



amazon business

amazon business



TAMUC Amazon Business Train the Trainer Session

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TAMUC's Goals

Direct all office supply and non-contract purchasing through Amazon Business to

- Increase Texas certified HUB purchases (Latsons Office Supply)
- Increase efficiency in purchasing process
- Increase visibility

Latsons, TAMUC and Amazon Business

What's new?

TAMUC has negotiated a contract with Latsons for office supplies through Amazon Business.

Amazon Business is **TAMUC's preferred purchasing destination for office supplies**. When shopping for office supplies on Amazon Business, please look for and purchase TAMUC Negotiated Priced items sold by Latsons on the Amazon Business Marketplace.

Why?

Latsons is a State of Texas certified HUB and family-owned company selling through Amazon Business. Latsons offers low prices, and fast, free delivery on thousands of products through Amazon Business. In 2015, Latsons was recognized by the Hopkins County Chamber of Commerce as Small Business of the Year.

What's Included?

Negotiated pricing on over 400 office supply products (ASINs) on Amazon Business
Latsons will make next business day desk side deliveries to TAMUC.

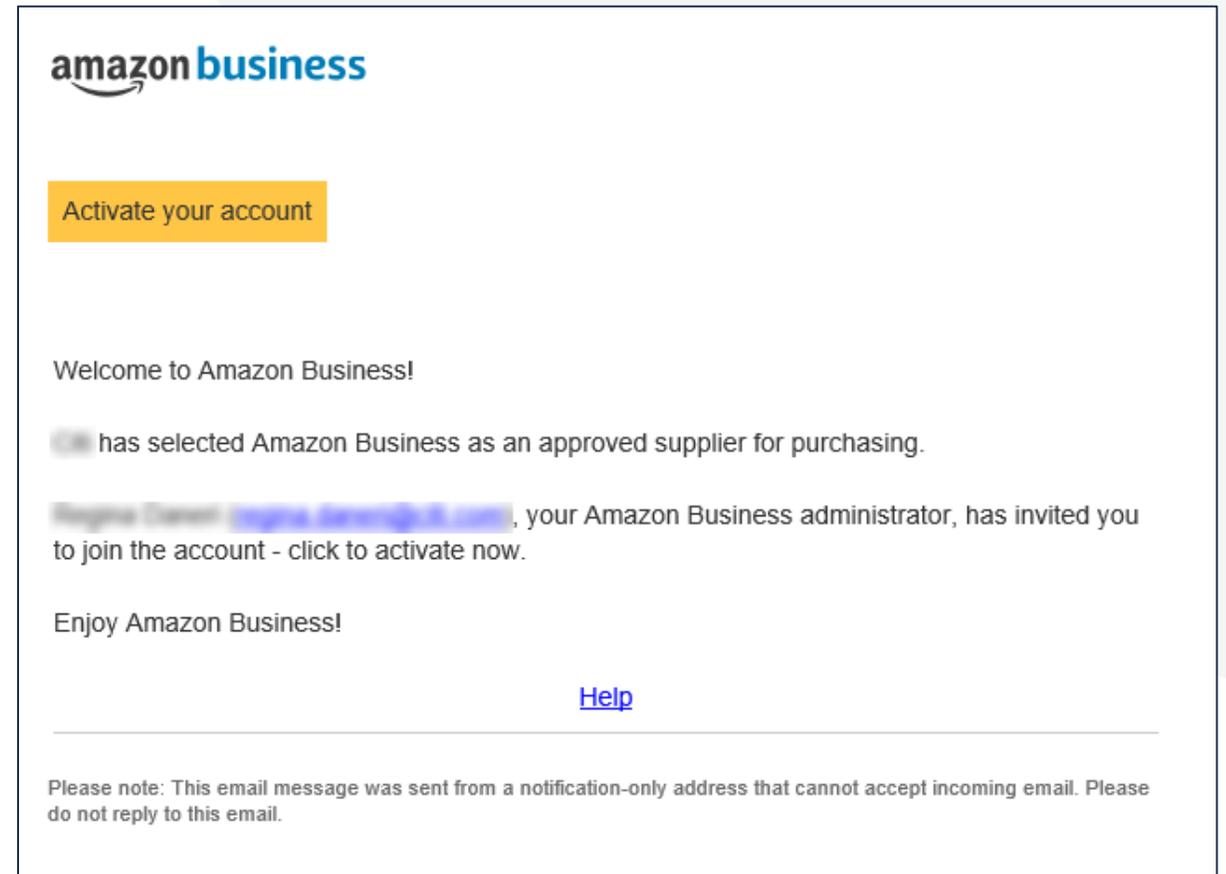
Joining the Amazon Business Account

Inviting users to Amazon Business

Administrators can add users to the account one by one or all at once by uploading a spreadsheet

How do Invitations Work?

- When a user is added to the business account, an invitation to join is immediately emailed.
- Invitations are tied to an end users email address. The recipient cannot change the email address they use to register for the account.
- End users must take action after being invited to an account in order to become an active user.
- User permissions are assigned when a user is invited
- Account invitations are valid for 21 days from send date. After 21 days, they will expire and need to be resent



New to Amazon (Invited individually)

Scenario 1

Create a new business user account

If you have not previously used your work email address on Amazon.com, account set up is simple!

Enter your full name
and choose your
business password

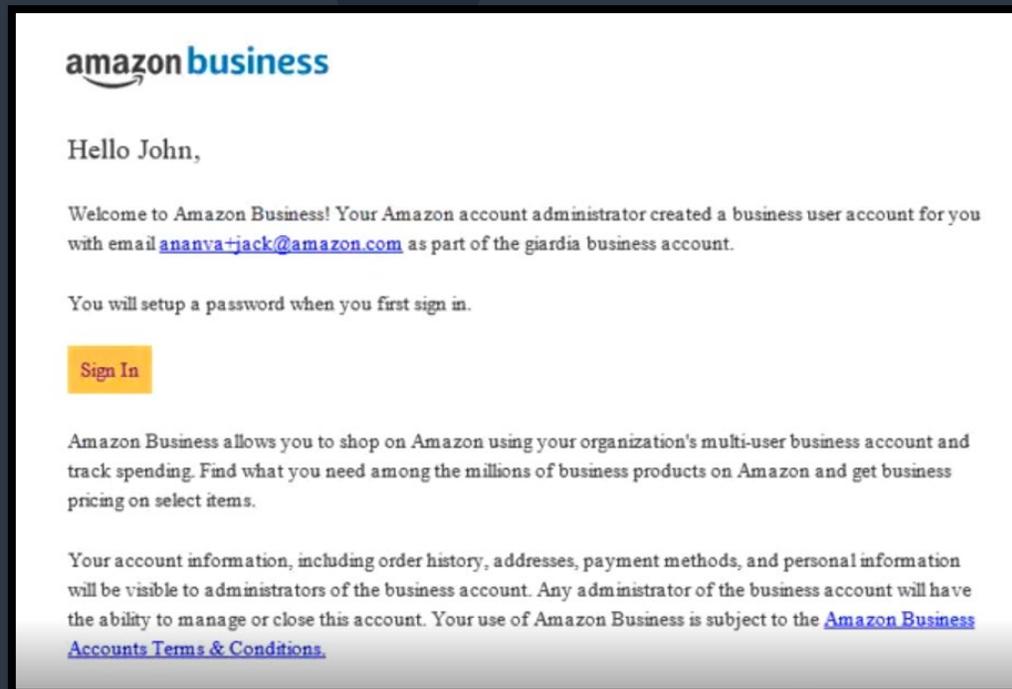


Next step



Start shopping

New to Amazon (invited as a group)



- Your Amazon business Account has already been created on your behalf.
- Use the “Welcome to Amazon” email in your inbox to set up your password the first time you sign in.
- The ability to reset your password will not expire. If you cannot find the welcome email, try signing in with your work email and use the “forgot password” link

Existing Account with Work Email

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

OR

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

Existing Business Account with Work Email

- When user clicks on "Get Started", he/she is taken to a page to download order history and start the process of moving.
- With one-click, the account is automatically de-registered and user is automatically to the official account
- Same user credentials work, no password reset needed!

