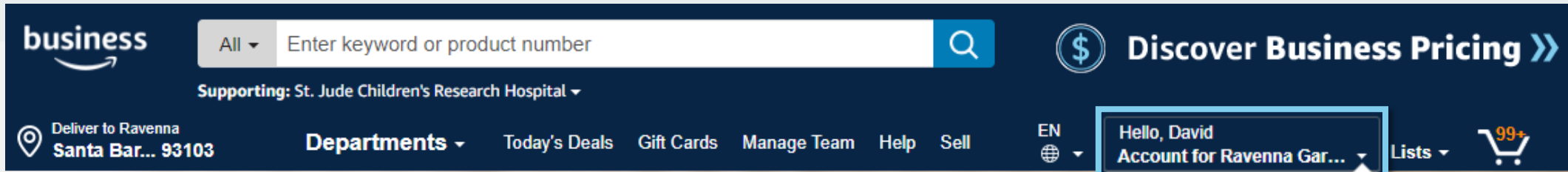


Business Account Navigation



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.

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.

The screenshot shows the Amazon Business checkout page. At the top, there are navigation links: SIGN IN, SHIPPING & PAYMENT, GIFT OPTIONS, and PLACE ORDER. Below the navigation, a question asks: "Is the address you'd like to use displayed below? If so, click the corresponding 'Deliver to this address' button." Below this question is a form with a label "Does this order need to be delivered to a recipient other than the name in your address book?" and a "Deliver To:" field with a placeholder "Enter Recipient Name" and a note "This will be applied to only this order." Below the form are two address options, each with a "Deliver to this address" button. The first address is labeled "Campus location" and the second is labeled "Third Floor".

Campus location	Third Floor
2021 7TH AVE SEATTLE, WA 98121-2601 United States Phone: (123)465-7890	325 9TH AVE N SEATTLE, WA 98109-5122 United States Phone: (123) 465-7890

The screenshot shows the Amazon Business checkout page. At the top, there are navigation links: SIGN IN, SHIPPING & PAYMENT, GIFT OPTIONS, and PLACE ORDER. Below the navigation, the heading "Select a payment method" is displayed. Below the heading is a table with columns for "Ravenna Garden credit and debit cards", "Name on card", and "Expires on". There are two rows of payment methods, both labeled "VISA Visa" with "ending in 9805" and "ending in 2155" respectively. The first row has "Kaitlin Hall" as the name on card, and the second row has "Kaitlin hall".

Ravenna Garden credit and debit cards	Name on card	Expires on
<input checked="" type="radio"/> VISA Visa ending in 9805	Kaitlin Hall	
<input type="radio"/> VISA Visa ending in 2155	Kaitlin hall	

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

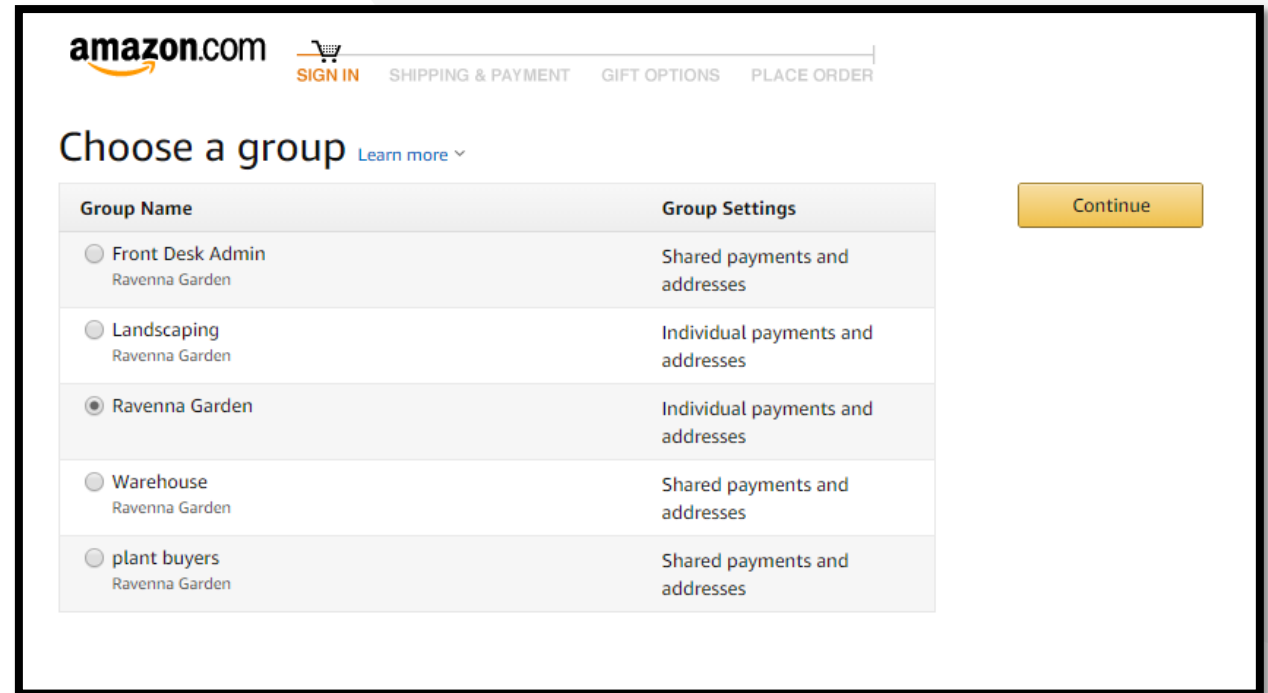
- If multiple payment options are available, you can use the last 4 digits to determine which one is appropriate. If you are unsure, contact your account or group administrator.

