.97~~

\$24.35 with quantity discounts

prime

# Adding Items to Your Shopping Cart

## Product considerations

- Prime eligibility
- Expected delivery time
- Quantity
- Seller and fulfillment

Amazon Basics 48 Pack AA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

Visit the Amazon Basics Store  
★★★★★ 429,155 ratings | 636 answered questions  
Amazon's Choice for "batteries"

Was: ~~\$15.36~~  
Business Price **\$14.99** (\$0.31 / Count) **prime** Same-Day  
You Save: \$0.37 (2%)  
Save up to 18% with Progressive Discounts  
You will unlock discounts as your organization buys more of this product.

Buy more, 2 units save more: **\$13.55** Save 17%  
15 units save more: **\$12.29** Save 19% **LOWEST PRICE**

Size: 48 Count

4 Count -- \$6.99 (\$0.70 / Count)	8 Count \$5.49 (\$0.69 / Count) <b>prime</b>
10 Count \$6.99 (\$0.70 / Count)	Combo Pack: 12 AA + 12 AAA \$13.49 (\$0.56 / Count)
20 Count \$9.03 (\$0.45 / Count) <b>prime</b>	Combo Pack: 24 AA + 24 AAA + 12 C + 8 9V \$39.99 (\$0.59 / Count)
36 Count \$14.99 (\$0.42 / Count)	<b>48 Count</b> \$14.99 (\$0.31 / Count) <b>prime</b>

Roll over image to zoom in

Number of Batteries 48 AA batteries required.  
Brand Amazon Basics  
Battery Cell Alkaline  
Composition

Buy new: **\$14.99** (\$0.31 / Count)  
**prime** Same-Day  
FREE delivery **Today 2 PM - 6 PM** if you spend \$25 on qualifying items. Order within 2 hrs 32 mins  
Deliver to May - Austin 78727  
In Stock.  
Quantity: **1**  
**Add to Cart**  
Secure transaction  
Sold by Amazon and Fulfilled by Amazon.  
Support: Free Amazon product support included  
**Add other items:**  
 Amazon Basics \$10.72  
36 Pack AAA High-Perform...  
 AmazonBasics \$10.98  
9V-8 Pack Alkaline Batte...  
 Amazon Basics \$26.52  
24 Pack 9 Volt Performance...  
 AmazonBasics \$15.10  
D-12 Pack Alkaline Batte...  
 Add a gift receipt for easy returns  
 **Recurring delivery**  
\$14.58 (\$0.30 / Count) Save \$0.77 (5%)  
**Add to List**

Cart subtotal (1 item): **\$14.99**  
**Proceed to checkout**  
**Go to Cart**

# Checkout

1. Select group for which you are purchasing (if more than one)
1. Enter Business Order Information (if required)
1. Select/Enter Shipping Address
1. Select/Enter Payment Method
1. Review items and Select Shipping Speed and Place your order

**1 Group** ABCD Organization  
Group under May Prodlrv [Change](#)

**2 Business order information** PO number: XYZ123  
GL code: 567ABC  
Cost center: 99100 [Change](#)

**3 Shipping address** Admin Name  
21 SAINT JAMES AVE  
BOSTON, MA 02116-3807  
[Edit delivery preferences](#)  
**Or pick up near this address - See nearby pickup locations**


**4 Payment method** Pay by Invoice  
~ Add a promotional code  
Enter code   [Change](#)

**5 Review items and shipping**

**Keep operating hours up to date**  
If your hours ever change at an address, click [Edit delivery preferences](#) to update them.

Select **FREE Amazon Day Delivery** below to have orders delivered together in fewer boxes on a single day.

**Delivery date: May 16, 2022** If you order in the next 14 hours and 12 minutes (Details)  
Items shipped from Amazon.com

 **Amazon Basics 48 Pack AA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack**  
Preferred by your organization.

**\$14.99** ✓ prime  
Business Price ▾  
Qty: 1 ▾  
Sold by: Amazon.com Services LLC  
[Add gift options](#)

**Choose your Prime delivery option:**  
**Today & Overnight** 2.99 - Fastest Delivery

Today 2 PM - 6 PM  
 Today 5 PM - 10 PM

See more delivery slots  
 **Monday, May 16**  
FREE Prime Delivery  
 **Monday, May 16**  
FREE Amazon Day Delivery  
Get your orders together in fewer boxes and deliveries each Monday. [Change delivery day](#)

**1 Choose a group**

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> <b>Group 1</b> Josh Inc	Individual	Shared and individual
<input type="radio"/> <b>Group 2</b> Josh Inc	Individual	Shared and individual
<input type="radio"/> <b>Group 3</b> Josh Inc	Individual	Shared and individual

**2 Business order information** [Close](#)

**PO number (optional)**

**GL code**

**Cost center**

**3 Choose a shipping address**

**Keep operating hours up to date**  
If your hours ever change at an address, click [Edit delivery preferences](#) to update them.

**Your addresses**

**Boston Office 31 SAINT JAMES AVE, BOSTON, MA, 02116-4101, United States** [Edit address](#) | [Edit delivery preferences](#)

[+ Add a new address](#)

**Your pickup locations**


[+ Find a pickup location near you](#)

**4 Choose a payment method**

**ABCD Organization line of credit**

**Pay By Invoice**  
Provided by your organization

**ABCD Organization credit and debit cards**

	Name on card	Expires on
<input type="radio"/>  <b>American Express</b> ending in 2001	Josh Solari	04/2024

Provided by your organization



# Blanket Purchase Orders (BPO)

## BPO Allocations

- Your organization may have set up budgets to be utilized at check out. If a budget has been applied to your account, you will select the budget from the PO Number drop down list.

