

Missouri State

Amazon Business for Education

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Today's Agenda:

- Account Navigation & Shopping Experience
- Placing an Order
- Things to Know
- Bulk Ordering
- Additional Resources





Take Advantage of Amazon Business Prime

- Business Prime provides Free Two-Day Shipping on eligible items for all users utilizing the business account. [Click](#) to learn more.

Prime Eligibility – Fulfilled by Amazon

- Search results can be filtered based on Business Prime eligibility 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 does not include additional Prime benefits such as Amazon Fresh, Pantry, Video, or Music.

What if I bought my own Prime membership with my p-card?

- If you purchased it after April 2019, it will be cancelled when you merge into the central account. A prorated refund will be credited back to your p-card automatically.
- If you purchased it before April 2019, join the central account first, then contact Amazon Business Customer Service [online](#) or at 866-486-2360. They will manually trigger the refund back to your p-card.



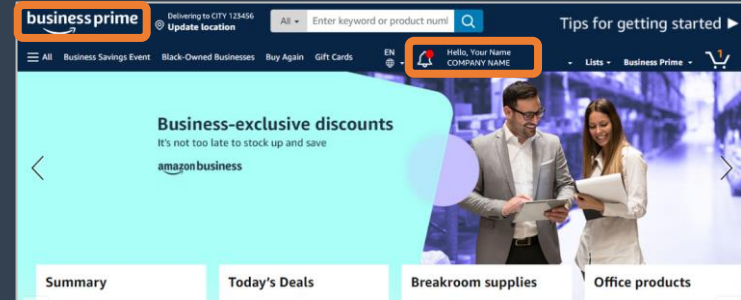
Account Navigation

Your Business & Personal Account Display

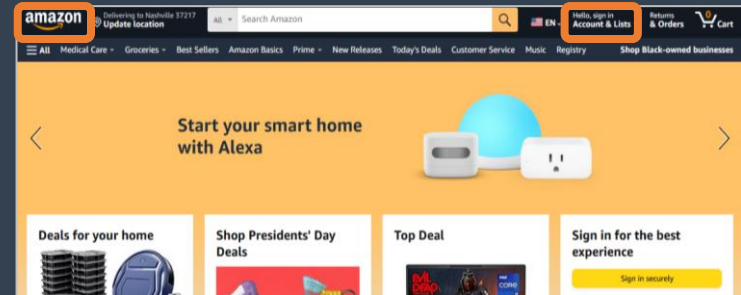
Make sure you are in the right account when shopping for **Missouri State** purchases

- The Amazon Business account will have the **Business Prime** logo in the top left corner.
- Your **Company Name** will be visible under *"Hello, Your Name"*
- **Business-Centric** rotating Homepage tiles

Business



Personal



Account Navigation

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

The screenshot shows the top navigation bar of the Amazon Business Prime interface. On the left is the 'business prime' logo. In the center is a search bar with a dropdown menu set to 'All' and a search icon. On the right is the slogan 'Wholesale made easy' with a right-pointing arrow. Below the search bar is a horizontal menu with links: 'Departments', 'Add People', 'Your Catalog', 'Buy Again', 'Today's Deals', 'Gift Cards', and 'Quantity Discounts'. To the right of this menu is a language dropdown set to 'EN', a user profile dropdown showing 'Hello, User' and 'Account for AB Demo Acco...', and a 'Lists' dropdown. On the far right is a 'Business Prime' dropdown and a shopping cart icon with a '1' notification badge.

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

The screenshot shows the account details dropdown menu that appears when hovering over the user profile. The menu is titled 'Account Details' and contains several items, each with a right-pointing arrow: 'Your Account', 'Your Orders', 'Business Analytics', 'Bulk Ordering', 'Your Interactions', and 'Receiving'. Below these items is a horizontal separator line, followed by 'Switch Accounts' and 'Sign Out'. The 'Your Account', 'Your Orders', 'Business Analytics', 'Bulk Ordering', and 'Switch Accounts' items are highlighted with orange boxes.

