



amazon business

amazon business



Northwestern
University

Shopping Amazon Business Catalog Guide

Joining the Amazon Business Account

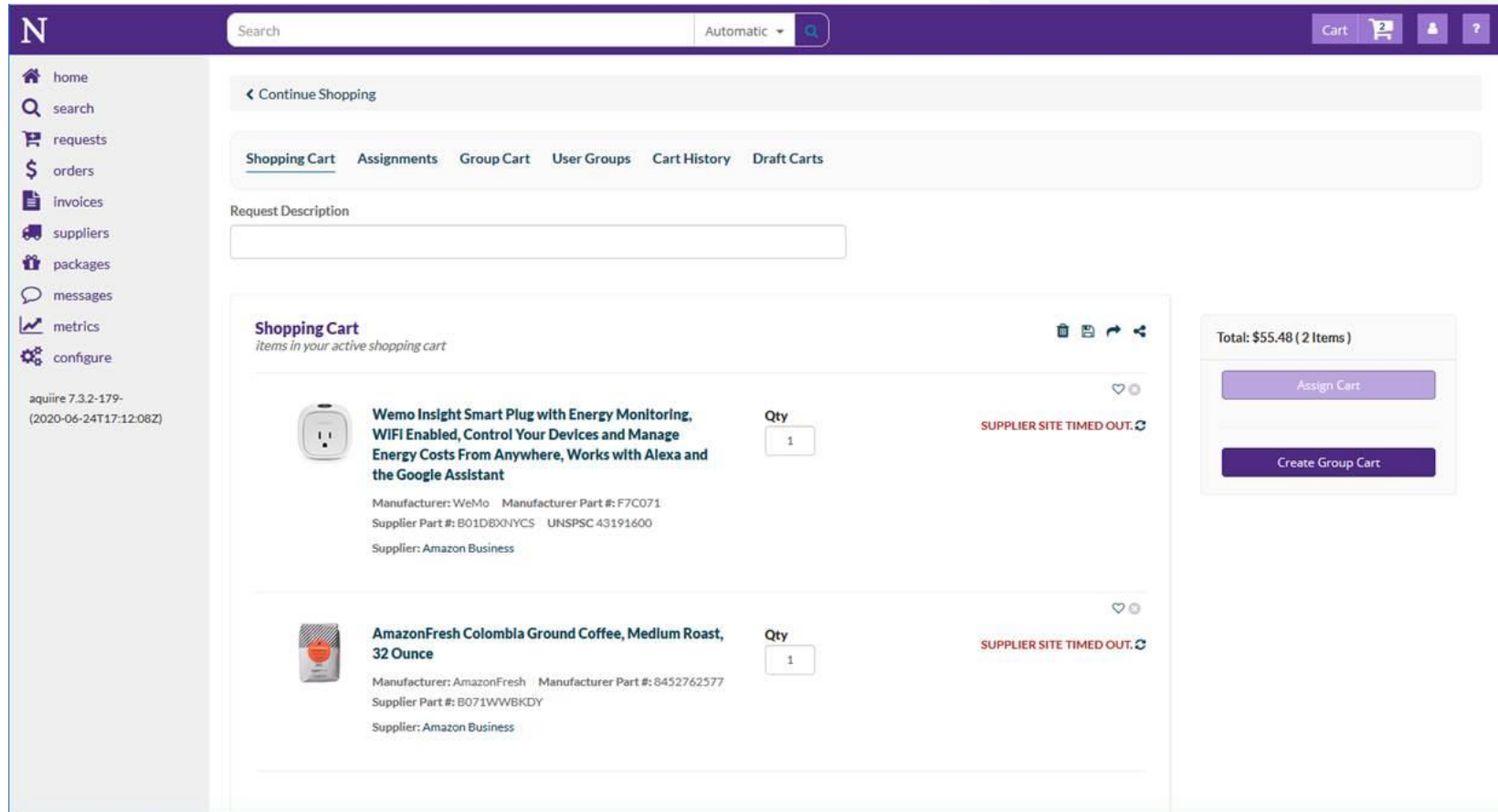
Accessing Amazon Business

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.