Ensure you have selected the correct Blanket PO name when navigating through the checkout process

**2 Business order information**

**⚠ Your order requires approval**  
You can place the order but please note that it may not comply with your organization buying policies. [View admin notes \(1\)](#)

**PO number**  
Example

**For work purchases**  
**\$250.00 budget allocation**  
\$0.00 spent \$250.00 remaining

**Comments for approver (optional)**  
100 characters left

**Blanket PO names:**  
Example

**PO numbers:**


Add an additional approver?


**Continue**


# Checking out with Tax Exemptions

All products purchased from Amazon or any of the third party sellers who participate in ATEP will automatically reflect that tax exemptions have been applied during the checkout process

Estimated delivery: Oct. 14, 2016

 Zebra Z-Grip Retractable Ballpoint Pen, 24 Pack, 1.0 mm, Black (12221)  
\$8.33  
Quantity: 1 [Change](#)  
Sold by: Amazon.com LLC  
[Add a gift receipt](#)  
and see other gift options  
Tax Exemption Applied. [Remove](#)

 Georgia-Pacific Spectrum® Standard 92 Multipurpose Paper, 8.5 x 11 Inches, 1 Box of 3 packs (1500 Sheets) (998606)  
\$15.14  
Quantity: 2 [Change](#)  
Sold by: Amazon.com LLC  
[Add a gift receipt](#)  
and see other gift options  
Tax Exemption Applied. **Tax Exemption Applied. Remove**

 #10 Security SELF-SEAL Envelopes, No Window, Premium Security Tint Pattern, Ideal for Home Office Secure Mailing, QUICK-SEAL Closure - 4-1/8 x 9-1/2 Inches - White - 24 LB - 100 Per Box (34100)  
\$7.49  
[Business Price](#)

Choose a delivery option:  
 5-8 business days  
FREE Shipping  
 4-5 business days  
FREE Standard Shipping

Choose a shipping preference:  
 Group my items into as few shipments as possible  
 I want my items faster. Ship items as they become available.  
(at additional cost)

## Confirm tax exemptions are applied:


- On the Review Your Order page (checkout), verify and/or modify which items should be charged sales tax.
- If needed, you can manually add tax by clicking **Remove** next to the specific item

### » What items are eligible for tax exemption?

Tax exemption applies to items sold by . . .

- Amazon.com LLC
- Amazon Digital Services LLC
- Warehouse Deals LLC
- Amazon Services LLC
- Sellers (Non-Amazon) participating in ATEP

# Checkout – Review and Finalize Order

 **Place your order** **Order total: \$11.39**  
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

**Place your order**

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

---

### Order Summary

Items:	\$10.72
Shipping & handling:	\$0.00
Total before tax:	\$10.72
Estimated tax to be collected:	\$0.67
<b>Order total:</b>	<b>\$11.39</b>

[How are shipping costs calculated?](#)  
Prime shipping benefits have been applied to your order.

# Checkout – Approvals

Some orders or all orders placed on the account may be subject to approval before being fulfilled

## How do I order with Approvals configured?

- Depending on your role, some or all of your orders may require approval.
- There are no additional steps to take to submit your order for approval. Check out as you normally would and you will see the option at checkout.
- Your order will not be processed until it is approved by the appropriate approver. Keep this in mind for shipping timelines.
- You will be notified over email once your order is submitted and then again once your order has been approved and processed. Just as with a normal order on Amazon, you will also receive relevant shipping updates.
- If your order is not approved **within 7 days**, the order will automatically be canceled; however, the items in your order will not be deleted. If your order is canceled, you will need to submit the order again for approval.

[Submit order for approval](#)

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

### Order Summary

Items (2):	\$37.28
Shipping & handling:	\$5.99
<hr/>	
Total before tax:	\$43.27
Estimated tax to be collected:*	\$4.36
<hr/>	
<b>Order total:</b>	<b>\$47.63</b>

[How are shipping costs calculated?](#)

[Why didn't I qualify for free shipping?](#)



# 3 Way Match (3WM)

# 3 Way Match – Receiving on Website

We have revised the way you communicate your Amazon Business orders have been received to simplify internal processes, automate and save time. Update your orders as “Received” with a few clicks.

1. Log into your AB account > Hover over your name> Click on “Track Receiving for 3WM”
2. On the Receiving page, select the order you want to update.
3. For each item in the shipment, enter the quantity of items received or select **Mark everything received** to mark all items as received.
4. Select **Save** to save the details.

Hello, Brooke  
Account for Alleima Lists

**Account Details**

- Your Account
- Your Orders
- Business Settings
- Business Analytics
- Business Prime
- Manage Subscribe & Save
- Bulk Ordering
- Your Catalog
- Your Interactions

**Manage Your Business**

- Buying Policies & Approvals
- Billing & Shipping
- Members
- Tax Exemption & Licenses
- System Integrations

**Quick Actions**

- Add People
- Manage Budgets
- Set Spending Limits
- Approve Orders
- Track Receiving for 3WM

---

Customer Service

- Switch Accounts
- Sign Out

Displaying 5 of 5 Receiving settings

Date	Order #	PO #	Delivery status	Receiving status
05/29/2022	112-6981553-2132241 1 shipment, 4 items	Test2222	Delivered	Partially received
05/29/2022	112-2755257-2169805	Test2222	Cancelled	Pending
05/29/2022	111-2613099-5525014 1 shipment, 5 items	Test2222	Delivered	Partially received
05/29/2022	111-7711344-0585845 3 shipments, 3 items	Test2222	Unknown	Partially received
05/29/2022	111-0856775-3335445	Test2222	Unknown	Pending

Refine by: test2222

Receiving status

- Pending
- All items received
- Partially received
- Items missing

Date range: 2022

Order Number: 113-6038110-2913004

Enter the quantity of items received, check order details

Receiving confirmation

[Mark everything received](#)

of 2 items

of 1 items

Shipment 1 of 1: **Delivered on Jan 11, 2022**

Ozarka Brand 100% Natural Spring Water Plastic Bottles, 16.9 oz (24 Pack)  
Sold by: AmazonFresh  
\$5.29 Quantity: 2