Join official account

You have been invited by **admin@workemail.com** to join the official account for **giardia**

- You will be part of a group with a role as specified by your administrator
- Your **order history** from this account, **Amazon**, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history
- You will receive a prorated refund of your Business Prime Membership

If this account is not associated with giardia, you are encouraged to go to the [account settings](#) and change the email you use to access this account so that it is no longer associated with amazon.com.

[Join](#) [Not now](#)

Shopping on Amazon Business

The Power of the Amazon Marketplace

1

Choice

**Breadth and depth
of selection**

Access to hundreds
of millions of products
and services

2

Competition

**Multiple offers
from sellers**

Including
Amazon Retail

3

Transparency

**Visibility to Buy-side
and Sell-side**

Product and seller reviews,
ratings and pricing

Amazon Business Benefits

Business Pricing & Quantity Discounts

- Business pricing and quantity discounts are only available to registered business account customers on Amazon. [Click](#) to learn more.

Business Prime Shipping

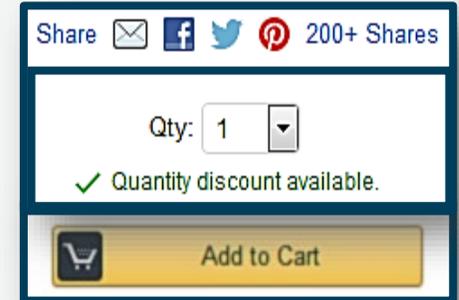
- Once Business Prime Shipping has been purchased, it provides Free Two-Day Shipping on eligible items for all users in the business account. There are multiple pricing tiers to meet the needs of businesses of all sizes. [Click](#) to learn more.
- **Please be aware** that Latsons delivers next day to TAMUC directly so will not show as Prime

Business-Only Selection

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

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.



Shopping with

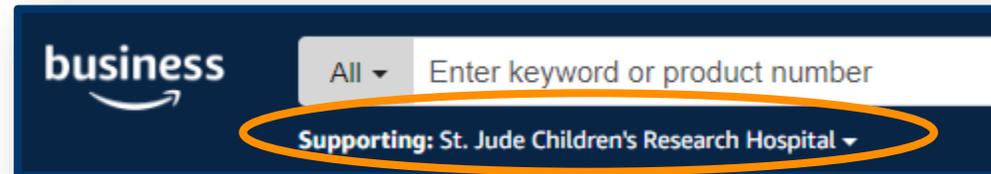


What is AmazonSmile?

- AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as the Amazon you know. The difference is that when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice.

How do I shop on AmazonSmile?

- To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

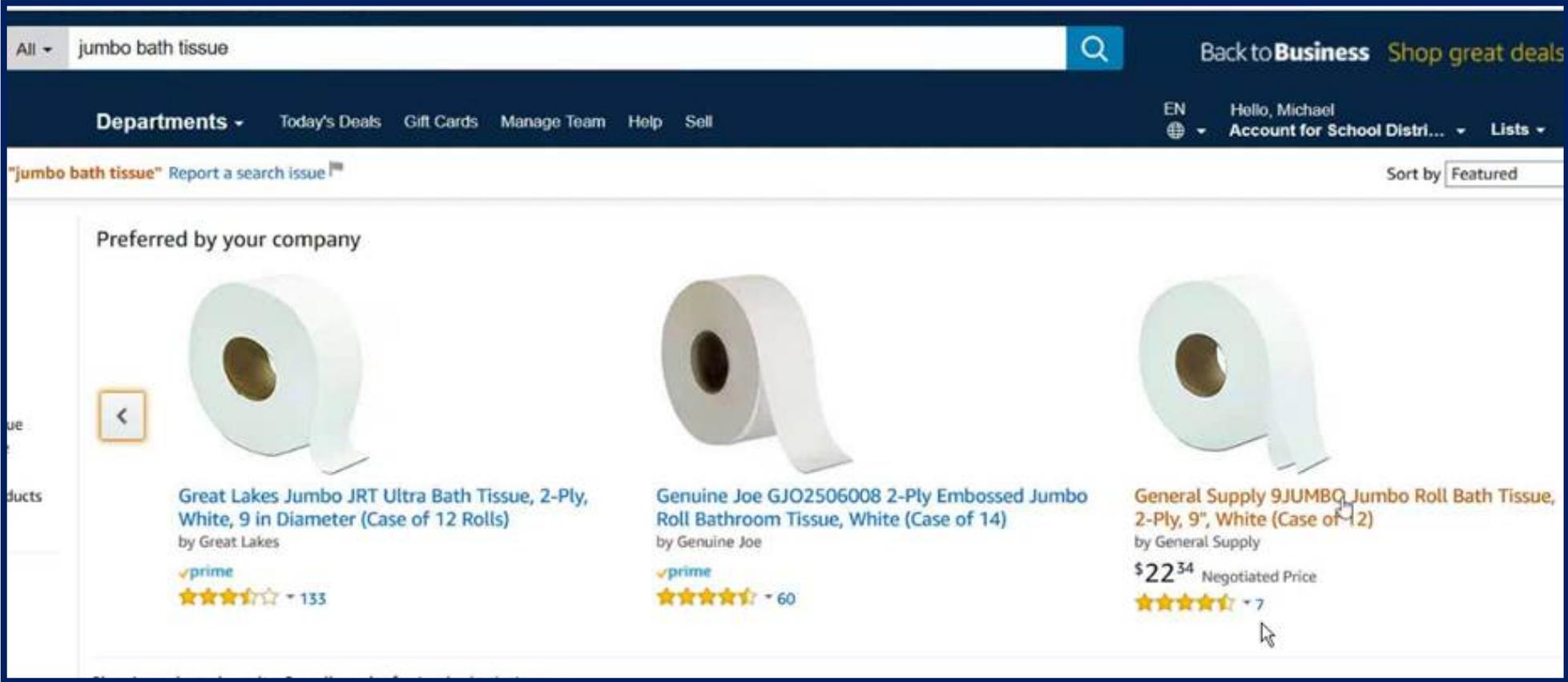


Confirm your Charity

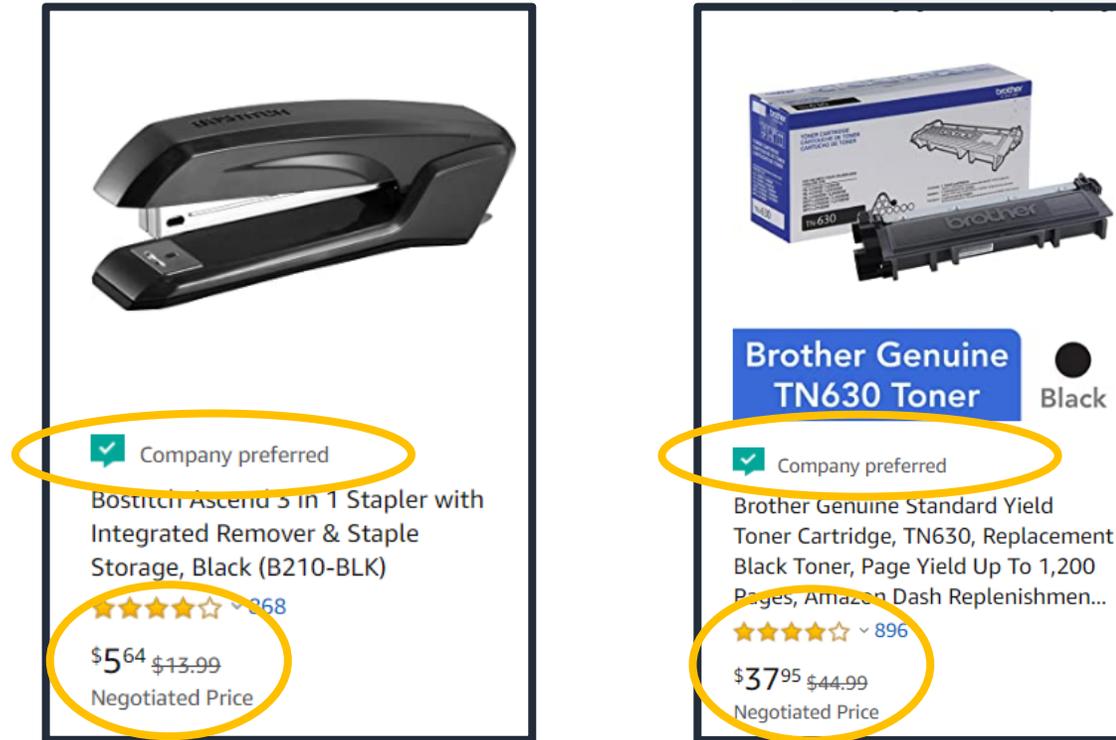
- Any time you are logged into AmazonSmile, your charity is displayed below the search bar. Use the drop down to learn about your selected non-profit, see how much your shopping has contributed, and edit the charity you are supporting.

