



amazon business



Northwestern
University

Shopping Amazon Business Catalog Guide

Joining the Amazon Business Account

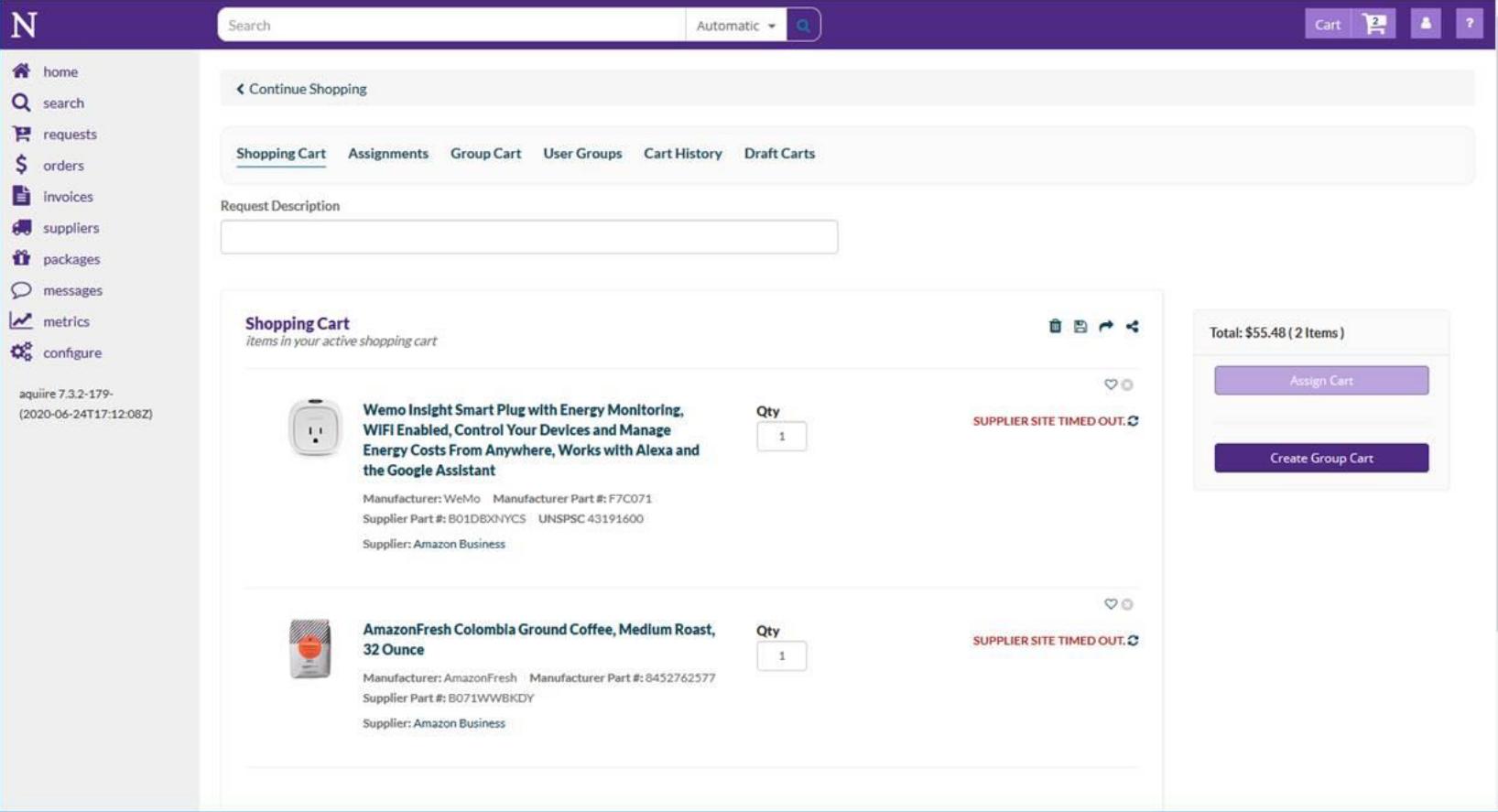
Accessing Amazon Business

Your user account is established the first time you “Punchout” to Amazon Business from within iBuyNU. Simply login to iBuyNU, select Suppliers from the left navigation bar and click the green punchout circle for Amazon Business.



Federated Search Prior to Amazon Business Registration

If a user tries to use the Federated Search for Amazon Business products prior to registering, they will see the "Supplier Site Timed Out" and will not be able to purchase from Amazon Business.