Bragg Organic Apple Cider Vinegar, 16 oz  
Sold by: AmazonFresh  
\$3.99

Carrier: - Tracking number: PKV74CS1P1VSREJNLKKY Packing slip: [View details](#)

**Order Details**

Group: May Prodliv

Ordered by: Lmshahzade@yahoo.com Order date: 01/11/2022


Order total: \$19.56 PO number:

**Delivery Details**

Overall delivery status: Delivered  
1/1 shipments delivered

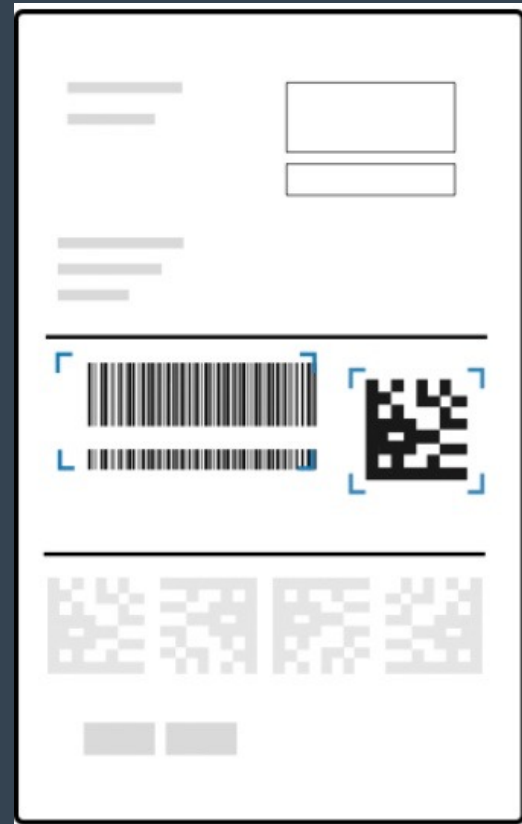
Overall receiving status: Pending  
0/3 items received

# 3 Way Match – *Mobile Barcode Scanning*

 New! Scan codes and track receiving with 3-Way Match. Get the latest [Amazon Business app](#)

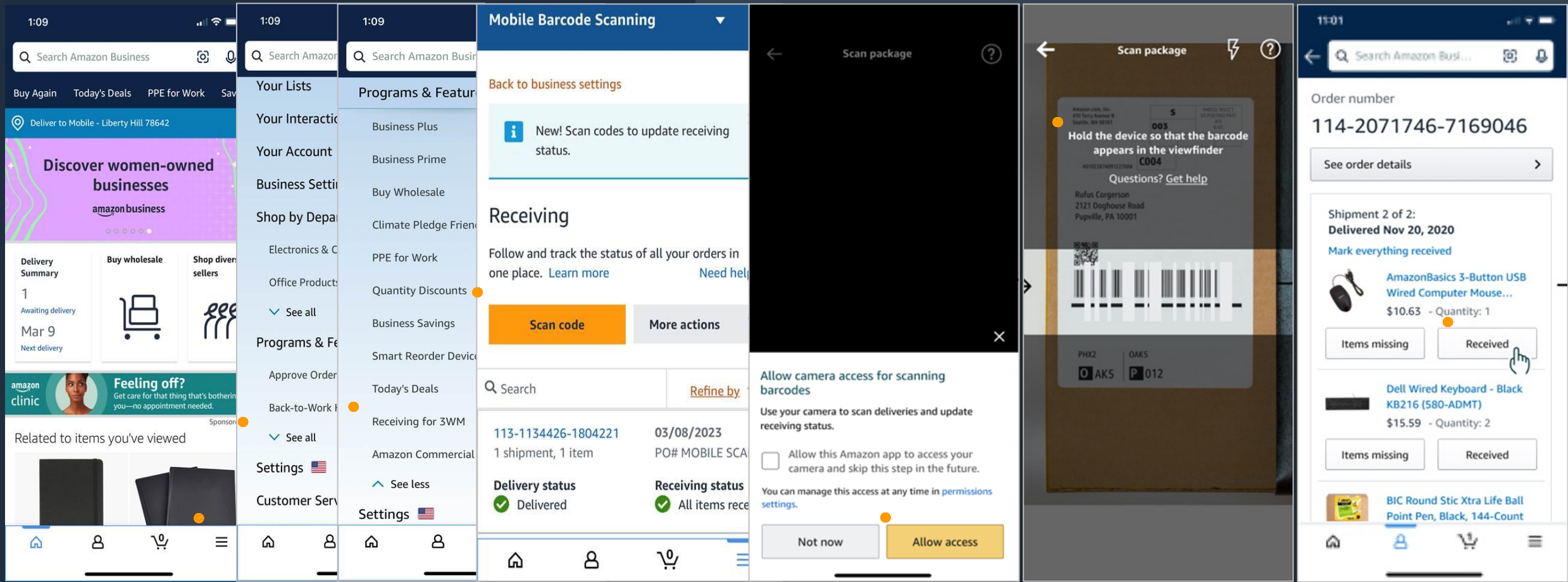
Barcode and QR scanning through the AB app offers the ability to scan codes on packages to update the receiving status.