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

Summary
5
Jan 24
Awaiting delivery
Next delivery
\$4,11K
\$0
Jan - Total spend
Past due balance

Stock up on PPE
We offer PPE & workplace essentials for clean and safe environment.
Purchase PPE

Today's Deals
Find special deals happening now.
Shop deals

Pay for purchases later
Free up cash flow with a payment option to purchase items on net payment terms for approved Amazon Business customers.
Explore payment terms

Give the gift of choice
Share your appreciation by giving Gift Cards.
Shop Gift Cards

Best sellers in Computers & Accessories

 HP 24-inch FHD Monitor - Computer Monitor with 23.8-inch IPS Display ★★★★★ 19,702 \$174.99 prime	 Dell USB 3.0 Ultra HD/4K Triple Display Docking Station (D3100), Black ★★★★★ 6,793 \$129.64 \$169.99 (24% off) prime	 Dell Thunderbolt Dock- WD1978S 130w Power Delivery ★★★★★ 107 \$299.99 \$384.99 (22% off) prime	 Pluggable USB 3.0 Universal Laptop Docking Station Dual Monitor For... ★★★★★ 8,158 \$99.00 \$159.99 (38% off) prime	 Fire TV Stick 4K streaming device with Alexa Voice Remote (includes... ★★★★★ 38,535 \$29.99 \$49.99 (40% off) prime	 Lenovo USA Lenovo ThinkPad USB-C Dock Gen 2 (44A5009001) ★★★★★ 1,229 \$267.18 Only 12 left in stock - order...	 Fire TV Stick with Alexa Voice Remote (includes TV control), HD streaming... ★★★★★ 137,061 \$19.99 \$39.99 (50% off) prime
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Explore departments [View all](#)

Office Products 	Books 	Software 	Electronics & Computers
Janitorial & Sanitation 	Safety 	Lab & Science 	Tools & Construction

Placing an Order

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 | 836 answered questions
Amazon's Choice for "batteries"

Was: \$35.26
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 13%
15 units \$12.29 LOWEST PRICE Save 19%

Size: 48 Count

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

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

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 36 Pack AAA High-Perfor... \$10.72
 AmazonBasics 9V-8 Pack Alkaline Batte... \$10.98
 Amazon Basics 24 Pack 9 Volt Performance... \$26.52
 AmazonBasics D-12 Pack Alkaline Batte... \$15.10
 Add a gift receipt for easy returns.

Recurring delivery \$14.58 (\$0.30 / Count) Save \$0.77 (5%)

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

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

Estimated Delivery: Depends on Approval For example, if approved now: Tomorrow, Jan. 19

Items shipped from Amazon.com



Swingline Stapler, 20 Sheet Capacity, LightDuty 405, Jam Free, Metal, Black (S7040501)

\$4.66 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Amazon.com Services, Inc

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging

Tax Exemption Applied.

Choose your Prime delivery option:

Tomorrow

\$2.99 - Fastest Delivery

Tomorrow
7 AM - 11 AM

Tomorrow
10 AM - 3 PM

Tomorrow, Jan. 19

FREE One-Day Delivery

Monday, Jan. 22

FREE Amazon Day Delivery

Get your orders together in fewer boxes and deliveries each Monday.

[Change delivery day](#)

Confirm tax exemptions are applied:

- On the Review Your Order page (checkout), verify and/or modify which line items should be charged sales tax by removing tax exemption for those items. (if applicable).

» 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
Order total:	\$11.39

How are shipping costs calculated?
Prime shipping benefits have been applied to your order.

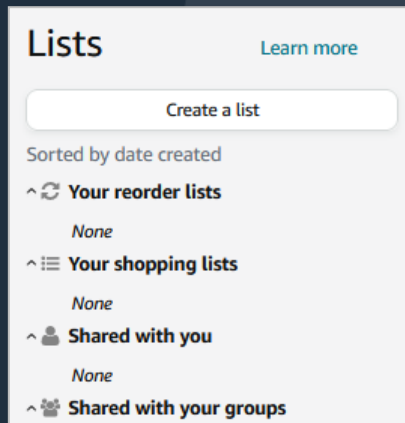
Things to Know

Reorder & Shopping Lists

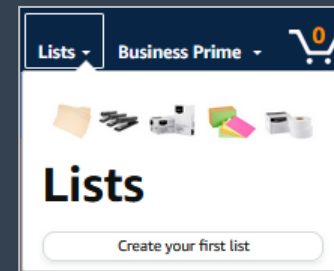
How do Lists work on Amazon Business?

