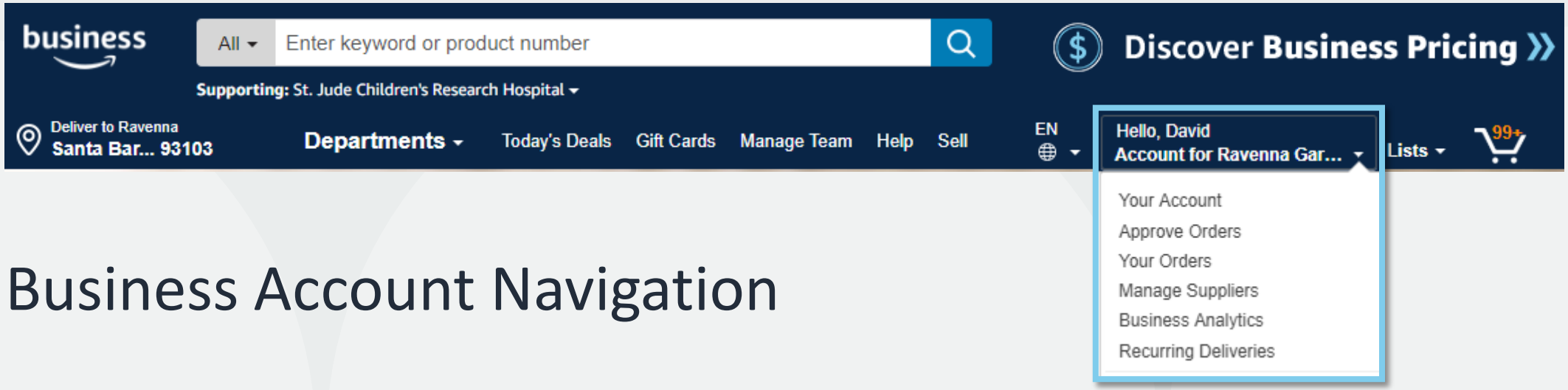
Business Account Navigation

AMAZON CONFIDENTIAL



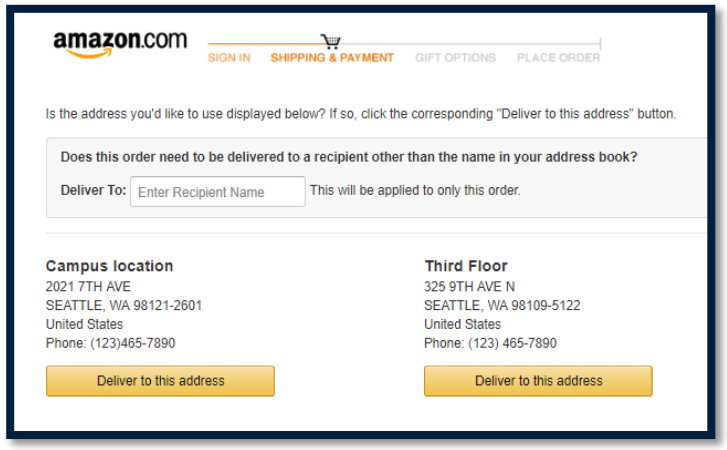
Business Account Navigation

Page	Functionality
Your Account	Standard Amazon account information
Approve Orders	If workflow approvals are enabled, approvers can view and take action on pending orders
Your Orders	View and track your orders. Administrations can view orders others have placed on behalf of the organization
Manage Suppliers	Easily find suppliers on Amazon Business and add them to your list of Saved Suppliers. Learn more.
Business Analytics	Create and filter custom reports based on your business needs to view your orders
Recurring Deliveries	Have essential items delivered automatically, based on a schedule you choose. Learn More.

AMAZON CONFIDENTIAL

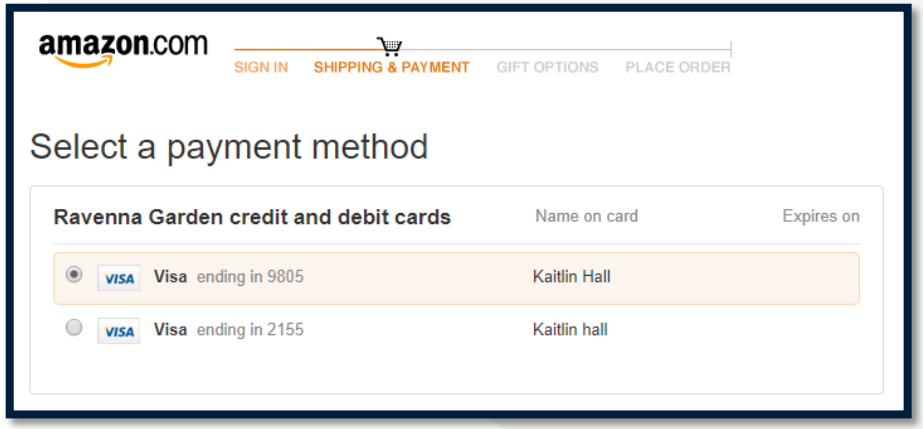
Checkout – Shared Payment Methods

When checking out on Amazon Business, choose from the pre-configured payment methods and shipping addresses. These options can only be updated by an account administrator.