[iOS App](#)   [Android App](#)



# How to Scan Packages on the AB App

[Link to Comprehensive How to Guide](#)



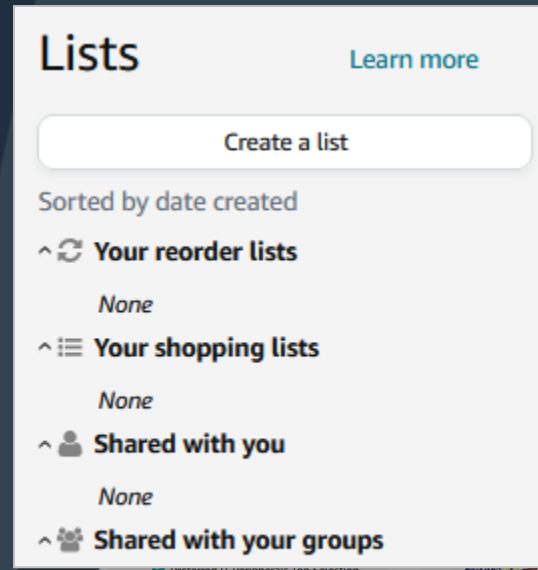
# Things to Know

# Reorder & Shopping Lists

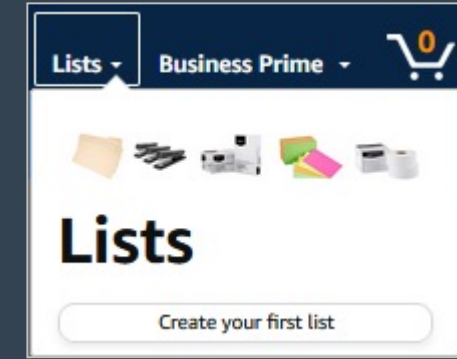
## How do Lists work on Amazon Business?

Lists make it easy to keep track of the things you need, and are easy to share with others. Choose between multiple list types depending on whether or not you want the items to remain on a list after they are ordered.

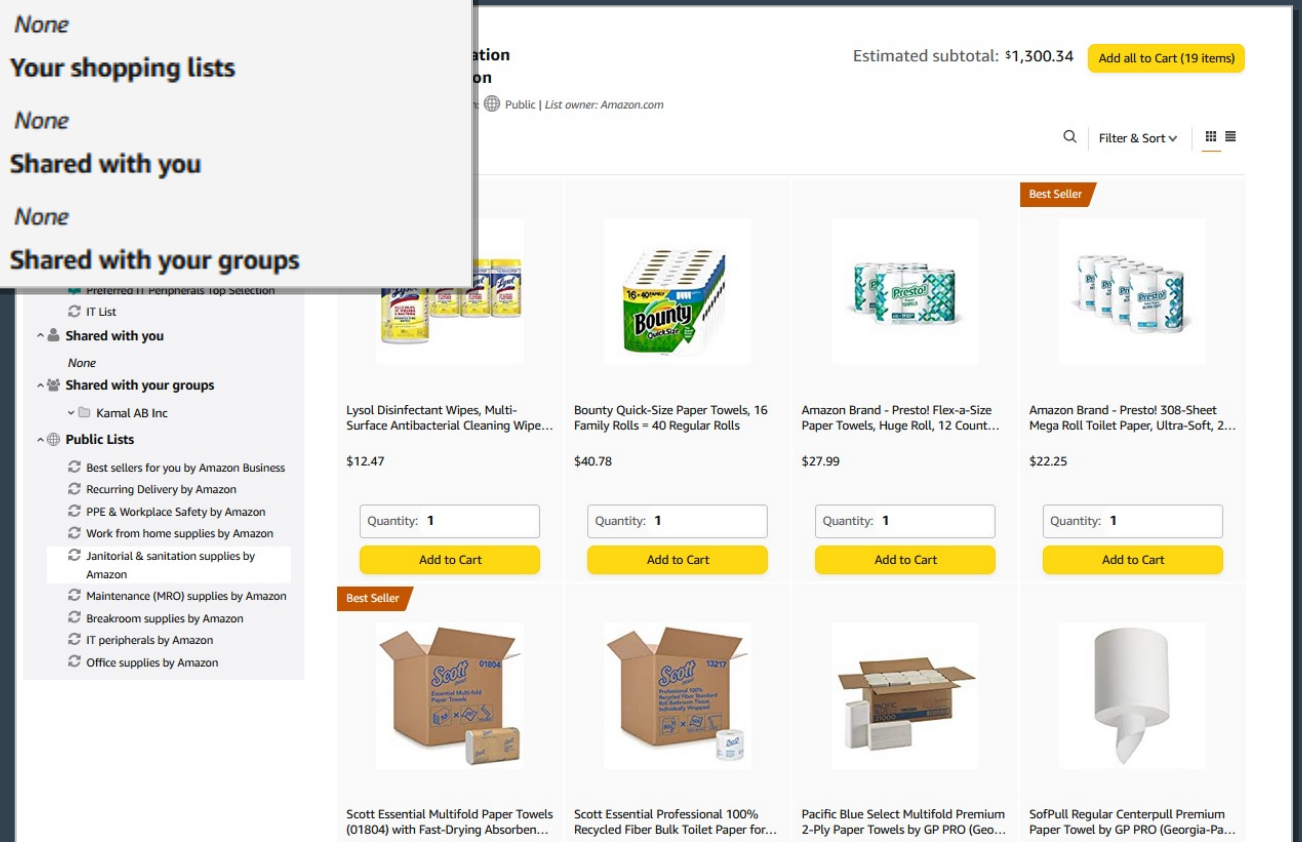
- Create a List - Any User on Amazon Business can create a shopping list
- Share a List - Create a public list and share with your desired audience
- Review a Shared Shopping List - When a list is shared with you, you can save it to your own account or make a copy to edit yourself



The screenshot shows the 'Lists' menu on the Amazon Business website. At the top, there is a 'Lists' dropdown menu and a 'Business Prime' dropdown menu. Below these is a 'Create a list' button. The menu is sorted by 'date created'. It lists several categories: 'Your reorder lists' (None), 'Your shopping lists' (None), 'Shared with you' (None), and 'Shared with your groups' (None). A 'Learn more' link is visible in the top right corner of the menu.



The screenshot shows the Amazon Business Lists page. At the top, there is a 'Lists' dropdown menu and a 'Business Prime' dropdown menu. Below these is a 'Create your first list' button. The page features a large 'Lists' heading and a 'Create your first list' button. The background shows a shopping cart with 0 items and a 'Business Prime' logo.