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.

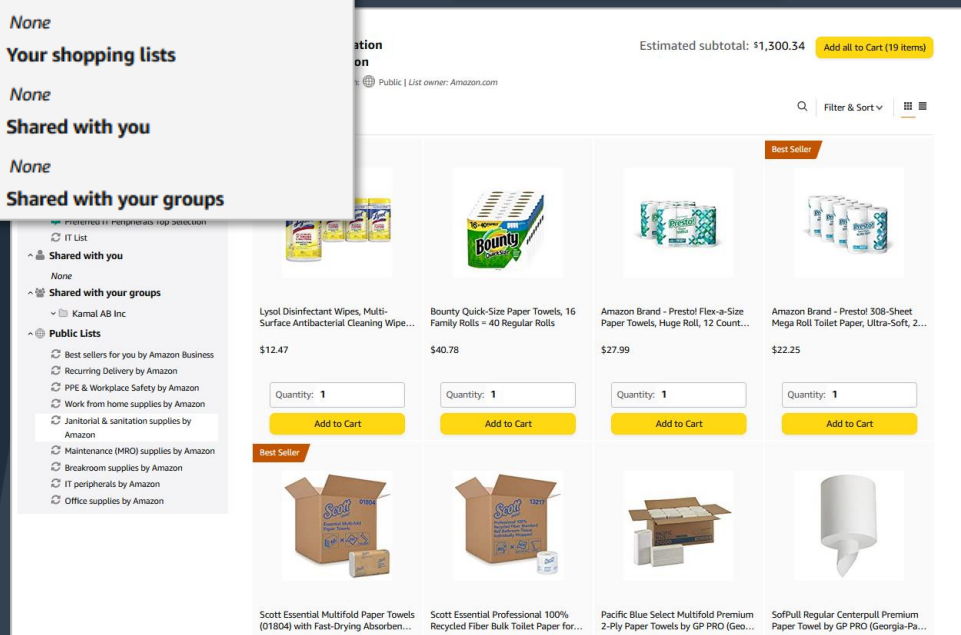
- [Create a List](#) - Any User on Amazon Business can create a shopping list
- [Share a List](#) - Create a public list and share with your desired audience
- [Review a Shared Shopping List](#) - When a list is shared with you, you can save it to your own account or make a copy to edit yourself



The screenshot shows the 'Lists' menu on the Amazon Business interface. At the top, there is a 'Learn more' link. Below it is a 'Create a list' button. The menu is organized into sections: 'Sorted by date created', 'Your reorder lists' (with a 'None' option), 'Your shopping lists' (with a 'None' option), 'Shared with you' (with a 'None' option), and 'Shared with your groups' (with a 'None' option).



The screenshot shows the Amazon Business 'Lists' page. At the top, there is a navigation bar with 'Lists', 'Business Prime', and a shopping cart icon. Below the navigation bar, there is a 'Create your first list' button. The page features a grid of product images and a 'Create your first list' button.



The screenshot shows the Amazon Business shopping cart. The cart contains four items, each with a quantity of 1 and an 'Add to Cart' button. The items are:

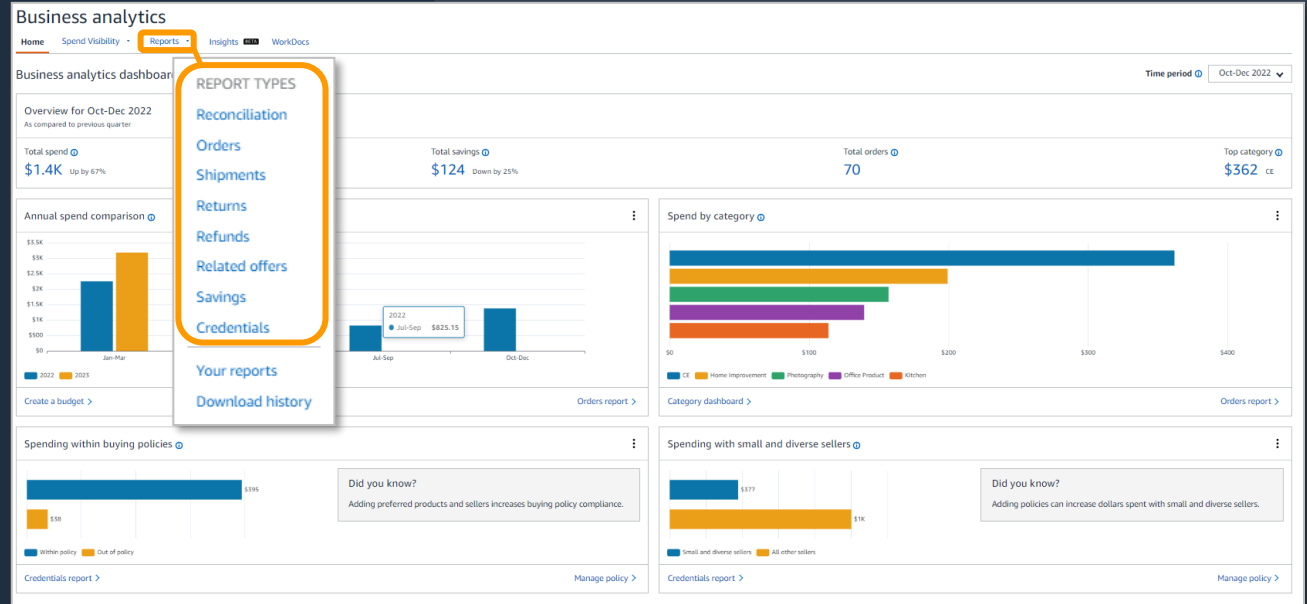
Item	Price	Quantity	Action
Lysol Disinfectant Wipes, Multi-Surface Antibacterial Cleaning Wipe...	\$12.47	1	Add to Cart
Bounty Quick-Size Paper Towels, 16 Family Rolls = 40 Regular Rolls	\$40.78	1	Add to Cart
Amazon Brand - Prestol Flex-a-Size Paper Towels, Huge Roll, 12 Count...	\$27.99	1	Add to Cart
Amazon Brand - Prestol 308-Sheet Mega Roll Toilet Paper, Ultra-Soft, 2...	\$22.25	1	Add to Cart

The cart also shows a 'Best Seller' badge and a 'Filter & Sort' dropdown menu. The estimated subtotal is \$1,300.34, and there is an 'Add all to Cart (19 items)' button.

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

Business analytics Reports

Reconciliation

Add title and save to your templates

Time period: Month to date

	Transaction Date	Payment Reference ID	Transaction Type	Payment Amount	Account Group
<input type="checkbox"/>	11/08/2018	K3TRZEKRUWL	Charge	\$13.47	Timberlands-Western
<input type="checkbox"/>	11/08/2018	ZFL26BHF590	Charge	\$357.88	Timberlands-Western
<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
<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	66JHB47PP11	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

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 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

Let Us Help You

Customer Service

Shipping Rates & Policies

Business FAQ

Contact Us

Bulk Ordering

Request for Quote

Request for Quote is a new tool which helps Amazon Business Customers request a specific, discounted price on higher volume purchases (>\$10K / >999 units). **Your Customer Advisor can submit Quote Requests for you that are between \$5000-9999.*

- Option 1: Go to www.amazon.com/customquotes and find a product
- Option 2: Email me for quote/project assistance

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



Access hundreds of pre-vetted bulk suppliers



Custom offers tailored to your business needs



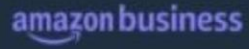
Typical savings of 20%

Bulk Purchases - Recent Examples:

- ✓ 20% Educator Discount for 300 Fire Tablets for Family Caregivers | \$22K order
 - ✓ Set-up in recurring orders of 80 every Quarter
- ✓ \$100 discount per unit for 62 Portable Air condition units for Residential Life | \$35K order
- ✓ 10% discount per unit for 700 shower curtains | \$8K order
- ✓ \$50 discount per unit for 10 Dyson hand blowers | \$9K order
- ✓ \$150 discount per unit for 25 Lenovo Laptops for IT | \$48K order
- ✓ \$6 discount per unit for 900 Motherboards/Chips for School of Engineering | \$31K order
- ✓ \$250 discount per unit for 10 Frequency Range Analyzer | \$13K
- ✓ 15% discount per unit for 150 Fitbits