Shipping Address

- When selecting shipping address, you can either use the default address name provided or choose to add the name of a specific recipient. This will replace the first line of the address.
- If you don't see the shipping address you are looking for, contact your account or group administrator.



Payment Method Address

- If multiple payment options are available, you can use the last 4 digits to determine which one is appropriate. If you are unsure, contact your account or group administrator.

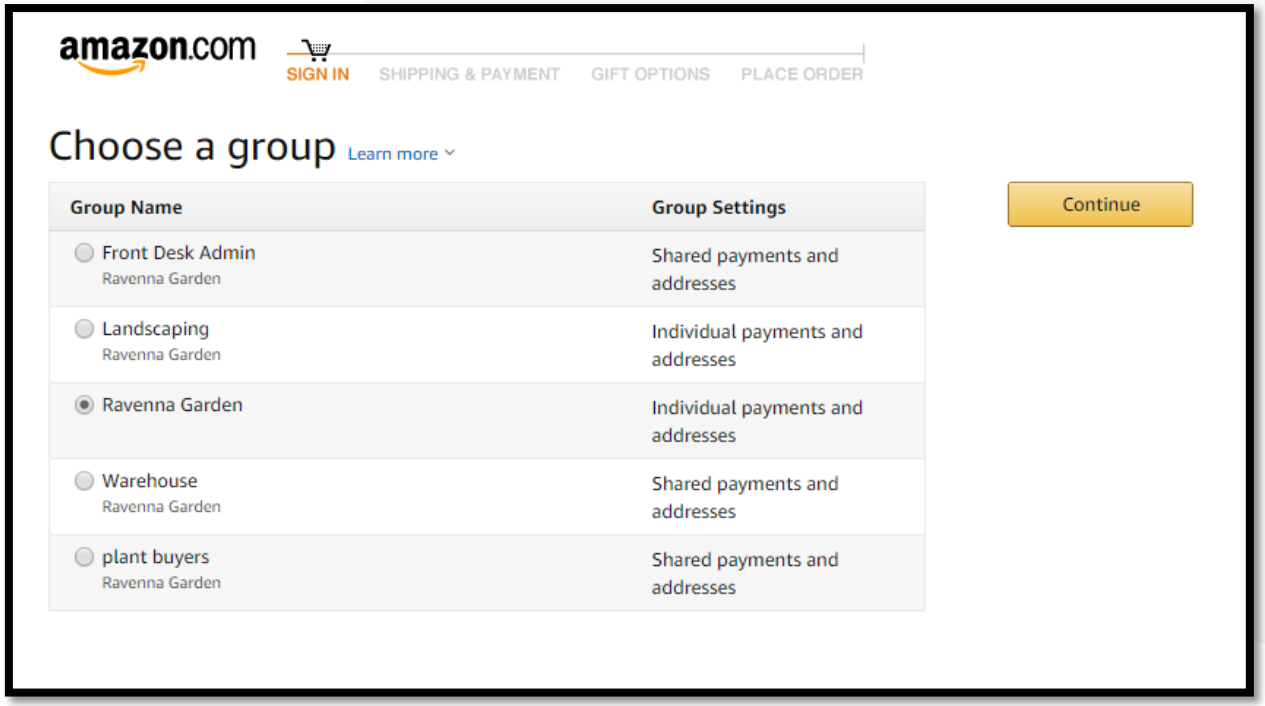
AMAZON CONFIDENTIAL

Checkout – Multiple Groups

Individuals who purchase on behalf of multiple departments may be a member of multiple account groups in order to keep reporting organized

End User Experience:

- Choose the group you wish to purchase on behalf of during the checkout process.
- Shipping and payment options may differ depending on the group you have selected during checkout.
- If you are a part of a large number of groups, you will also see the option to search.