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.



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)	

Business Order Information

Complete the following to ensure accurate routing and reporting of your order.

PO Number (optional)

GL Code (optional)
Select one ▼

Department (optional)
Select one
Finance
Sales
Operations
IT
Other...

Example

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.

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/>	
Order total:	\$47.63
How are shipping costs calculated?	
Why didn't I qualify for free shipping?	

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

Popular by computer RAM capacity

32 GB	24 GB	16 GB
Company restricted Lenovo 15.6" ThinkPad E580 High Performance Business Laptop (Int... ★★★★☆ < 25 \$1,189 ⁰⁰ \$1,199.00	Company restricted HP 17.5" HD+ Notebook Laptop PC Intel Quad Core i5-8250U... ★★★★☆ < 65 \$748 ⁹⁰	

Company restricted
This item may not comply with the purchasing standards for your organization.
All company laptops are purchased through an existing contract. Please connect with the IT department.

Acer Aspire 5 Slim Laptop, 15.6" Full HD IPS Display, AMD Ryzen 3 3200U, Vega 3 Graphics, 4GB DDR4, 128GB SSD, Backlit Keyboard, Windows 10 in S Mode, A515-43-R19L by Acer
★★★★☆ < 531 ratings | 615 answered questions
Amazon's Choice for "laptops"

List Price: ~~\$349.99~~
Price: **\$314.99** & FREE Shipping. Details
You Save: \$35.00 (10%)

✓prime | Try Fast, Free Shipping <
Free Amazon tech support included <

Style: Notebook only


Notebook With Backpack \$364.98	Notebook only \$314.99	Notebook with mouse \$329.98
------------------------------------	---	---------------------------------

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.

✓ Company preferred
Your organization has identified this item as preferred and wants you to choose it over similar products.



Spill Resistant Keyboard

Roll over image to zoom in

Asus

ASUS Chromebook C202SA-YS02 11.6"

Ruggedized and Water Resistant Design with 180 Degree (Intel Celeron 4 GB, 16GB eMMC, Dark Blue, Silver)

★★★★☆ 910 customer reviews | 655 answered questions

Amazon's Choice for "chromebook"

List Price: ~~\$229.00~~
Price: **\$209.99** & **FREE Shipping**
You Save: **\$19.01 (8%)**

prime | Try Fast, Free Shipping

In Stock.
Want it Wednesday, Jan. 17? Order now to choose **One-Day Shipping** at checkout. Ships from and sold by Amazon.com.

Share 3K+ Shares

- Any Category
- Electronics
- Computers & Accessories
- Computers & Tablets
- Laptops**
 - Traditional Laptops
 - 2 in 1 Laptops


Refine by

Delivery Day
 Get it by Tomorrow

Amazon Prime
 prime

Eligible for Free Shipping
 Free Shipping by Amazon


Preferred by your Company



ASUS Chromebook C202SA-YS02 11.6" Ruggedized and Water Resistant Design with 180 Degree (Intel Celeron 4 GB, 16GB eMMC, Dark Blue, Silver) by Asus

\$209⁹⁹ ~~\$229.00~~ **prime**

★★★★☆ 910



Dell Inspiron 15.6" FHD Touchscreen Laptop, Intel Core i7-6500U, 8 GB RAM, 256GB SSD, DVD, Backlit keyboard, HDMI, Bluetooth, 802.11ac, RealSense 3D by Dell

\$729⁰⁰ **prime** (4-5 days)
Only 1 left in stock - order soon.

★★★★☆ 17

Showing results in **Electronics**. Show instead results in **All Departments**.

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.

Was: \$4.44
Business Price **\$3.00** & FREE Returns
You Save: \$1.44 (32%)

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.

Qty:
Buying in bulk?
Get this item for as low as **\$18.97**
each with [Quantity discounts](#)

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.

Price: ~~\$4.28~~
Progressive Price **\$4.06**
You Save: **\$0.22 (5%)** with [Progressive Discounts](#)
You will unlock discounts as your organization buys more of this product.

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.

Recurring delivery **\$21.14 (\$0.29 / 100 Sheets)**
Save \$1.11 (5%)