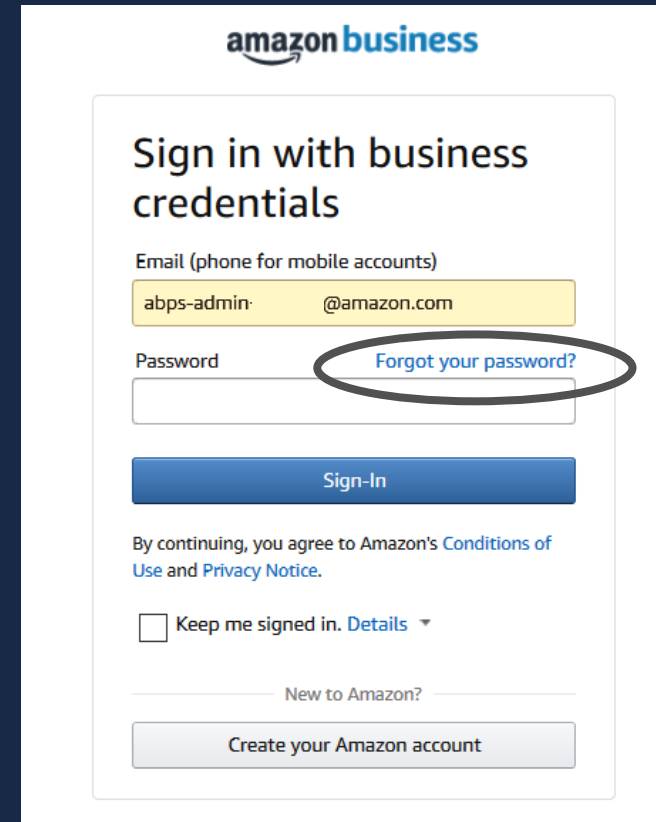
New User to Amazon Business

1.



Enter your name and then start shopping

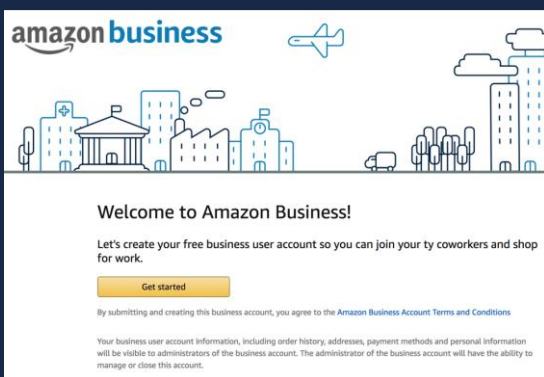
2.



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

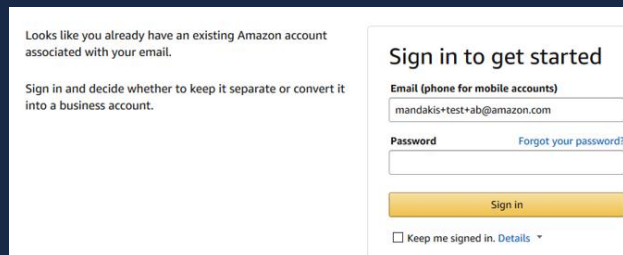
User to Convert

1.



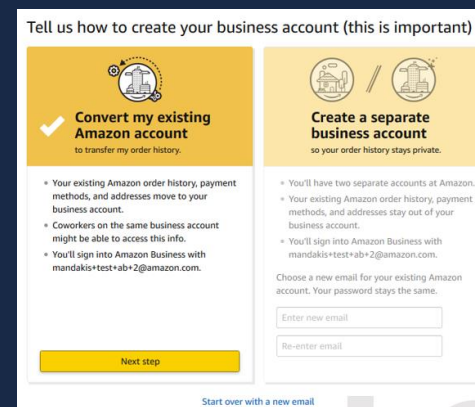
Begin the registration process from the welcome screen

2.



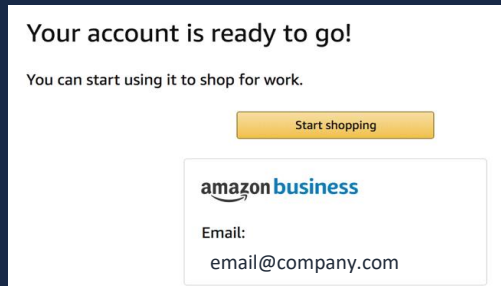
The system recognizes the email. Sign in with existing password

3.



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

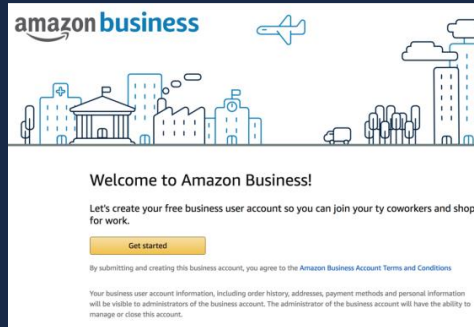
4.