Negotiated Pricing: Preferred Products

Negotiated Price items are automatically Preferred. Company Preferred Products will be shown at the top of the search bar in “Preferred by Your Company” when searching for related items



Negotiated Pricing: badging



- All items (ASINS) that have a negotiated price for on office supplies will be tagged with a green check mark and “Company Preferred”
- The Negotiated Price will be badged “Negotiated Price” to indicate this is special price negotiated for your organization

Negotiated Pricing: Product Detail Page

Once you click into an item that is preferred with a negotiated price, you will get more details on the product detail page:

- Negotiated Price will appear in buy box below the “buy new price”
- End users can select the Negotiated Price offer to add to their shopping cart
- The “Buy New” price refers to the winning offer price from the overall marketplace

✓ Company preferred

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

This is one of our preferred sellers.



AAGE1900 - At-a-Glance Desk Calendar Base

by AT-A-GLANCE

Be the first to review this item

Negotiated: **\$10.25 & FREE Shipping**

Note: Not eligible for Amazon Prime.

In Stock.

Get it Tue, Mar 12 - Fri, Mar 15

Business Seller ▼ Ships from and sold by

Your company negotiated this price with I

- Size - 3 x 3 3/4
- Color - Black
- Material - Molded Plastic
- Pre-consumer_Recycled_Content_Percent - 0%

New (6) from \$18.51 & FREE shipping.

Offers also available from [certified small and diverse sellers](#). [Details](#)

[Report incorrect product information.](#)

Share

Buy New
\$22.28

Negotiated price:
\$10.25

Select delivery location

Qty: 1 ↑ ↓

Your company negotiated this price with

Add to Cart

Add to List

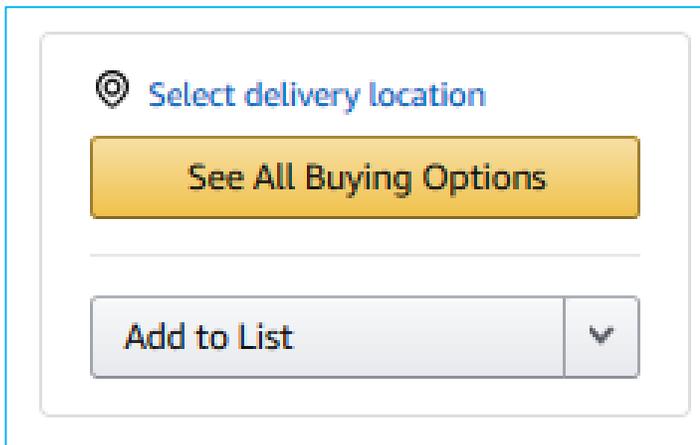
Other Sellers on Amazon

Finding other offers: Offer Listing Page

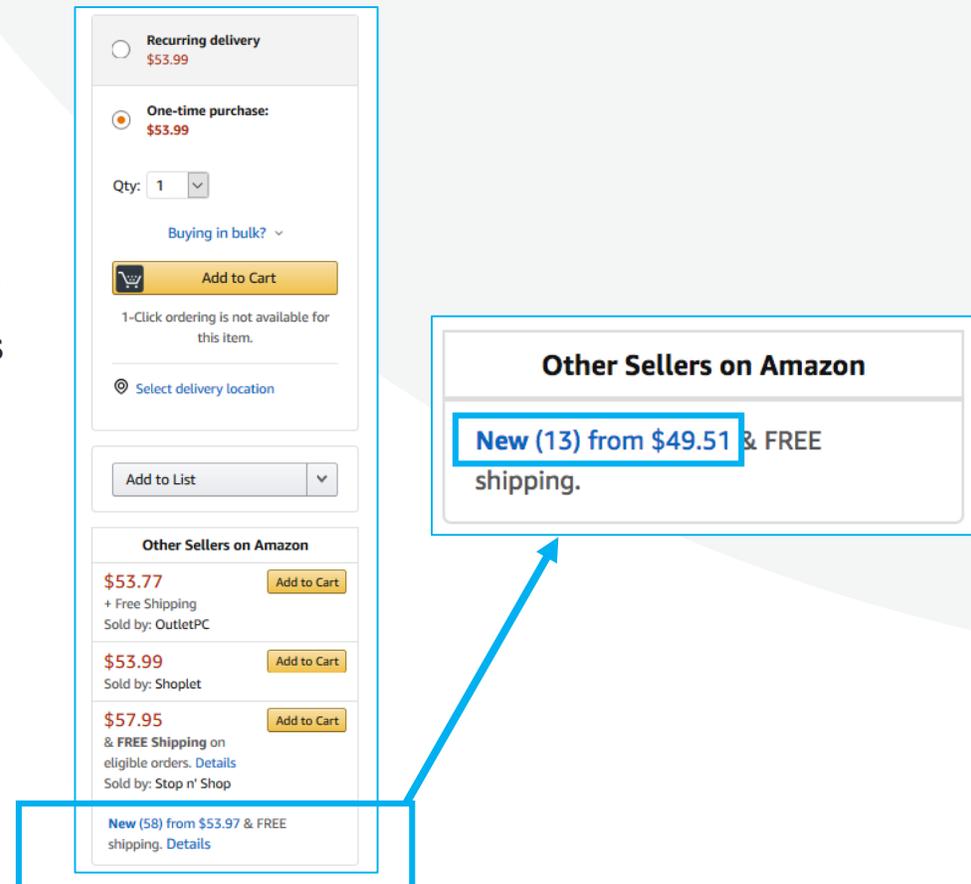
If you come across a “company preferred” item and it doesn’t have a negotiated price, the buy box says “**See All Buying Options**” or the item is showing from another seller, the **Offer Listing Page** is the best place to look for all offers. The **Offer Listing Page on Amazon Business** is a great tool to help compare prices for the items you are looking at.

There are a couple of ways to navigate to the Offer Listing Page:

1. If the buy box says, “See All Buying Options,” click on the yellow button and it will take you directly there



2. If you are on a product page, click on “New from” underneath “Other Sellers on Amazon”



Offer Listing Page Experience

Return to product information | Have one to sell? | Every purchase on Amazon.com is protected by an A-to-z guarantee. | Feedback on this page? Tell us what you think | Ad feedback



Universal Pressboard Classification Folders, Letter, Six-Section, Cobalt Blue, 10/Box (10301)

by Universal

★★★★☆ 84 customer reviews | Share | Email | Facebook | Twitter

Number of Items: 1

1 2 Lowest offer for each

Quantity 1

Refine by [Clear all](#)

Shipping

- Prime
- Free shipping

Condition

- New

Diversity Certifications

- Registered Small Business
- Minority-Owned Business

Price + Shipping	Condition (Learn more)	Delivery	Seller Information	Buying Options
\$17.81 & FREE Shipping	New	<ul style="list-style-type: none">Arrives between October 7-10.Want it delivered Thursday, October 10? Choose Standard Shipping at checkout.Shipping rates and return policy.	MyOfficeInnovations ★★★★☆ 87% positive over the past 12 months. (185,824 total ratings)	<input type="button" value="Add to cart"/>
\$17.99 & FREE Shipping	New	<ul style="list-style-type: none">Arrives between October 7-10.Want it delivered Tuesday, October 8? Choose Expedited Shipping at checkout.Shipping rates and return policy.	The GENERAL Store ★★★★☆ 92% positive over the past 12 months. (19,276 total ratings)	<input type="button" value="Add to cart"/>
\$18.06 Your company's negotiated price & FREE Shipping	New	<ul style="list-style-type: none">Arrives between October 8-16.Want it delivered Wednesday, October 16? Choose Standard Shipping at checkout.Shipping rates and return policy.	HiTouch Business Services ★★★★☆ 85% positive over the past 12 months. (577 total ratings)	<input type="button" value="Add to cart"/>