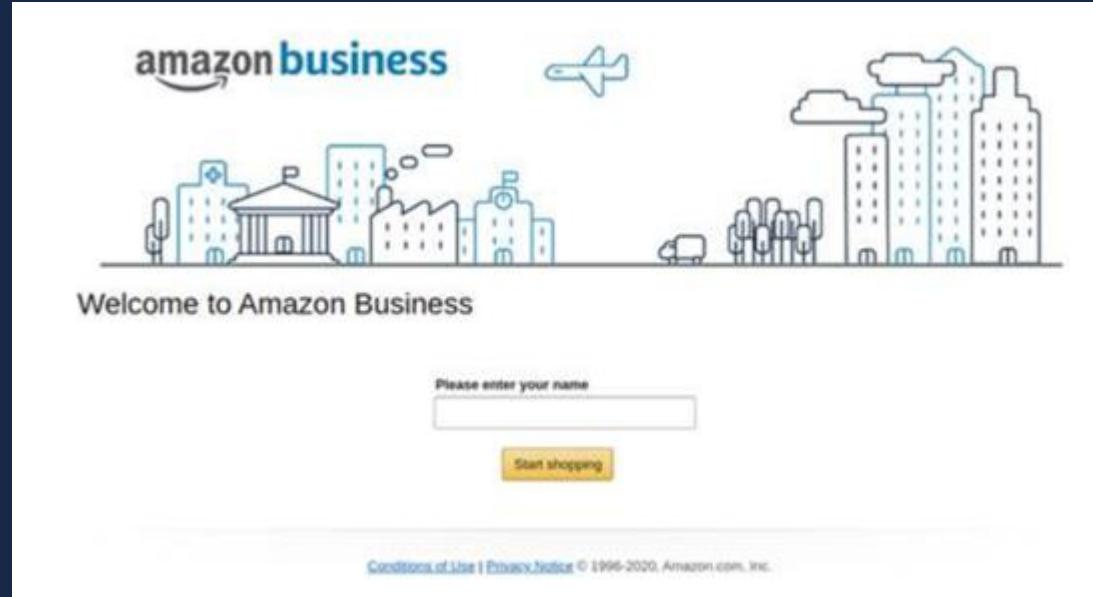
The screenshot shows the Aquire software interface with a purple header. The header includes a search bar, a dropdown menu set to 'Automatic', a cart icon with a '2' notification, and a help icon. The main content area has a 'Continue Shopping' button and a navigation bar with 'Shopping Cart', 'Assignments', 'Group Cart', 'User Groups', 'Cart History', and 'Draft Carts'. A 'Request Description' input field is present. The 'Shopping Cart' section displays two items:

- Wemo Insight Smart Plug with Energy Monitoring, WiFi Enabled, Control Your Devices and Manage Energy Costs From Anywhere, Works with Alexa and the Google Assistant**
Manufacturer: WeMo Manufacturer Part #: F7C071
Supplier Part #: B01DBXHNYCS UNSPSC 43191600
Supplier: Amazon Business
- AmazonFresh Colombia Ground Coffee, Medium Roast, 32 Ounce**
Manufacturer: AmazonFresh Manufacturer Part #: 8452762577
Supplier Part #: B071VWBKDY
Supplier: Amazon Business

Both items in the cart have a red 'SUPPLIER SITE TIMED OUT' message next to them. To the right of the cart, a sidebar shows a total of '\$55.48 (2 Items)' and buttons for 'Assign Cart' and 'Create Group Cart'.

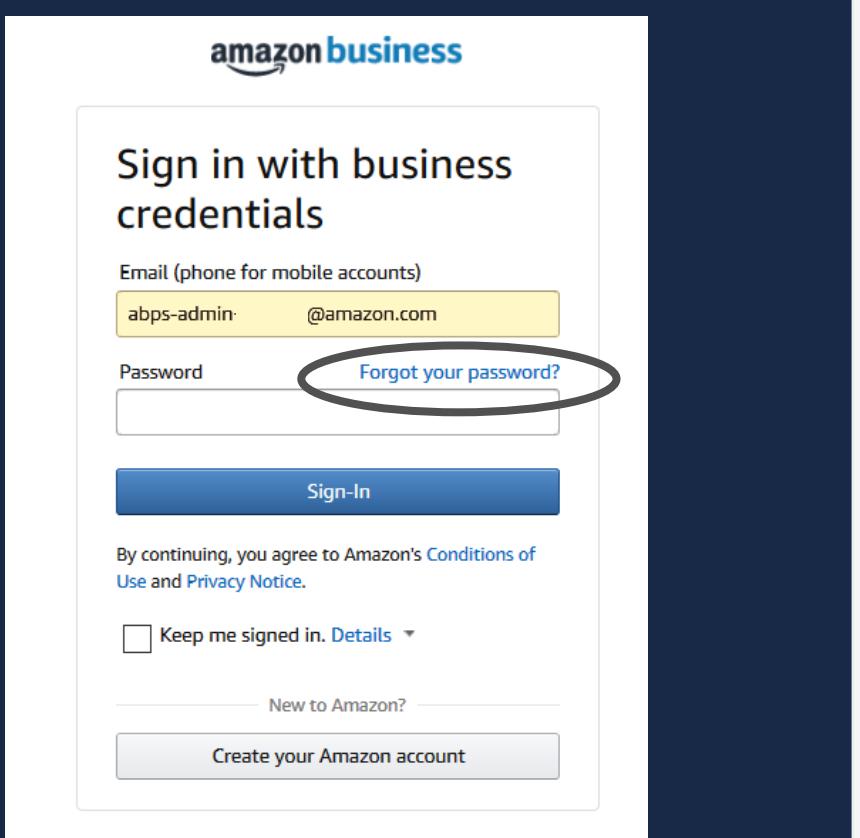
New User to Amazon Business

1.



Enter your name and then start shopping

2.