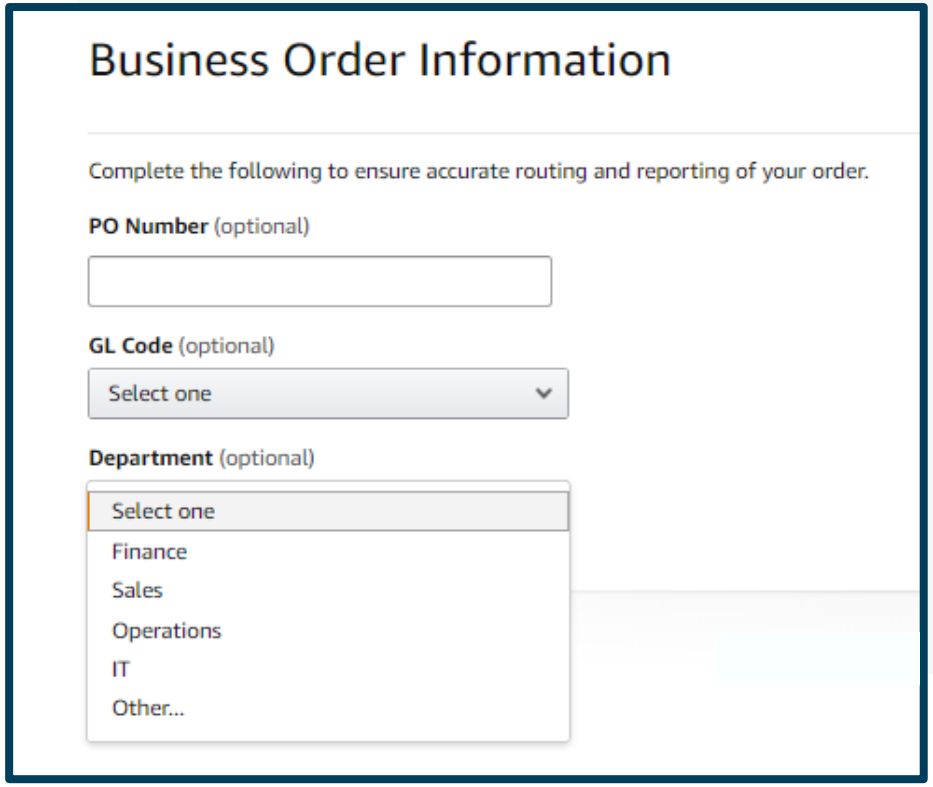
AMAZON CONFIDENTIAL

Business Order Information

Your Administrator may ask that you complete additional order fields at checkout to make it easier to track and manage orders

- Business Order Information entered will appear in reporting
- Each field may be required or optional
- The information fields below are an example of what can be configured on your account

Available Fields	
GL Code	Cost Center
Project Code	Location
Department	*Custom named field*
Purchase Order (PO)	



Example

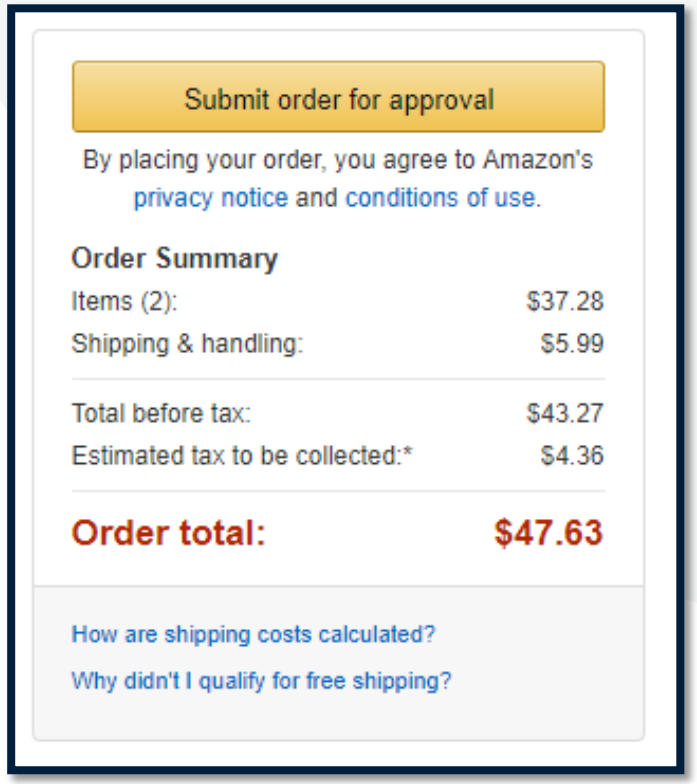
AMAZON CONFIDENTIAL

Approval Workflows

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

How do I order with Approvals configured?