Delivery/Shipping Expectations

Latsons Office Supply provides free next day delivery on all eligible items ordered before 4pm

- Latsons will make next business day desk side deliveries to TAMUC when ordered by 4pm the day before.
- To take advantage of the next day desk side delivery option, select the next day shipping at checkout
- **Note:** Orders must be placed by 4pm local time to be eligible for delivery the following business day

Shipment 1 of 1

Shipping from [\(Learn more\)](#)

Shipping to: Amazon Business Professional Services, 1525 GREENSPRING VALLEY RD, STEVENSON, MD, 21153-0641 United States

- **Planters Variety Pack 24 ct, Salted Peanuts, Honey Roasted Peanuts & Salted Cashews Ready-to-Go Sleeves, Multi-Pack Box**
\$24.82 - Quantity: 1
Negotiated Price
In Stock.
Sold by:

[Change quantities or delete](#)

Choose a delivery option:

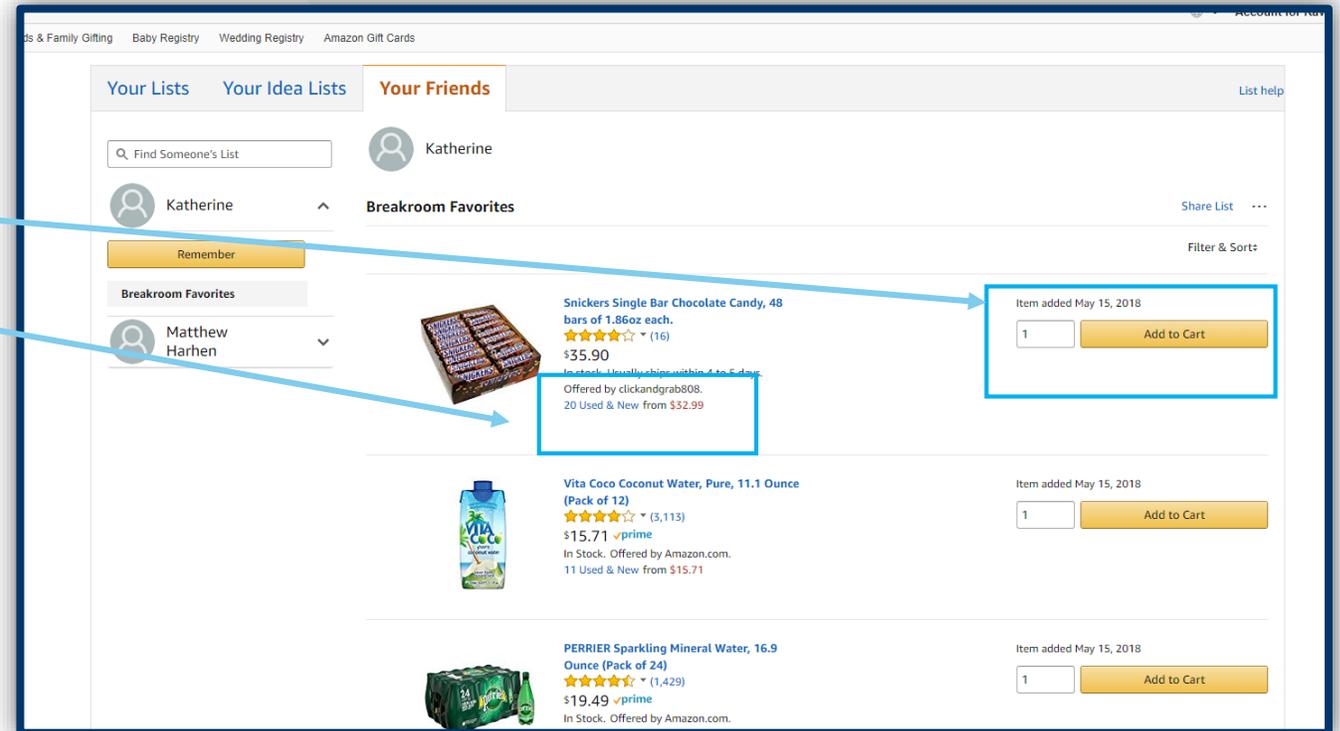
- Friday, Oct. 11 - Monday, Oct. 21**
FREE Shipping
- Monday, Oct. 7**
FREE Shipping

Amazon Business Reorder Lists

Reorder & Shopping Lists

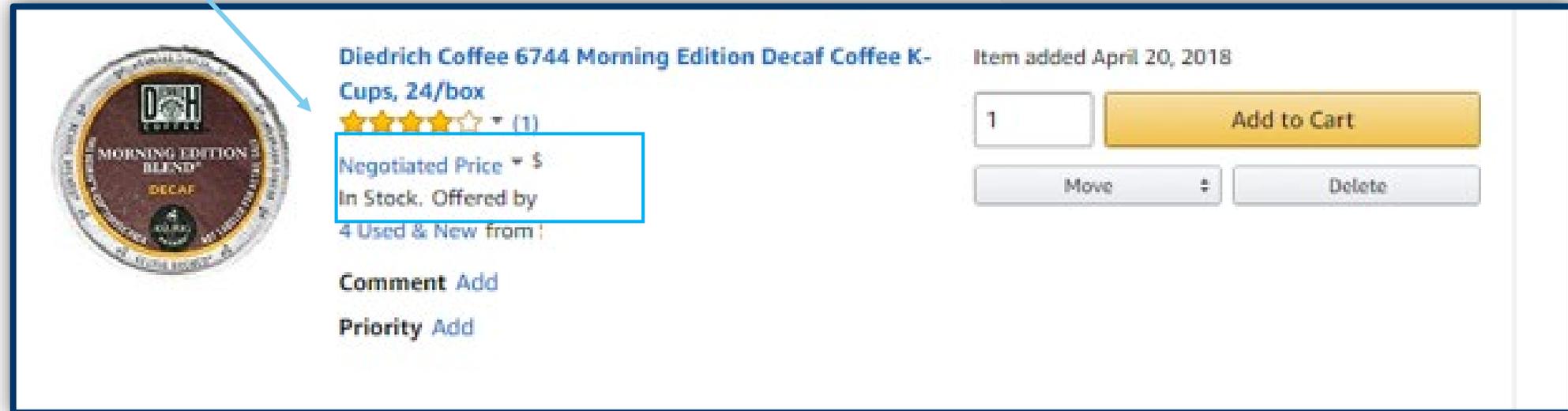
How do lists work on Amazon Business?

- Once you've found the right item for you, save it to a reorder list and it will add to cart at the Buy Box Winning price OR you can compare prices right from the list without searching again
- 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
- Choose between multiple list types depending on if you want the items to remain on a list after they are ordered
- Lists are shareable
- When a list is shared with you, you can make a copy to edit yourself



Reorder & Shopping Lists: Negotiated Price

If there is a Negotiated Price, it will show in the item information and add to cart.