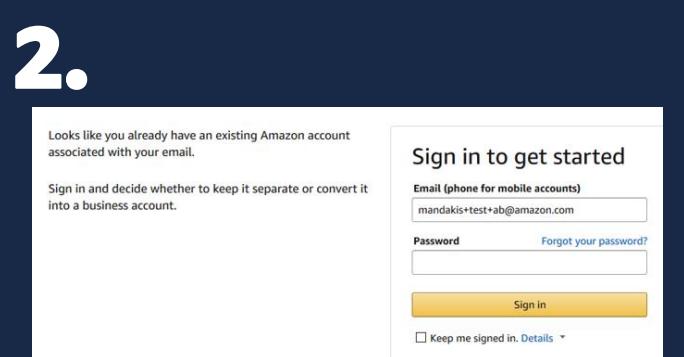


The first time you access a non-shopping page you will be prompted to sign in and will need to reset your password using the 'Forgot Your Password' Button

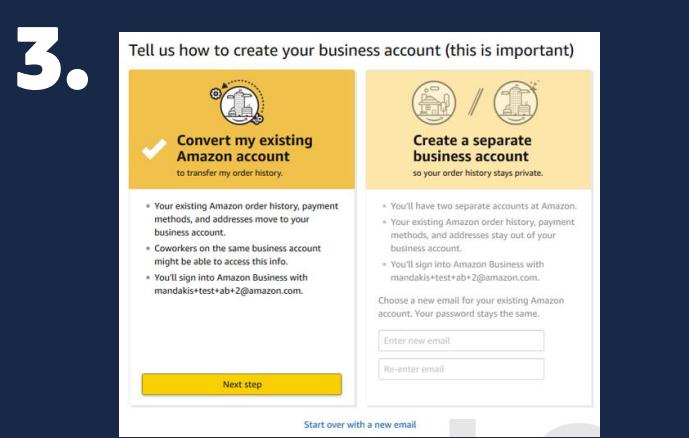
User to Convert



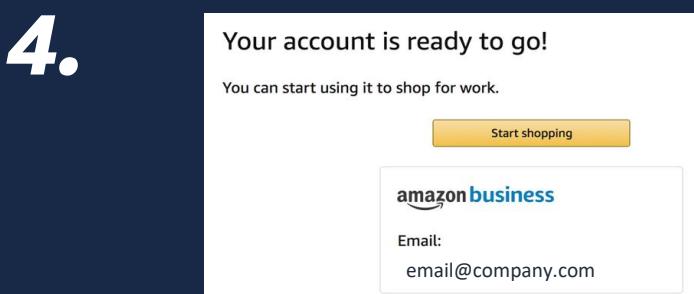
Begin the registration process from the welcome screen



The system recognizes the email. Sign in with existing password



Choose to **CONVERT in order to keep the same log in info and order history**



Review that the log in information is now an Amazon Business account and start shopping

User to Split

1.



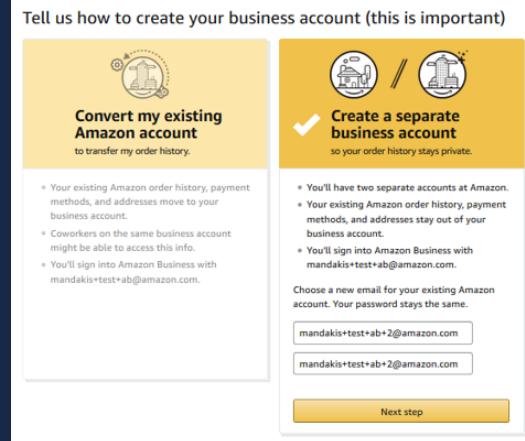
Begin the registration process from the welcome screen

2.



The system recognizes the email. Sign in with existing password

3.



4.

Enter your full name and choose your business password

Your name

Email

Password

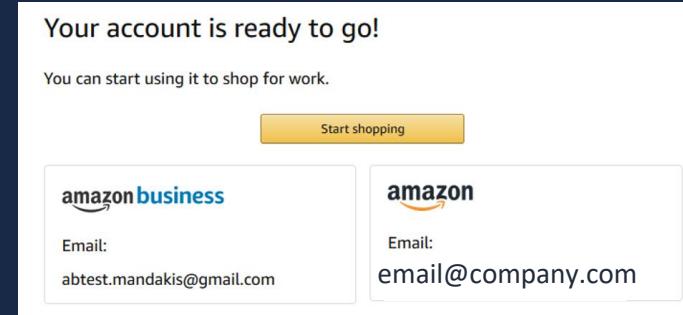
i Passwords must be at least 6 characters.

Re-enter password

Next step

Complete Required info

5.



Review the two separate accounts and logins. Previous order history is now associated with account on the right

Shopping on Amazon Business

Search & Browse Optimization

Optimizing search functions in Amazon Business allows you to find the best products to meet your needs and compare prices to find the best value

- Amazon is the “everything store.” With such a large selection, we do our best to make it easy for you and your end users to find what you’re looking for.
- Recommended filters:
 - Business Sellers**
 - Prime Eligible**
 - Brand**
 - Average Customer Review/Rating**
 - Diversity Credentials**

The screenshot illustrates the Amazon Business search interface with several key features highlighted:

- Top Navigation:** "Navigate business-optimized categories to view featured departments and associated products".
- Sort Options:** A dropdown menu titled "Sort by highlighted items, price & customer reviews" is open, showing options: "Sort by Avg. Customer Review" (selected), "Featured", "Price: Low to High", "Price: High to Low", and "Avg. Customer Review".
- Search Refinement:** A sidebar titled "Select desired product details to refine search" includes filters for "Eligible for Free Shipping" (Free Shipping by Amazon), "Quantity" (Under 10 Sheets, 10 to 19 Sheets, 20 to 29 Sheets, 30 to 49 Sheets, 50 to 99 Sheets, 100 to 299 Sheets, 300 Sheets & Above), and "Feature Keywords" (Photo, Matte, Fine Art, Professional, 19 x 13, 17 x 11, Heavy Weight, + See more).
- Recently Viewed:** A section titled "Utilize recently viewed items & featured recommendations based on your browsing history" displays a grid of recently viewed products, including a computer monitor, a desk lamp, a desk, a stapler, and a desk chair.