The screenshot shows an Amazon Business shopping list. The list is titled 'Public | List owner: Amazon.com' and has an estimated subtotal of \$1,300.34. The list contains several items, each with a quantity of 1 and an 'Add to Cart' button. The items are:

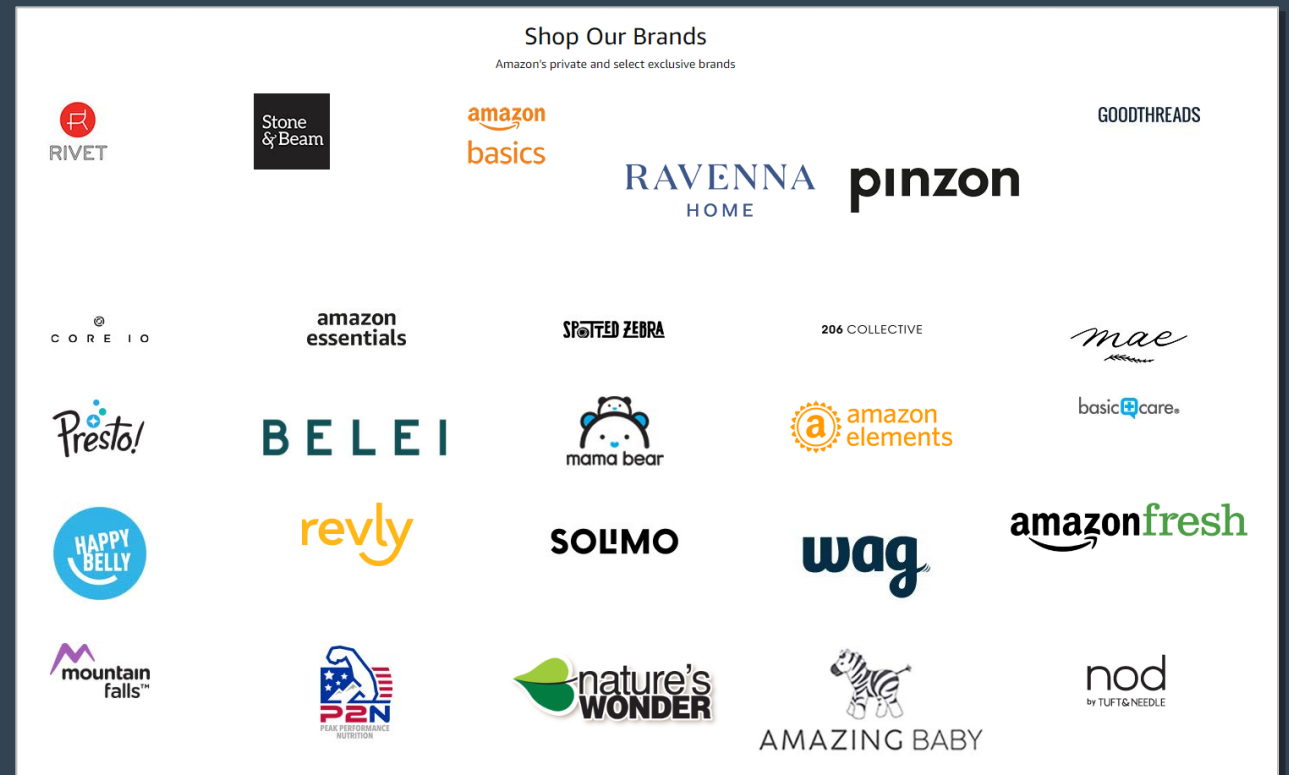
Item	Price	Quantity	Action
Lysol Disinfectant Wipes, Multi-Surface Antibacterial Cleaning Wipe...	\$12.47	1	Add to Cart
Bounty Quick-Size Paper Towels, 16 Family Rolls = 40 Regular Rolls	\$40.78	1	Add to Cart
Amazon Brand - Presto! Flex-a-Size Paper Towels, Huge Roll, 12 Count...	\$27.99	1	Add to Cart
Amazon Brand - Presto! 308-Sheet Mega Roll Toilet Paper, Ultra-Soft, 2...	\$22.25	1	Add to Cart
Scott Essential Multifold Paper Towels (01804) with Fast-Drying Absorbent...		1	Add to Cart
Scott Essential Professional 100% Recycled Fiber Bulk Toilet Paper for...		1	Add to Cart
Pacific Blue Select Multifold Premium 2-Ply Paper Towels by GP PRO (Geo...		1	Add to Cart
SofPull Regular Centerpull Premium Paper Towel by GP PRO (Georgia-Pa...		1	Add to Cart



# Amazon's Private Brands

## Private Brands

- High-quality and durable products, Average Rating 4.2+ stars
- Over 48,000 products in 352 categories and growing
- Cost-effective options, including quantity discounts and lower-priced alternatives to national brands
- Quantities needed to get the job done, including large pack sizes and case packs
- End-to-end purchasing solutions for work, from everyday essentials to professional-grade selection



From Our Brands

< Clear

Our Brands

[Learn more in this video](#)

# Socially Responsible Storefronts

- Socially Responsible Purchasing
- Climate Pledge Friendly
- Women-Owned Businesses
- Black-Owned Businesses
- Veteran-Owned Businesses
- Small & Local Businesses



**New**  
**\$10<sup>99</sup>**  
(\$0.92 / Count)

FREE delivery **January 3 - 5.**  
Order within **9 mins.** [Details](#)  
... [More](#)

[Add to Cart](#)

---

Ships from  
Sold by

Aventis Systems  
[Aventis Systems](#)  
★★★★☆ (4655 ratings)  
76% positive over last 12 months