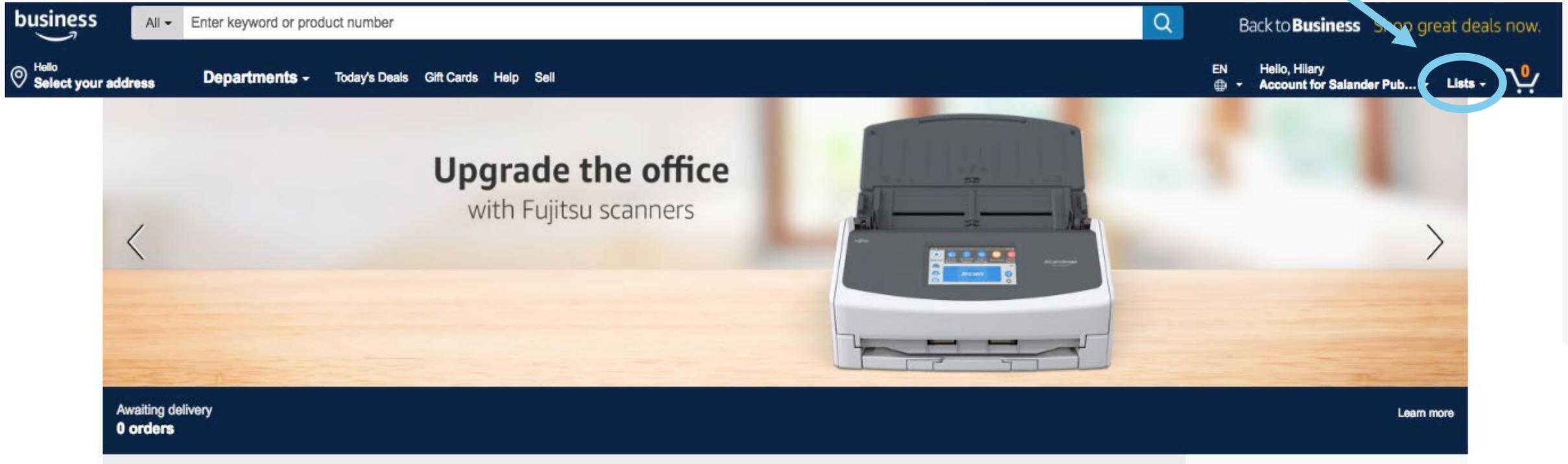


The screenshot shows a shopping cart item for "Diedrich Coffee 6744 Morning Edition Decaf Coffee K-Cups, 24/box". The item is highlighted with a blue border. A blue arrow points from the top left towards the product image. A blue box highlights the text "Negotiated Price = \$" in the item description. To the right of the item, there is a quantity input field with the value "1", an "Add to Cart" button, and "Move" and "Delete" buttons. The text "Item added April 20, 2018" is displayed above the buttons. Below the item description, there are links for "Comment Add" and "Priority Add".

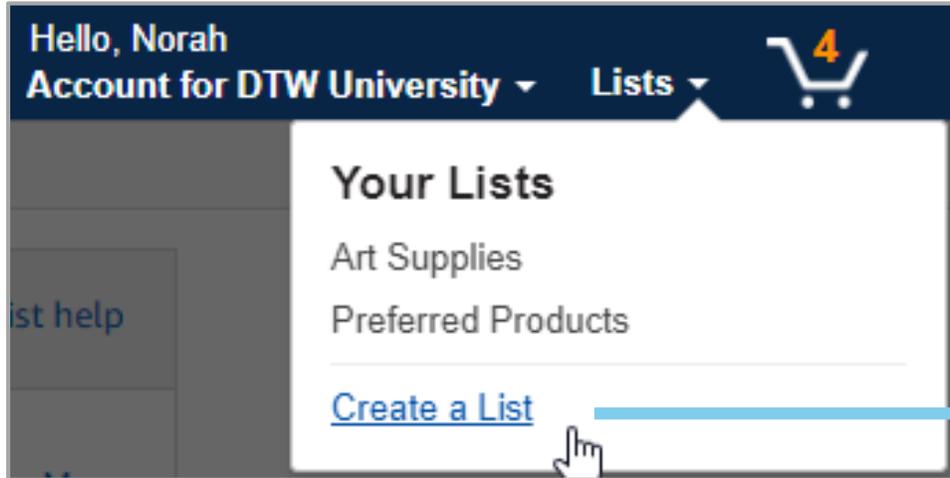
Always review cart before purchase to ensure you are satisfied with Seller and the shipping time.

Creating a Reorder List

- Use Amazon Business list functionality to create a Reorder List of items you purchase frequently
- To get started, hover your mouse over Lists at the top right corner of your screen. Click **Create a List**



Creating a Reorder List



- Click “Create List”
- Select “Reorder List” and name the List
- Select Create List

A screenshot of the 'Create a List' dialog box. It has a title bar with 'Create a List' and a close button. The first section is 'This list is for' with a dropdown menu set to 'You'. The second section is 'Choose a list type' with three radio button options: 'Reorder List' (selected), 'Shopping List', and 'Idea List'. Each option has a brief description. The 'Reorder List' description says: 'For items that are bought repeatedly. Items remain on the list after purchase.' The 'Shopping List' description says: 'For items that are bought once. Items are filtered from view after purchase.' The 'Idea List' description says: 'Make a list for the Amazon community.' There is a link 'Where's Wish List?' next to the 'Idea List' option. The third section is 'List name' with a text input field containing 'Office Supplies'. At the bottom right are 'Cancel' and 'Create List' buttons.

Add Items To Your List

- To add items to your list, search for your item
- Select the drop down “Add to List”
- Select the List Name where you wish to add the item
- A confirmation message will show that the item was added to your list and you can choose to view your list or continue shopping

✓ **Company preferred**
Your organization has identified this item as preferred and wants you to choose it over similar products.
This is one of our preferred sellers.

EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 8 Pack
by Expo
★★★★☆ 2,744 customer reviews | 79 answered questions
#1 Best Seller in Dry Erase & Wet Erase Markers

List Price: ~~\$13.49~~
Price: **\$5.74 & FREE Shipping** on orders over \$25 shipped by Amazon. [Details](#)
You Save: \$7.75 (57%)
prime

In Stock.
Get it Thu, Aug 29 - Wed, Sep 4 if you choose FREE Shipping at checkout.
Get it Fri, Aug 23 if you order within 8 hrs 44 mins and choose paid shipping at checkout.
Ships from and sold by Amazon.com.

Size: **8-Count**
4-Count 8-Count 12-Count 14-Count 16-Count 36-Count 192-Count

Color: **Assorted**

Product Packaging: **Standard Packaging**

- Consistent, skip free marking and brilliant color options
- Low odor ink formula erases cleanly and is ideal for classrooms, offices and home offices
- Versatile chisel tip allows for broad or fine writing

Recurring delivery \$5.74
Get this item for as low as \$5.65 each with Quantity discounts
FREE, automatic delivery. No fees, no obligations. [Learn more](#)
Deliver to Amazon - Detroit 48226
Qty 1
Delivered every 1 month
Set up recurring delivery
Buy new: \$5.74
Add to List

Buy new: \$5.74

Qty: 1

Get this item for as low as \$5.65 each with Quantity discounts

Add to Cart

1-Click ordering is not available for this item.

Deliver to Amazon - Detroit 48226

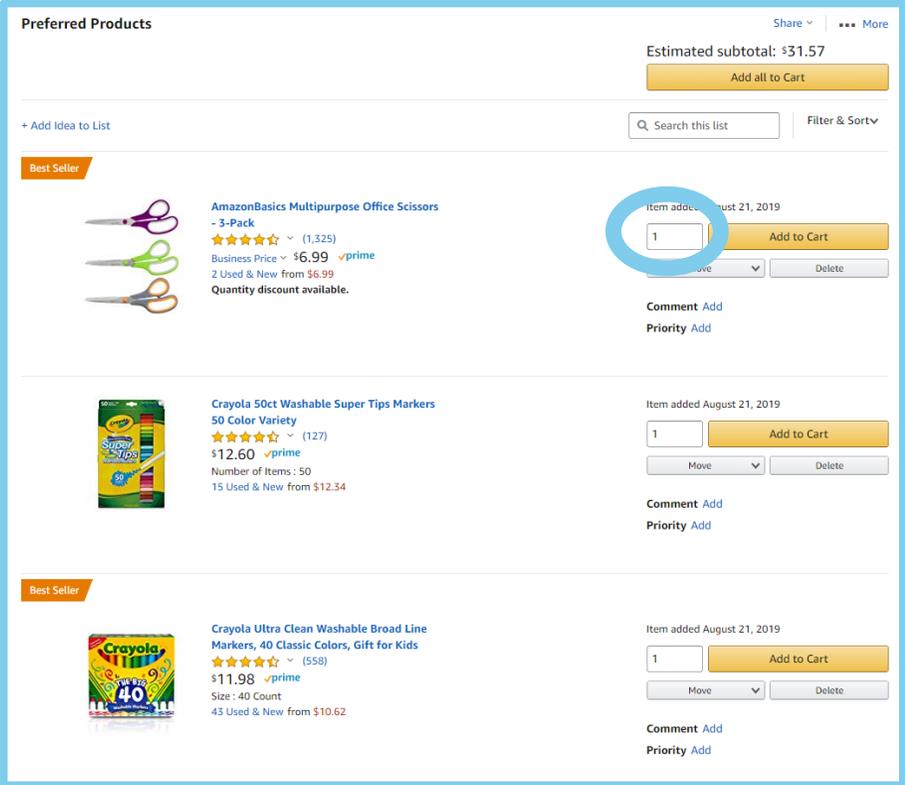
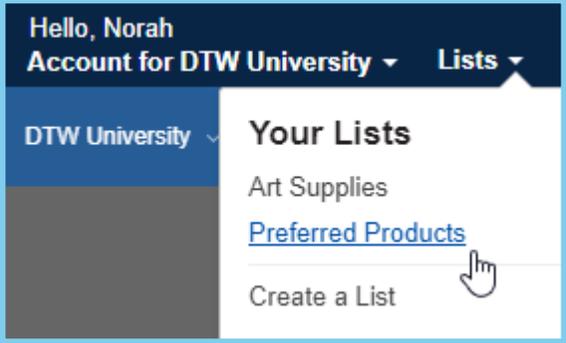
Add to List