Bulk Ordering

Amazon Business as a Strategic Supplier



Bulk Ordering

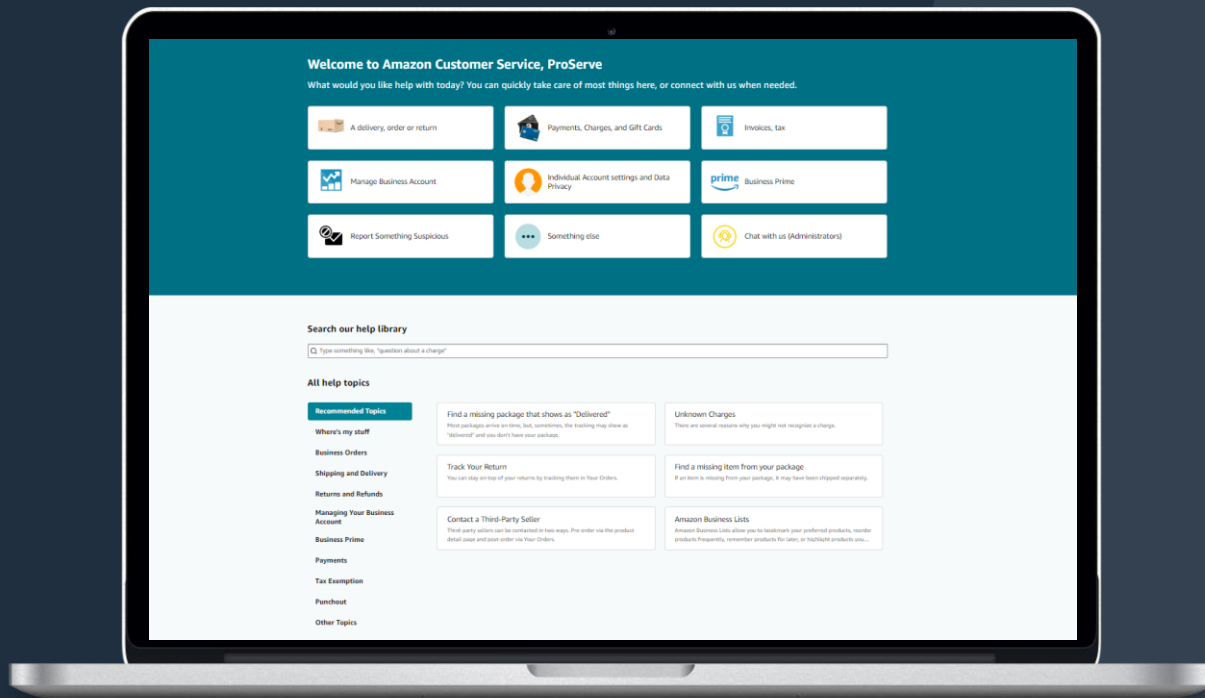
- Conveniently purchase large quantities of products in a single purchase with the Bulk Buying Tool
- Request a quantity discount when you buy eligible products in bulk from Amazon Business

Product	Quantity	Availability	Seller	
 <p>Hammermill Printer Paper, Premium Inkjet & Laser Paper 24 Lb, 8.5 x 11 - 5 Ream (2,500 Sheets) - 97 Bright, Made in the USA, 166140C</p> <p>★★★★★ 15519 ratings</p> <p>ASIN: B0183P917Q</p> <p>Condition: New</p> <p>Similar items available from \$28.14</p>	1	In Stock.	Ships and sold by Amazon.	
	1	\$38.75/ea Save 34%		
	4+	\$37.20/ea Save 36%		
	91+	from \$58.95/ea		

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](#).*



Let Us Help You

- Customer Service**
- Shipping Rates & Policies
- Business FAQ
- Contact Us**

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

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.



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Thank You!