Seller Certifications  
Registered Small Business

**Shop and support**  
**women-owned**  
**businesses**

## AMAZON BUSINESS OWNERSHIP & DIVERSITY SELLER CERTIFICATIONS

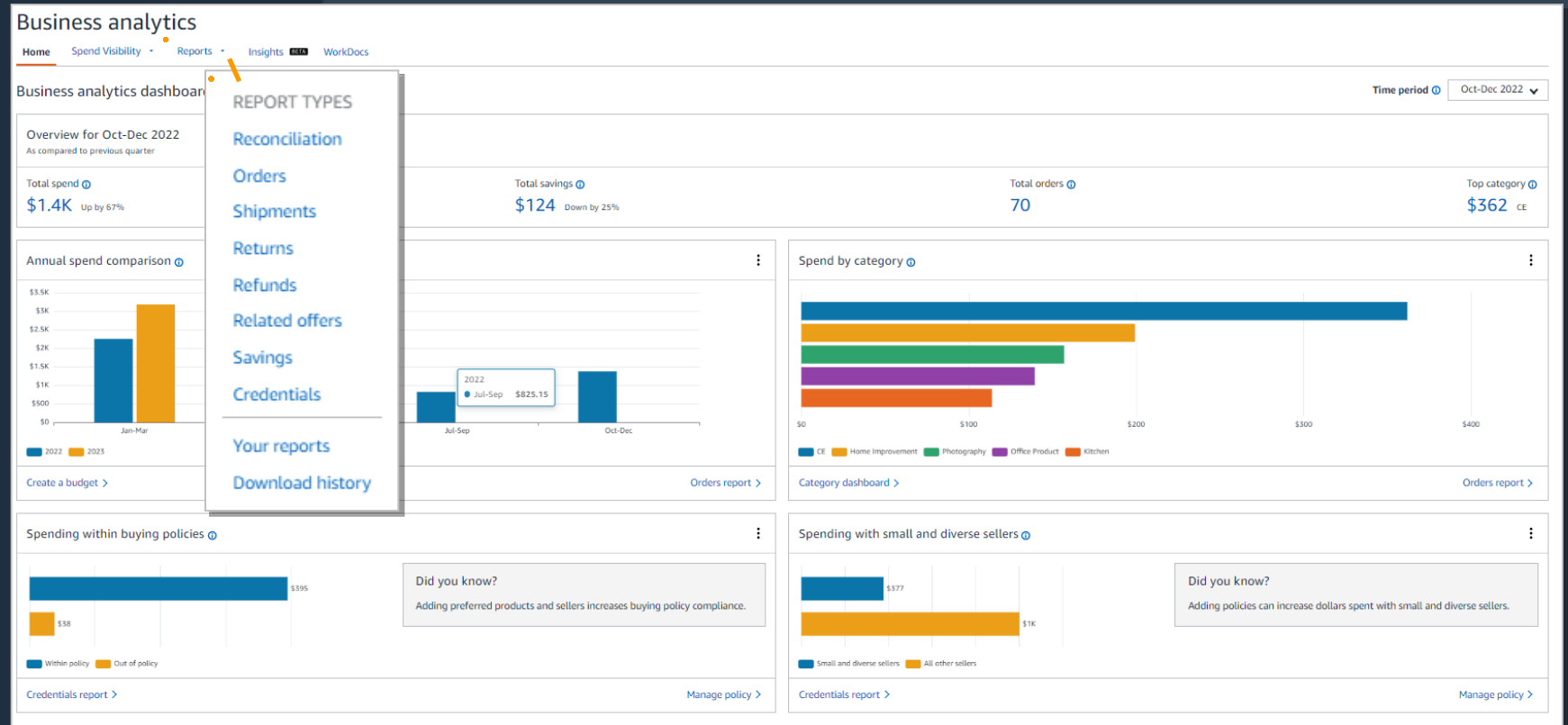
- Registered Small Business
- Women-Owned Business Enterprise
- Women-Owned Small Business
- Economically Disadvantaged Woman-Owned Small Business
- Veteran-Owned Small Business
- Service Disabled Veteran Owned Small Business
- Minority-Owned Business
- SBA-Certified HUB Zone Firm
- LGBT Business Enterprise



# Amazon Business Analytics

## Amazon Business Analytics provides the ability to:

- Aggregate purchases to compare and track spend over time
- Monitor and track 60+ data fields including customer info, shipment info, payment info, and seller info
- Customize and save report templates to meet business needs
- Download CSV files to analyze your data in excel