Art Supplies Private

Preferred Products Public

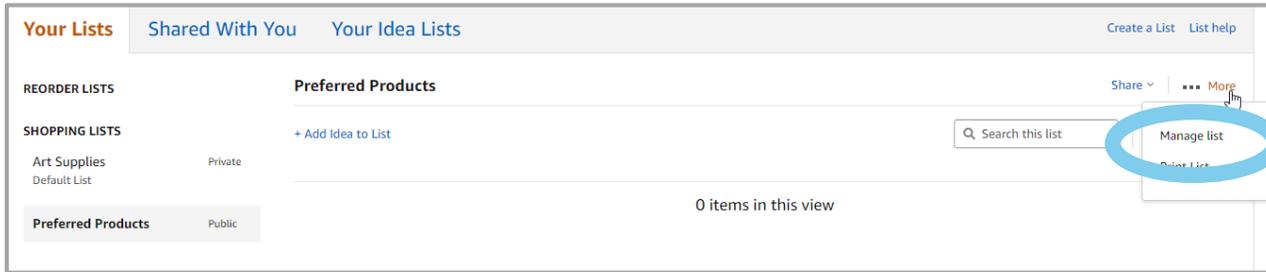
Finalizing Your List

- Once your list is complete, click **View Your List**, or access your Lists from the **List drop down**
- Update and finalize requested quantities for each item



Editing Your List

- To edit your list, click the three dots and select “Manage List”
- Make edits to your List, such as List name, type, or scroll down to delete your List
- Save changes



Manage list

People who access your list will see your recipient name.

List name Preferred Products

List is for You

Recipient

Email

Description Write a little something about the recipient of this list. Tip: This information will help others find your lists

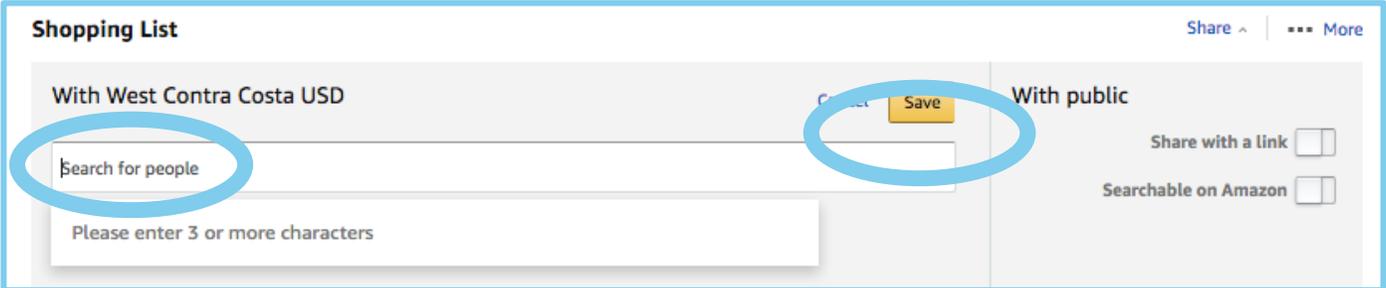
Shipping Address None

List type Reorder List
For items that are bought repeatedly. Items remain on the list after purchase.

Cancel Save Changes

Sharing Your List

- Click on “Share”
- Click “Manage coworkers” then + “Add People”
- Type in the email address of the user you are sharing the list with and click “Save”



Manage Suppliers

Manage Suppliers

Individual buyers can create a list of bookmarks to easily find the suppliers they shop from most. From the main drop down menu, select Manage Suppliers. From the “Actions” dropdown menu, select “Storefront”.

	LATSONS Just launched No feedback yet	TX: HUB - Historically Underutilized Business	Actions [▼]
	WATSONSHOP Guangzhoushi Huaduqu, Guangzhousheng ★★★★★ 98% positive in the past 12 months 147 total ratings		<ul style="list-style-type: none">Save for later ✕Ask a questionView<ul style="list-style-type: none">› Profile› Storefront› Return policy

Seller Storefront

1-16 of over 100,00

Brand

- Ticonderoga
- Scotch Brand
- Expo
- Sharpie
- Elmer's
- BIC
- Duck
- Scotch-Brite
- Crayola
- Pilot
- Planters
- PaperMate
- Paper Mate
- X-Acto
- Oxford
- See more

AMERICAN EXPRESS

Get up to **75,000** bonus points closer to your goals



Company preferred

Ticonderoga Pencils, Wood-Cased Graphite #2 HB Soft, Pre-Sharpended, Yellow, 30-Pack (13830)

★★★★☆ ~ 1,879

Yellow

\$17⁴⁵

FREE Shipping

Price may vary by color

Best Seller



Company preferred

Scotch Heavy Duty Shipping Packaging Tape, 6 Rolls with Dispenser, Clear, 1.88 inches x 800 inches, 1.5 inch Core, Great for Packing, Shipping & Moving (142-6)

★★★★☆ ~ 4,053

Office Product

\$15³¹ ~~\$22.99~~

Negotiated Price

FREE Shipping

Best Seller



Company preferred

EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 8 Pack

★★★★☆ ~ 2,733

Assorted

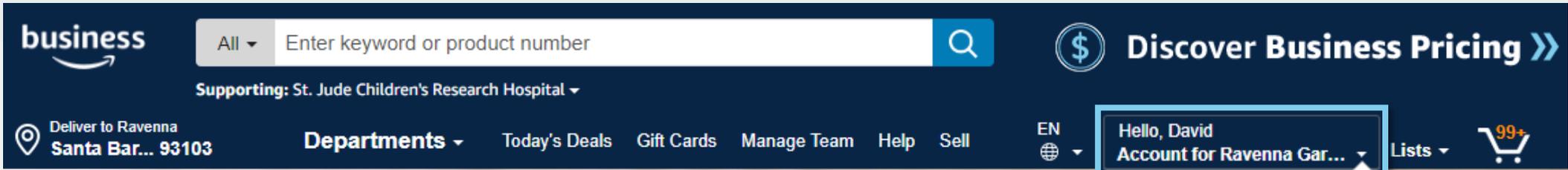
\$21⁰⁴

FREE Shipping

Price may vary by color



Business Account Navigation



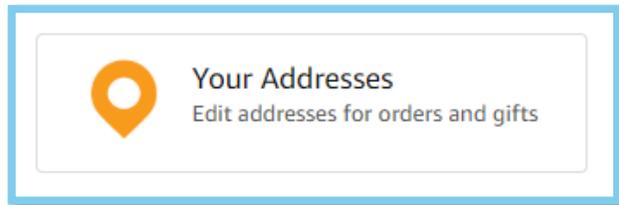
Business Account Navigation

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 organization's orders
Recurring Deliveries	Have essential items delivered automatically, based on a schedule you choose. Learn More.