Take Advantage of Amazon Prime Shipping Benefits

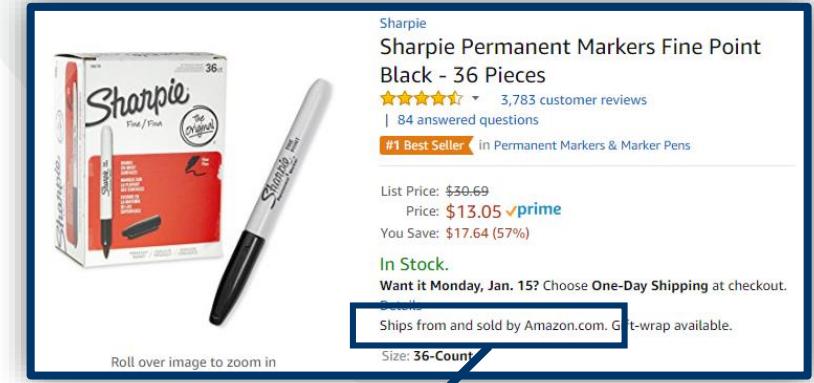
- An easy way to ensure that your products arrive on time and as expected, is to order products fulfilled directly from Amazon. All products clearly mark who the seller is on the product detail page.

Prime Eligibility – Fulfilled by Amazon

- Prime eligible items are fulfilled by Amazon. We recommend searching for prime eligible items.

What's not Included?

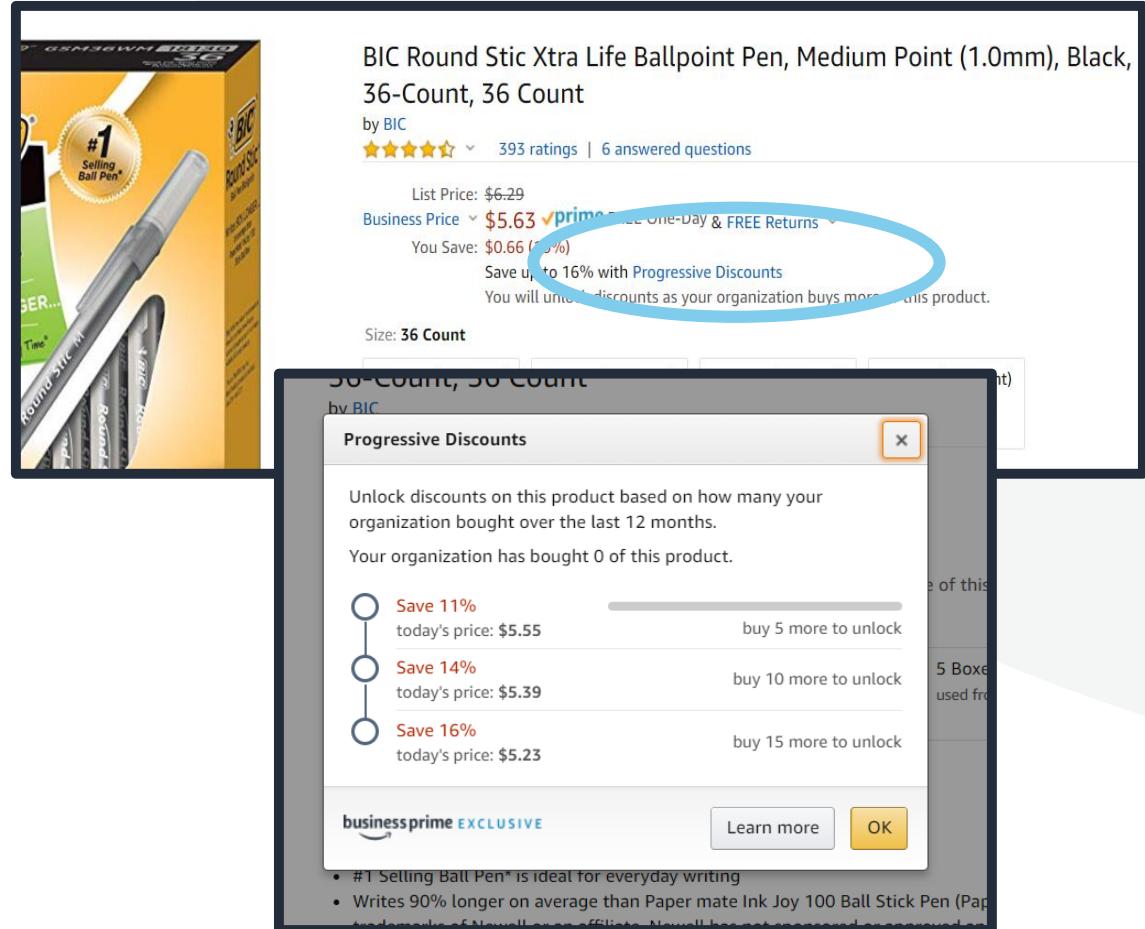
- Business Prime Shipping does not include additional Prime benefits such as Amazon Fresh, Pantry, Video, or Music.