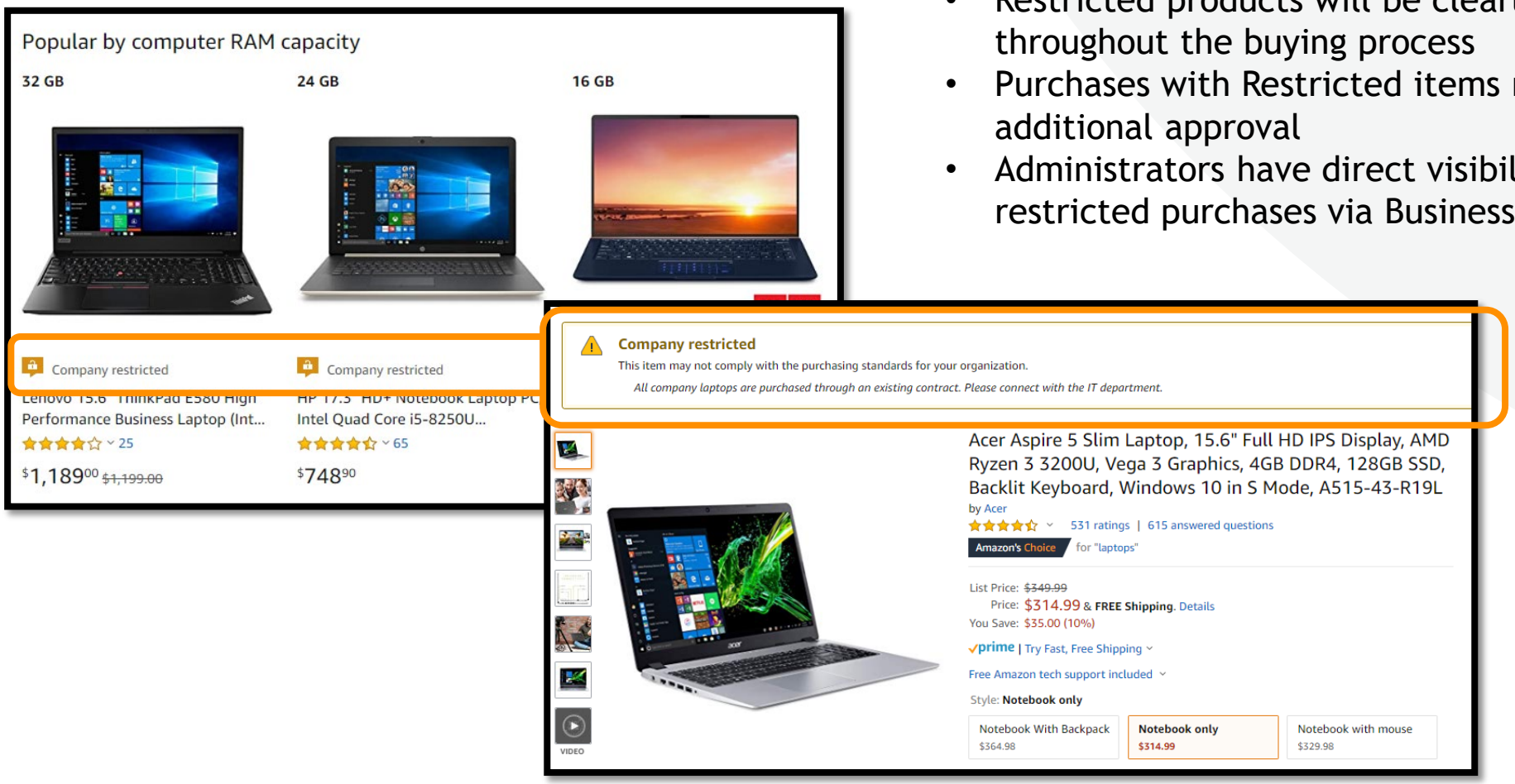
- Depending on your role, some or all of your orders may require approval.
- There are no additional steps to take to submit your order for approval. Check out as you normally would and you will see the option at checkout.
- Your order will not be processed until it is approved by the appropriate approver. 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.