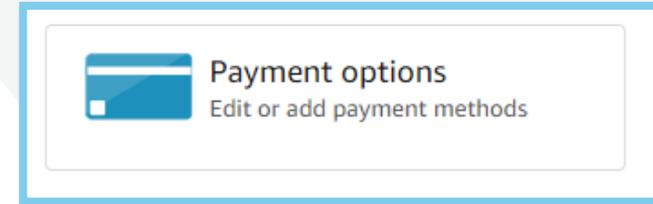
Account Configuration

Checkout – Individual Payment Methods

When checking out on Amazon Business, be sure to enter the appropriate payment and shipping details. This information can be entered in **Your Account** or during the checkout process



- Each time you add a new address, be sure to indicate if weekend deliveries can be accepted at that location. If in doubt, we recommend opting for week day deliveries only.
- Be sure to indicate if an access code is required to deliver to a specific address.
- Previously used ship to addresses will automatically be saved and made available during future checkouts.
- Ship to addresses can be audited by your account administrator at any time. Please be sure to comply with all purchasing rules and policies



- Purchase cards are the recommended form of payment for the Amazon Business account.
- The Amazon Business account is intended for business purchases only. No purchases should be made on a personal credit card.
- If you have access and permission to use multiple different cards, multiple cards can be stored in your account information.
- Payment instruments are visible to your account administrator and can be audited.

Business Order Information

Custom order fields at checkout make it easier to track and manage orders

- All information entered will appear in Order History Reports in the Business Analytics tool
- Each field may be required or optional
- The information fields below have been configured on your account

Available Fields	
Department	
Comments (optional)	

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Business order information

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

Department

[Continue](#)

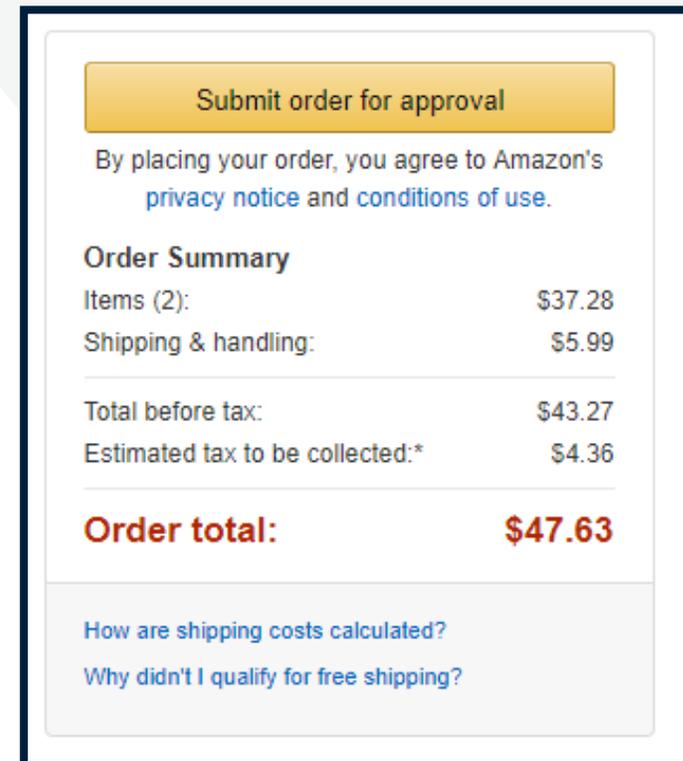
[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc.

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.



The screenshot shows a checkout interface with a yellow button labeled "Submit order for approval". Below the button is a text block stating: "By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#)." Below this is an "Order Summary" table with the following items:

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

At the bottom of the summary box, there are two links: "How are shipping costs calculated?" and "Why didn't I qualify for free shipping?"

Company Restricted



Administrators can customize messaging to let end users know IF and WHEN they can purchase certain UNSPSC based categories on Amazon Business

Restriction Best Practice:

- If you are unsure of the specific UNSPSC you want to restrict, use the tool to search the product name for suggested codes and sample product images.
- Be aware, restricting a category does not prevent a purchase but adds a warning.

Popular by computer RAM capacity

32 GB	24 GB	16 GB

Company restricted

Lenovo 15.6" ThinkPad E580 High Performance Business Laptop (Int...
★★★★☆ < 25
\$1,189⁰⁰ ~~\$1,199.00~~

Company restricted

HP 17.5" HD+ Notebook Laptop PC Intel Quad Core i5-8250U...
★★★★☆ < 65
\$748⁹⁰

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



Mark specific products as preferred to ensure you end users can easily find what they are looking for. 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

Show results for

- < 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

\$209.99 ~~\$229.00~~ **prime**

★★★★☆ | 910



Intel i7 Dual Core 2.5GHz, 3.1 GHz Turbo
15.6 FHD Touchscreen 1080P
8GB Ram, Windows 10 Home
256GB Solid State Drive (SSD)
Backlit Keyboard, USB 3.0

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

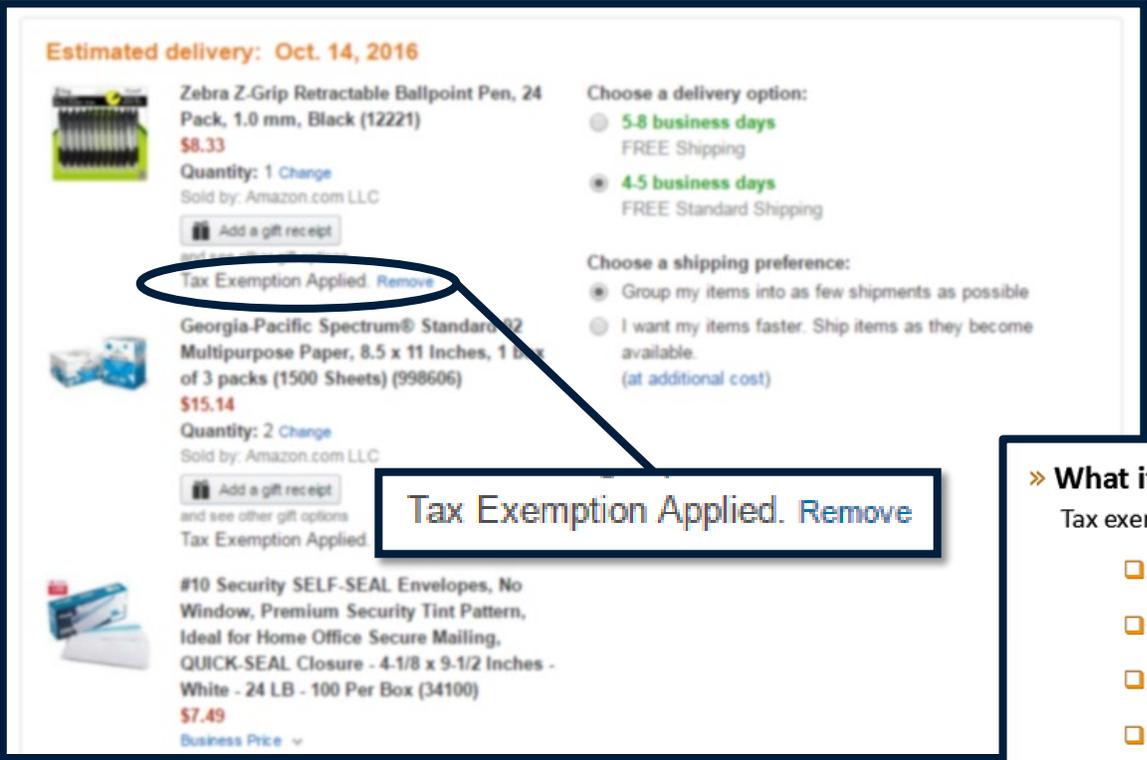
\$729.00 **prime** (4-5 days)
Only 1 left in stock - order soon.

★★★★☆ | 17

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

Checking out with Tax Exemptions

All products purchased from Amazon or any of the 95% of third party sellers who participate in ATEP will automatically reflect that tax exemptions have been applied during the checkout process



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

Business Analytics

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



Reports

Use our reports to get line-item details about your organization's orders and access important documents like invoices. Start with one of our curated reports, then customize it to your needs.

Reconciliation

Compare order and payment history to your records.

Returns

Monitor what items are being returned and the reasons why.

Related offers

See what other offers were available at the time of an order.

Orders

Get detailed shipping, product, and seller info on an order.