Business Account Navigation

Progressive Discounts

- **Progressive Discounts** is a new pricing feature giving Business customers one more way to save.
- Your purchases, along with the purchases of your co-workers, unlock Progressive Discounts on eligible products. Once you've unlocked a discount for a product, the Progressive Discount is applied to all purchases of that product across your organization (unless there are better prices available).
- Increase your savings when your organization buys more over time. Progressive Discounts are unlocked based on the purchasing history of everyone in the organization over the last 12 months.



BIC Round Stic Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 36-Count, 36 Count

by BIC

★★★★★ 393 ratings | 6 answered questions

List Price: \$6.29
Business Price: \$5.63 **prime** One-Day & FREE Returns
You Save: \$0.66 (10%)

Save up to 16% with **Progressive Discounts**
You will unlock discounts as your organization buys more of this product.

Size: 36 Count

36-Count, 36 Count

by BIC

Progressive Discounts

Unlock discounts on this product based on how many your organization bought over the last 12 months.

Your organization has bought 0 of this product.

Save 11%	today's price: \$5.55	buy 5 more to unlock
Save 14%	today's price: \$5.39	buy 10 more to unlock
Save 16%	today's price: \$5.23	buy 15 more to unlock

businessprime EXCLUSIVE

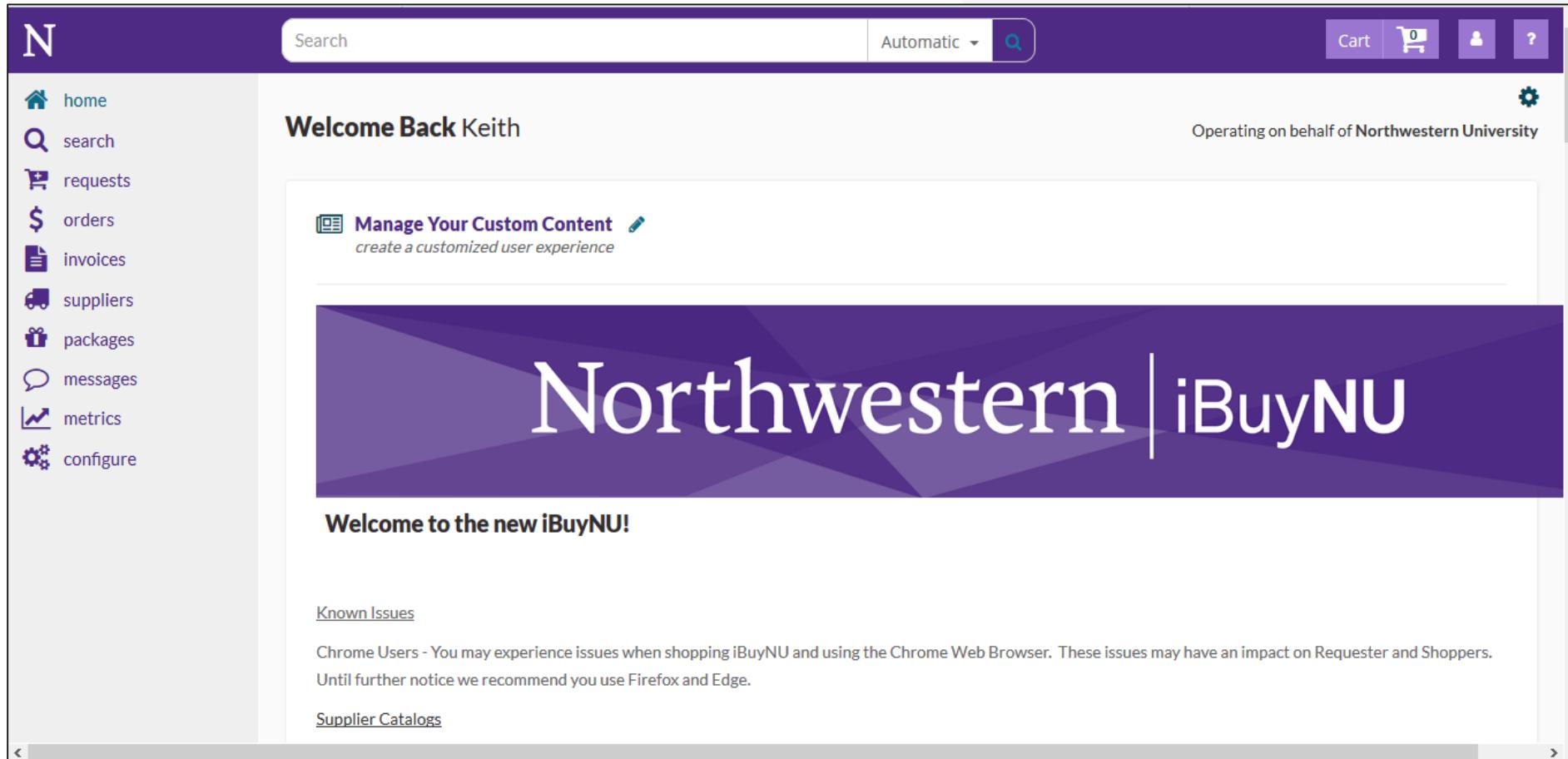
Learn more **OK**

• #1 Selling Ball Pen* is ideal for everyday writing
• Writes 90% longer on average than Paper mate Ink Joy 100 Ball Stick Pen (Paper mate is a registered trademark of Newell Rubbermaid, Inc. Newell is not affiliated with Amazon.com, Inc.)