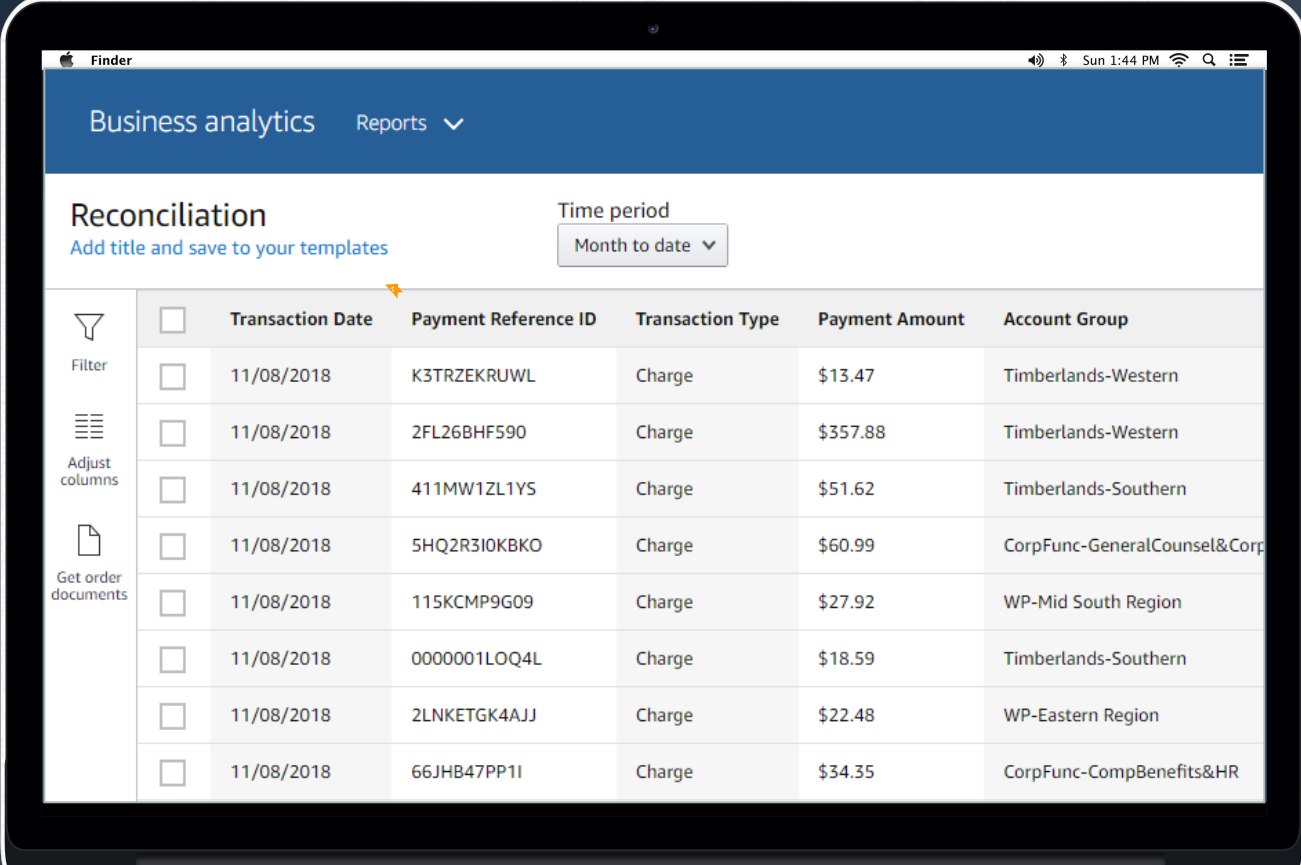


# Reporting & Reconciliation

Use the Reconciliation Report to view data including transaction info, customer info, and order info.

Simplify the reconciliation process by matching corporate credit card charges to each item in a shipment.

- Match the **Payment Reference ID** in the Reconciliation Report against your credit card statement
- Customize report columns and filters at the left to find required information



The screenshot displays the Amazon Business Reconciliation Report interface. The page title is "Reconciliation" and the time period is set to "Month to date". The table contains the following data:

	<input type="checkbox"/>	Transaction Date	Payment Reference ID	Transaction Type	Payment Amount	Account Group
Filter	<input type="checkbox"/>	11/08/2018	K3TRZEKRUWL	Charge	\$13.47	Timberlands-Western
	<input type="checkbox"/>	11/08/2018	2FL26BHF590	Charge	\$357.88	Timberlands-Western
Adjust columns	<input type="checkbox"/>	11/08/2018	411MW1ZL1YS	Charge	\$51.62	Timberlands-Southern
	<input type="checkbox"/>	11/08/2018	5HQ2R310KBKO	Charge	\$60.99	CorpFunc-GeneralCounsel&Corp
Get order documents	<input type="checkbox"/>	11/08/2018	115KCMP9G09	Charge	\$27.92	WP-Mid South Region
	<input type="checkbox"/>	11/08/2018	0000001LOQ4L	Charge	\$18.59	Timberlands-Southern
	<input type="checkbox"/>	11/08/2018	2LNKETGK4AJJ	Charge	\$22.48	WP-Eastern Region
	<input type="checkbox"/>	11/08/2018	66JHB47PP1I	Charge	\$34.35	CorpFunc-CompBenefits&HR

# Your Orders

This section of the account provides additional detail regarding the status of all orders you have placed within the Business Account

Your Account > Your Orders

To view orders placed by users in your business account, select View All Orders below or go to Business Analytics.

## Your Orders

Search all orders  [Search Orders](#)


View All Orders: Ravenna Garden

16 orders placed in past 6 months

ORDER PLACED	SHIP TO	PLACED BY	TOTAL
May 15, 2018	Third Floor	Katherine Approval Demo 2	\$0.00

This order was approved. [View details](#)

### Cancelled

 **AmazonBasics 92 Bright Multipurpose Copy Paper - 8.5 x 11 Inches, 10 Ream Ca Sheets)**  
Sold by: Amazon.com Services, Inc.  
\$0.00

### Arriving August 16 - August 20

- ✓ Ordered Sunday, August 12
- ✓ Shipped today  
[See all updates](#)
- ☐ Out for delivery

[Track package](#)

[Return or replace items](#)

[Write a product review](#)

Take a variety of actions on Your Orders:

- Track Packages
- Initiate a Return

Use **Contact Us** or our **Chat** feature for assistance with Returns

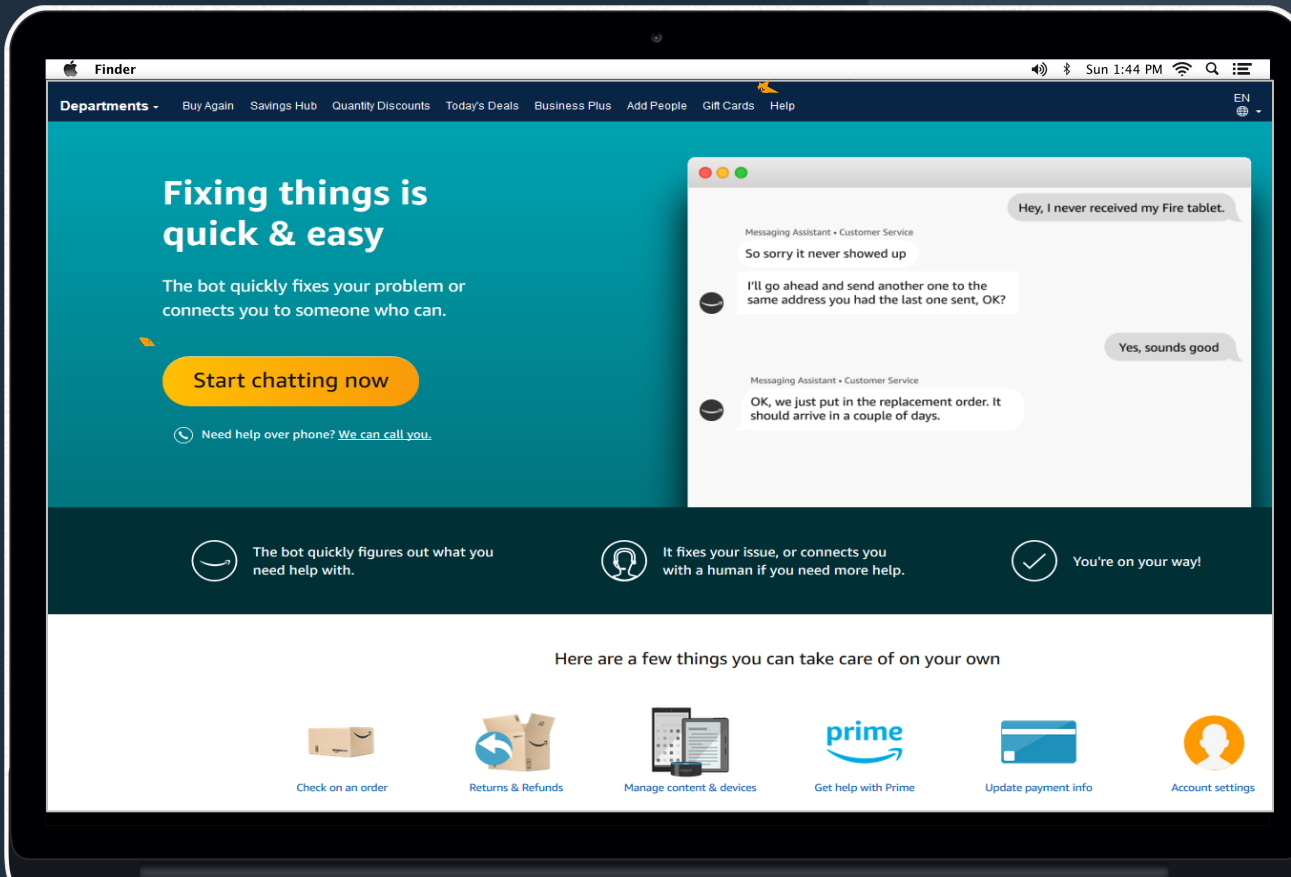
### Amazon Business Help

<b>Recommended Topics</b>	<b>Contact Us</b>
<a href="#">Where's My Stuff?</a>	<a href="#">Contact Us</a>
<a href="#">Manage Your Orders</a>	<a href="#">Website Feedback</a>
<a href="#">Getting Started</a>	<a href="#">Amazon Co-pilot</a>
<a href="#">Manage Your Account</a>	<a href="#">Ayuda en español</a>
<a href="#">Payments</a>	
<a href="#">Business-only Features</a>	
<a href="#">Punchout</a>	
<a href="#">Contact Us</a>	

# Additional Resources

# Amazon Business Customer Support

Dedicated U.S. based Business Customer Support can be reached a number of ways including email, chat and phone. *Not sure what you're looking for? Learn more about the features and benefits on Amazon Business HERE.*



## Amazon Business Help

### Recommended Topics

[Where's My Stuff?](#)

[Manage Your Orders](#)

[Getting Started](#)

[Manage Your Account](#)

[Payments](#)

[Business-only Features](#)

[Punchout](#)

[Contact Us](#)

### Contact Us

[Contact Us](#)

[Website Feedback](#)

[Amazon Co-pilot](#)

[Ayuda en español](#)

# Your Interactions

Built in Amazon Business tool to track the issues that remain unresolved after the initial contact with Amazon Business Customer Support

Hello, AB  
Account for AB Demo Acco...

- Account Details
- Your Account
- Your Orders
- Business Settings
- Business Analytics
- Try Business Prime
- Manage Recurring Delive
- Bulk Ordering
- Category Savings Evalua
- Your Interactions

Your Account / Your Interactions

## Your Cases

Active Cases ▾

**8 Cases**

<b>Delivery date was changed</b>	Active:Your Action Required
Last update: 0 minutes ago	Case ID: 10613543421
<b>Heavy Bulky item - Carrier refused to deliver</b>	Active
Last update: 6 hours 49 minutes ago	Case ID: 10613305991
<b>Shipment not delivered, past delivery date</b>	Active
Last update: 6 hours 51 minutes ago	Case ID: 10589847591

One-stop location to track progress of open support issues. Allows users to monitor progress and re-open cases on their account without requiring follow-up.

## How it works?

When a customer reaches out to a support team or selling partner with an issue, a ticket is created that customers can directly reference from their account at any time.



# Common Amazon Business Support Questions

*Quick resolutions to frequently asked questions and contact information for a variety of support resources*



## Contact Business Customer Support: [CLICK HERE](#)

- Provides end users the option to call, email, or live chat. Please use this method of contact for anything relating to an order, transaction, charge, or shipment

## Cancel an Individual Prime Membership:

- Your Account > Manage My Prime Membership > End Membership
- The end user must follow the steps to receive a pro-rated refund


## Request a Tax Exemption Refund:

- Your Orders > Locate Order > Contact Seller > Request refund through email
- Additional tax queries can be emailed to [tax-exempt@amazon.com](mailto:tax-exempt@amazon.com)

# How To Guides and Helpful Videos

- Self Service Resources

**User Guides**



**New User Registration: Direct Access**

**New User Registration: Punchout**


**Creating and Sharing Lists**

- Training Videos

**Training Videos**

**amazon business**

A portfolio of videos tailored for building the capabilities customers need to create a successful, data-driven procurement program.



amazon business

Thank You