Refunds

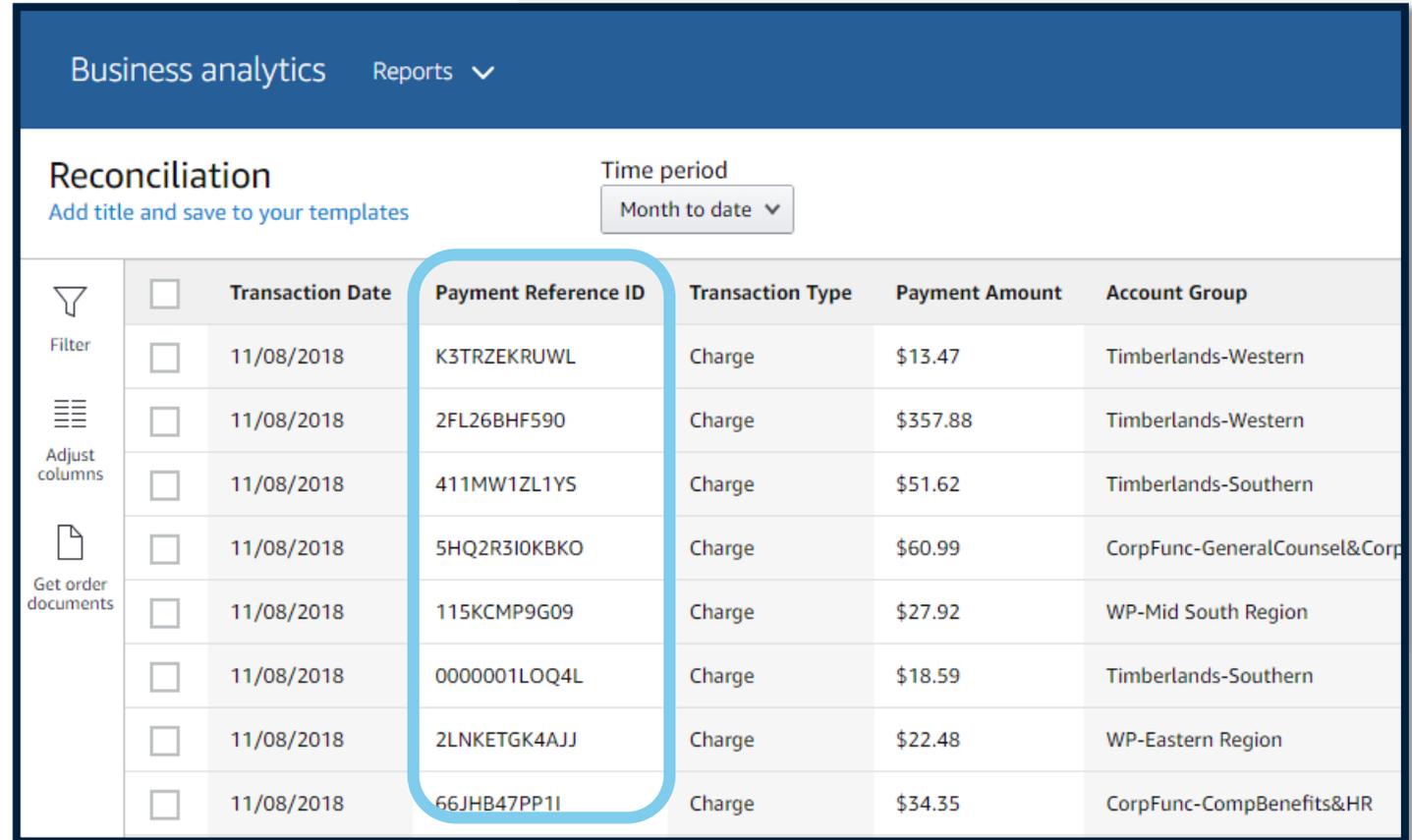
Track the payment, product, and status of a refund.

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



Business analytics Reports

Reconciliation

Add title and save to your templates

Time period: Month to date

	<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	5HQ2R3I0KBKO	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

Your Orders

This section of the account provides additional detail regarding the status of all orders placed

Your Account > Your Orders

i 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 Case (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

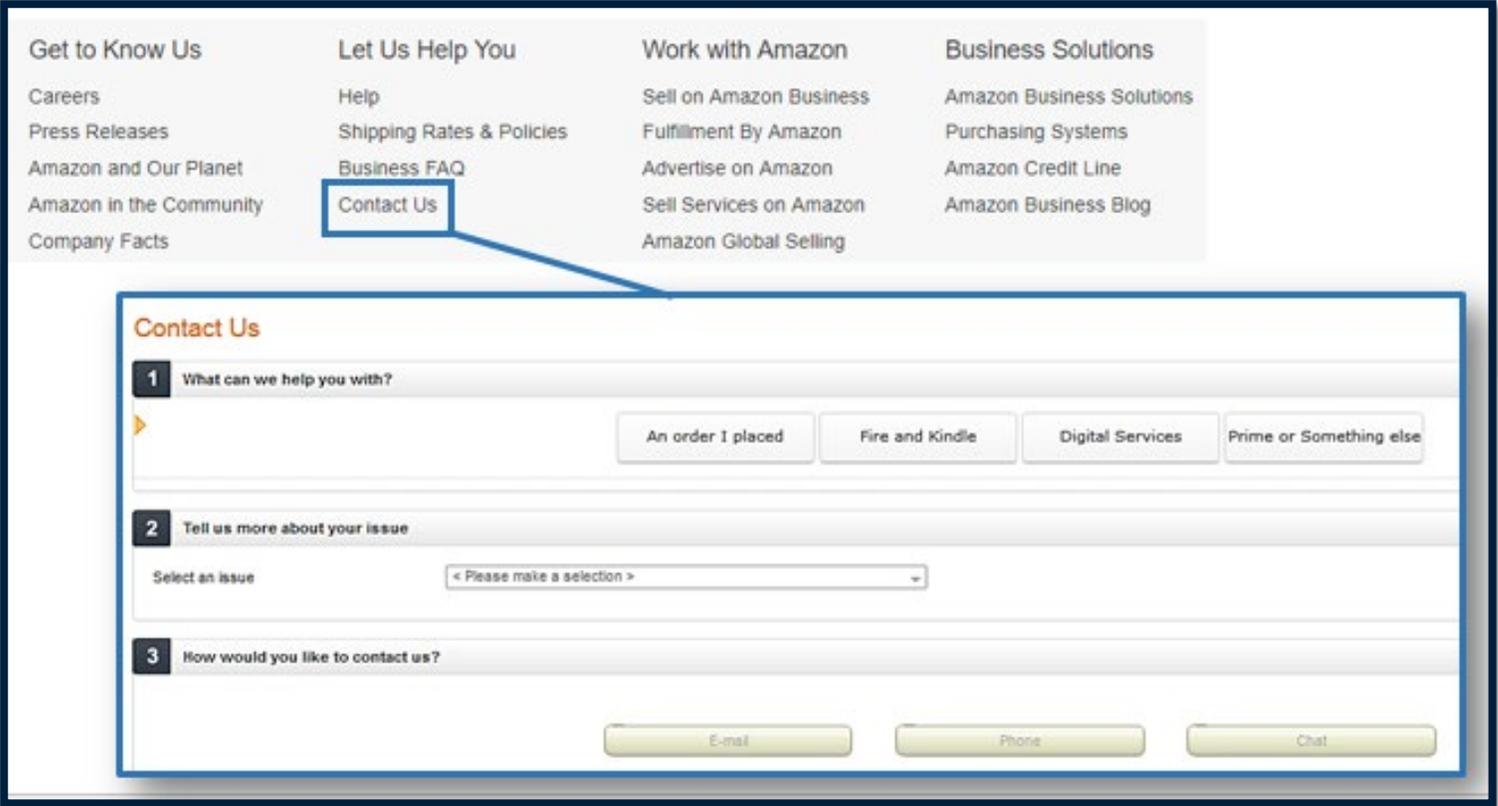
Take a variety of actions on your orders such as initiating returns or tracking the delivery of a package.

Business Customer Support

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](#).



Common Customer Support Questions

See below for quick resolutions to frequently asked questions from your end users as well as 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

amazon business

Thank You