Account Configuration

Federated Search

To shop using federated search, start by typing your item in the Search Bar at the top of the iBuyNU screen



The screenshot shows the Northwestern iBuyNU homepage. The top navigation bar is purple, featuring a search bar with a magnifying glass icon, a dropdown menu set to 'Automatic', and a cart icon with '0' items. The main content area has a purple header with the text 'Welcome Back Keith' and 'Operating on behalf of Northwestern University'. Below this is a purple banner with the text 'Manage Your Custom Content' and 'create a customized user experience'. The main title 'Northwestern | iBuyNU' is prominently displayed in white on a purple background. A welcome message 'Welcome to the new iBuyNU!' is visible. At the bottom, there are sections for 'Known Issues' (mentioning Chrome users) and 'Supplier Catalogs'.

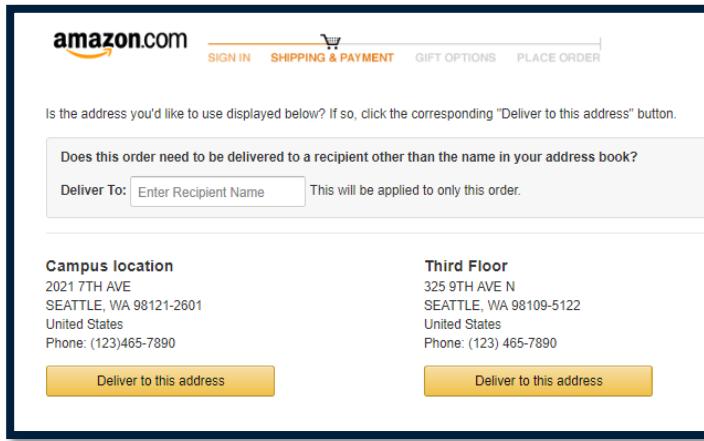
Known Issues

Chrome Users - You may experience issues when shopping iBuyNU and using the Chrome Web Browser. These issues may have an impact on Requester and Shoppers. Until further notice we recommend you use Firefox and Edge.

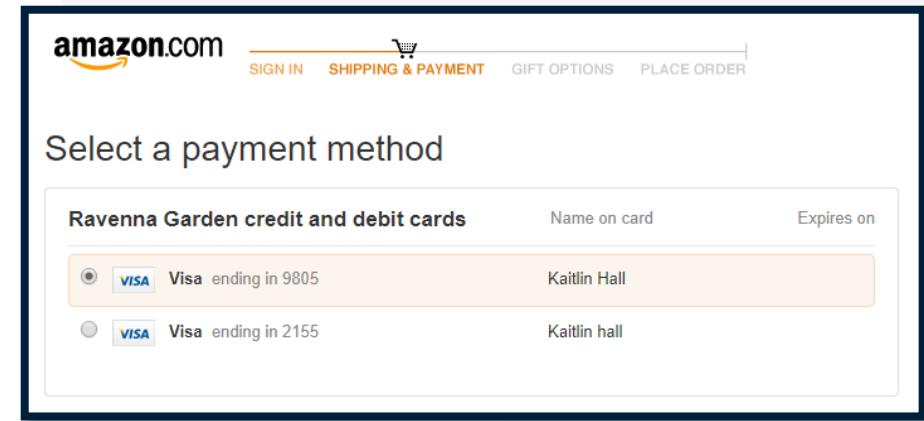
Supplier Catalogs

Checkout – Shared Payment Methods

When checking out on Amazon Business, you will be prompted to select a shipping address and payment method. No action is needed from you on either of these pages. Please review below. These options can only be updated by an account administrator.



The screenshot shows the 'SHIPPING & PAYMENT' step of the Amazon Business checkout process. At the top, there are links for 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. The main content area asks if the address is correct and if a different recipient is needed. It displays two address sections: 'Campus location' and 'Third Floor'. Both sections show the same address: '325 9TH AVE N', 'SEATTLE, WA 98121-2601', 'United States', and 'Phone: (123)465-7890'. Each section has a 'Deliver to this address' button. The 'Third Floor' section is highlighted with a yellow box.



The screenshot shows the 'SHIPPING & PAYMENT' step of the Amazon Business checkout process. At the top, there are links for 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. The main content area is titled 'Select a payment method'. It shows a list of payment methods: 'Ravenna Garden credit and debit cards'. Below this, two cards are listed: a Visa card ending in 9805 with the name 'Kaitlin Hall' and a Visa card ending in 2155 with the name 'Kaitlin hall'. The Visa card ending in 9805 is highlighted with a yellow box.

Shipping Address

- No need to select an address, your order will be delivered to the address provided on the Purchase Order.
- Just click Continue to proceed.