AMAZON CONFIDENTIAL

Company Restricted

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

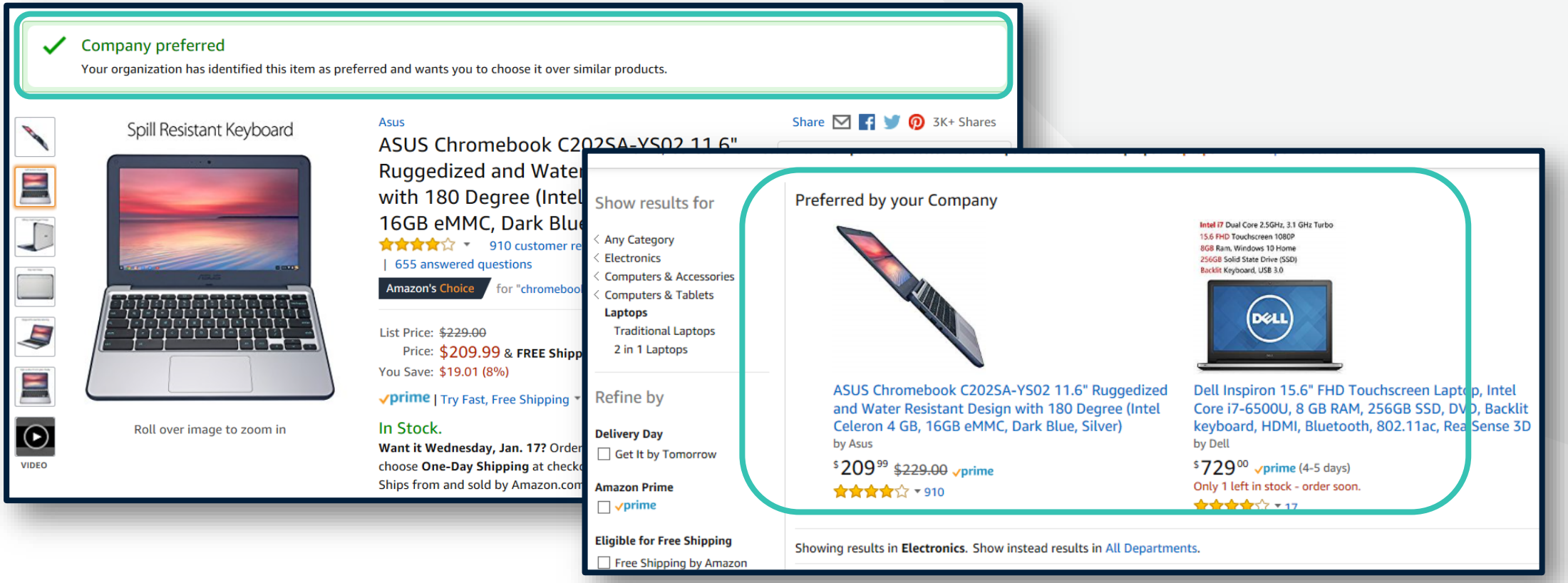


- Restricted products will be clearly marked throughout the buying process
- Purchases with Restricted items may require additional approval
- Administrators have direct visibility into any restricted purchases via Business Analytics

AMAZON CONFIDENTIAL

Preferred Products

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.



Amazon Business Discounts

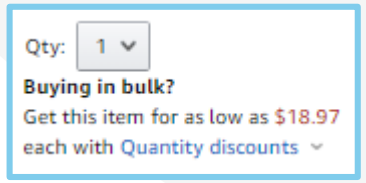
There are a variety of discounts available on Amazon Business that your organization can take advantage of to unlock savings.

Business Pricing

- Business pricing is cheaper pricing available only for registered Amazon Business customers. No action is needed to turn on business pricing and is available on select items.

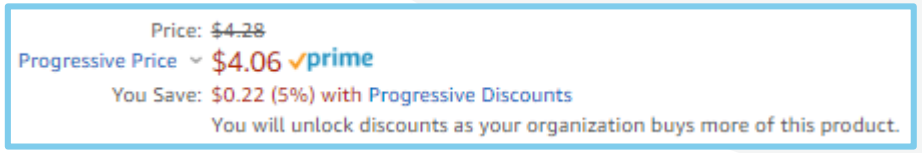
Quantity Discounts

- Quantity Discounts are volume-tiered discounts, only available for registered Amazon Business customers. Quantity discounts appear on the product detail page and users can review the tiered discounts available.



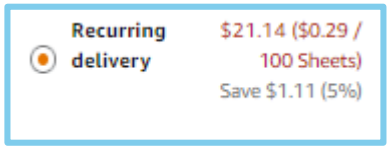
Progressive Discounts

- Progressive Discounts unlock discounts based on an organization's trailing twelve month order history. Once a Progressive Discount is unlocked for an item, all users on the account have access to the discounted price. Progressive Discounts is an exclusive to Business Prime.



Subscribe & Save

- Subscribe & Save is part of the Amazon Recurring Delivery program. Customers can subscribe to eligible Subscribe & Save items and get a 5% discount for their new subscriptions.



AMAZON CONFIDENTIAL