Payment Method Address

- No need to select a payment option. Amazon will submit an invoice via iBuyNU once our item(s) ship.
- Just click Continue to proceed.

Halted Orders

There are various instances in which orders can be halted/cancelled

- **Safeguards** – If the approval is not completed within the seven day cart lock, and the order falls outside of the safeguards at the time of approval, the item or order will be halted.
- **Multiple PunchOut Sessions** – Multiple PunchOut sessions can result in a cancelled order. When shopping on Amazon Business through PunchOut, make sure to use one PunchOut Session per order.
- **Changing or Modifying Cart** – If PO is sent with deleted line items or modified quantities, the order will be rejected.
- **Zip Code Change for Next Day Delivery** – If the zip code on the final PO differs from the zip code used for the address at checkout and the item is set for next day delivery, the order will be cancelled. *NOTE: If you are shipping out of state, please choose a different shipping option than “Next Day Delivery” to prevent your order from being cancelled.*

Company Restricted



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

Popular by computer RAM capacity

32 GB 24 GB 16 GB

Company restricted Company restricted

Lenovo 15.6" THINKPad E580 High Performance Business Laptop (Intel Quad Core i5-8250U...)
\$1,189⁰⁰ \$1,199⁰⁰

HP 17.3" HD+ Notebook Laptop PC (Intel Quad Core i5-8250U...)
\$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
\$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 **Notebook only** Notebook with mouse

Company Blocked



Hard blocking product categories prevents an end user from adding these products to their cart. The add to cart option will appear greyed out for any product categories that are blocked

Company Blocked
This item has been blocked from purchases by your organization.
This category is not allowed to be purchased according to your organization's policies

HP ENVY x2 12-inch Detachable Laptop with Stylus Pen, Processor, 4 GB RAM, 128 GB flash storage, Windows 10 Pro

★★★★★ 2 customer reviews

Price: \$999.99 & FREE Shipping. Details

prime | Try Fast, Free Shipping

In Stock. Want it tomorrow, June 14? Order within 2 hrs 41 mins and choose One-Day Shipping. Ships from and sold by Amazon.com. Gift-wrap available.

Company Blocked

Kindle Oasis E-reader (32GB, 7", 300 ppi), Waterproof, Built-in Light, 2x the Battery Life, by Amazon

\$237.49 \$249.99 prime

Qty: 1

Add to Cart

1-Click ordering is not available for this item.

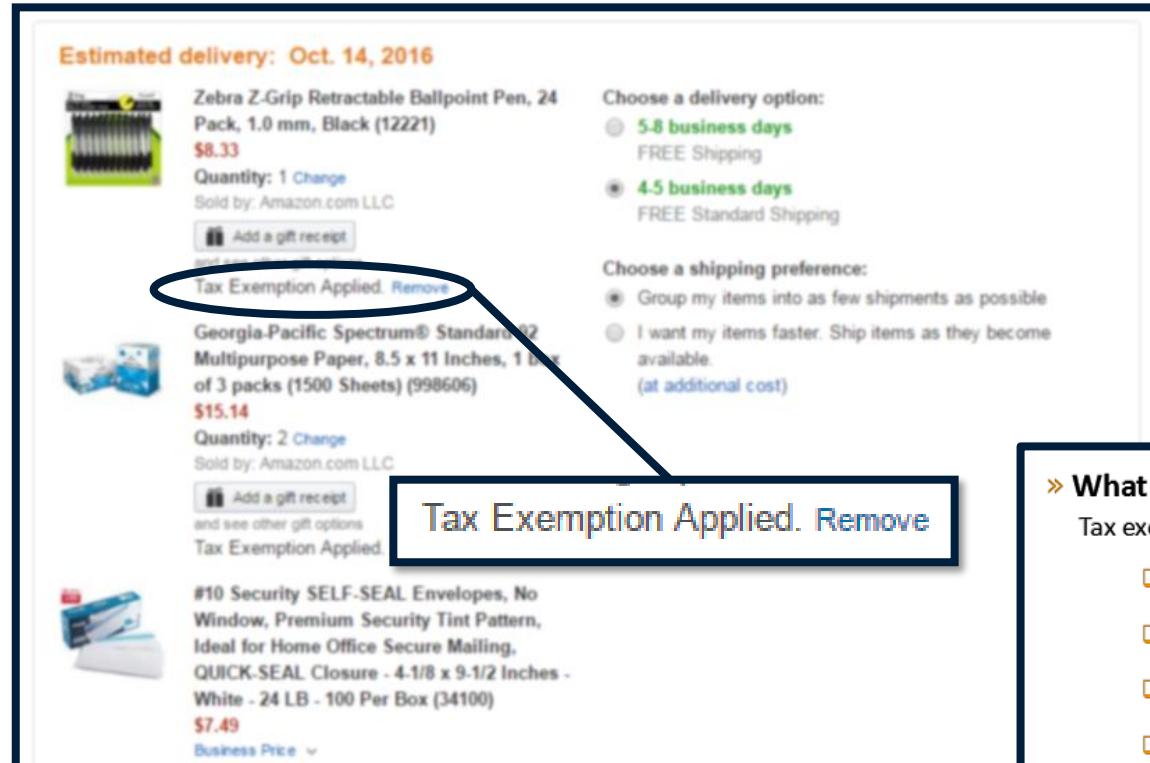
Select delivery location

Add to List

Add to your Dash Buttons

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



The screenshot shows the 'Review Your Order' page on the Amazon Business website. It displays three items in the cart:

- Zebra Z-Grip Retractable Ballpoint Pen, 24 Pack, 1.0 mm, Black (12221)** - \$8.33, Quantity: 1 Change. Status: Tax Exemption Applied. Remove (circled in blue).
- 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. Status: Tax Exemption Applied.
- #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. Status: Tax Exemption Applied.

Delivery options are listed on the right, including 5-8 business days (FREE Shipping) and 4-5 business days (FREE Standard Shipping). Shipping preferences are also listed.

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?**

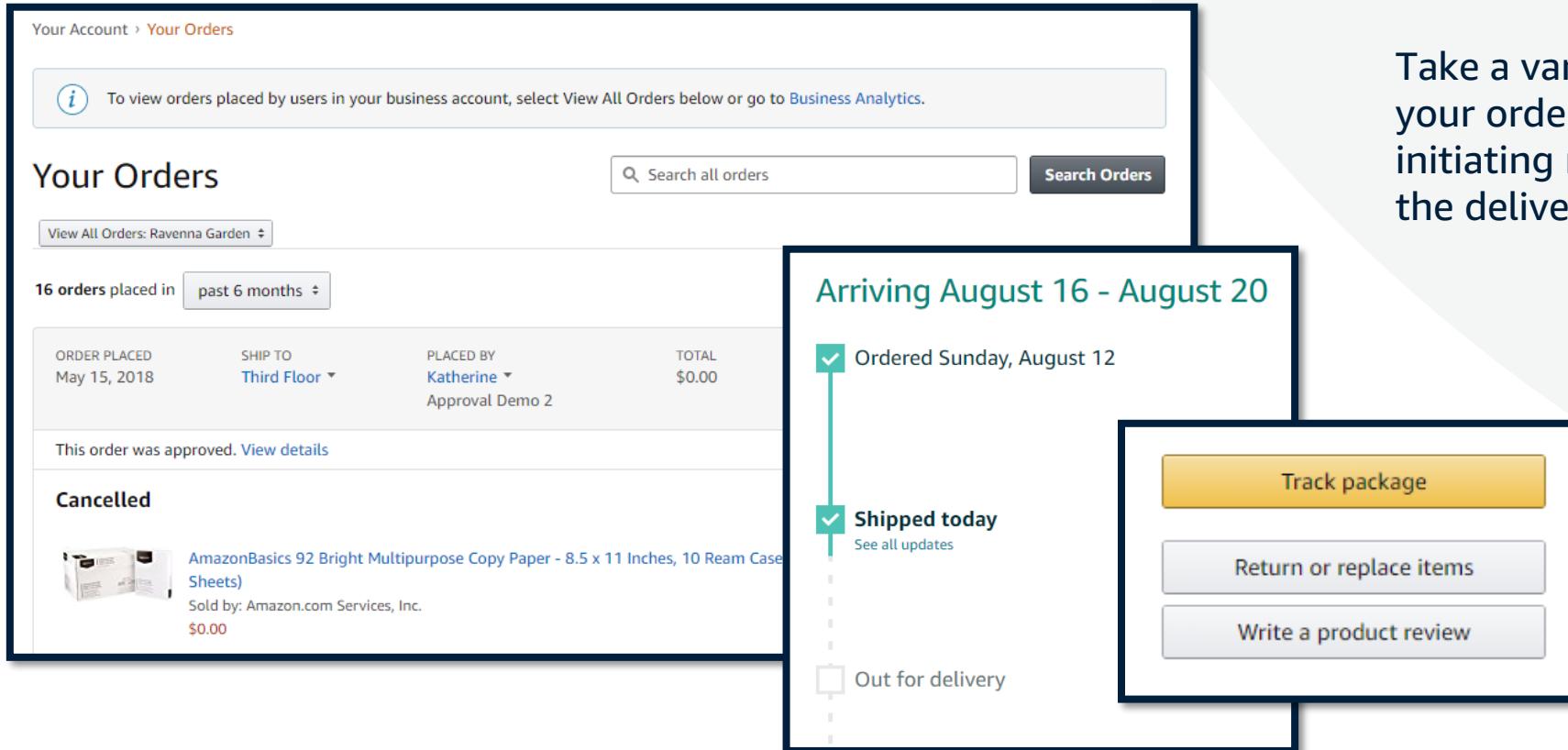
Tax exemption applies to items sold by ...

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

Your Orders

Your Orders

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



The screenshot shows the 'Your Orders' page with a navigation bar 'Your Account > Your Orders'. A callout box highlights the status of an order placed on Sunday, August 12, which was shipped today. The status card includes options to 'Track package', 'Return or replace items', and 'Write a product review'.

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

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 (5000 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](#).

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Amazon in the Community

Company Facts

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Help

Shipping Rates & Policies

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Fulfillment By Amazon

Advertise on Amazon

Sell Services on Amazon

Amazon Global Selling

Business Solutions

Amazon Business Solutions

Purchasing Systems

Amazon Credit Line

Amazon Business Blog

Contact Us

1 What can we help you with?

An order I placed Fire and Kindle Digital Services Prime or Something else

2 Tell us more about your issue

Select an issue < Please make a selection >

3 How would you like to contact us?

E-mail Phone Chat



Thank You