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

User to Split

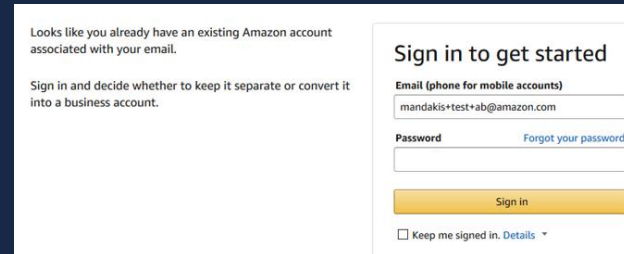
1.



The screenshot shows the Amazon Business welcome screen. At the top is the Amazon Business logo and a cityscape illustration. The text reads: 'Welcome to Amazon Business! Let's create your free business user account so you can join your ty coworkers and shop for work.' Below this is a 'Get started' button. At the bottom, there is a small disclaimer about terms and conditions and business account information.

Begin the registration process from the welcome screen

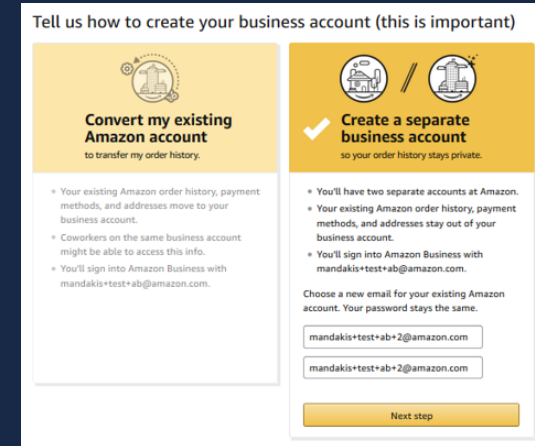
2.



The screenshot shows the Amazon Business sign-in screen. It has two columns. The left column says: 'Looks like you already have an existing Amazon account associated with your email. Sign in and decide whether to keep it separate or convert it into a business account.' The right column is titled 'Sign in to get started' and contains a sign-in form with fields for 'Email (phone for mobile accounts)' (pre-filled with 'mandakis+test+ab@amazon.com') and 'Password'. There is a 'Forgot your password?' link, a 'Sign in' button, and a 'Keep me signed in. Details' checkbox.

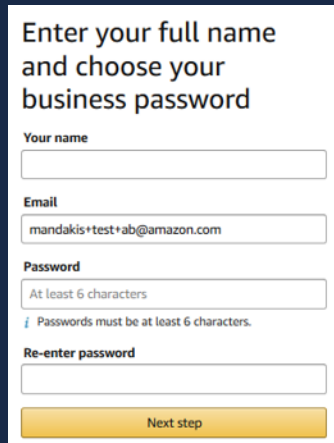
The system recognizes the email. Sign in with existing password

3.



The screenshot shows the 'Tell us how to create your business account (this is important)' screen. It has two main options: 'Convert my existing Amazon account' and 'Create a separate business account'. The 'Convert' option lists benefits like moving order history and payment methods. The 'Create separate' option lists benefits like having two separate accounts and keeping order history private. Below these are input fields for email and a 'Next step' button.

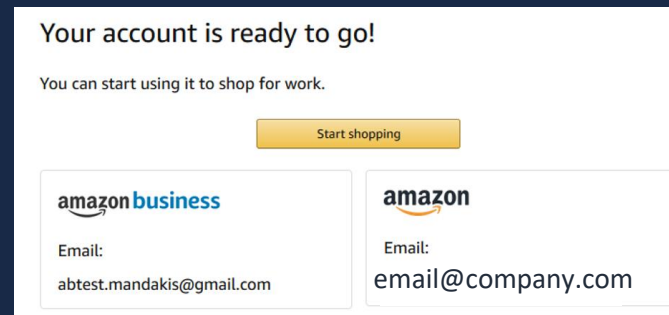
4.



The screenshot shows the Amazon Business account creation form. It has a title 'Enter your full name and choose your business password'. Below this are four input fields: 'Your name', 'Email' (pre-filled with 'mandakis+test+ab@amazon.com'), 'Password' (with a hint 'At least 6 characters' and a note 'Passwords must be at least 6 characters.'), and 'Re-enter password'. At the bottom is a 'Next step' button.

Complete Required info

5.



The screenshot shows the Amazon Business account ready screen. It has a title 'Your account is ready to go!' and a subtitle 'You can start using it to shop for work.' Below this is a 'Start shopping' button. At the bottom, there are two boxes: one for 'amazon business' with email 'abtest.mandakis@gmail.com' and one for 'amazon' with email 'email@company.com'.

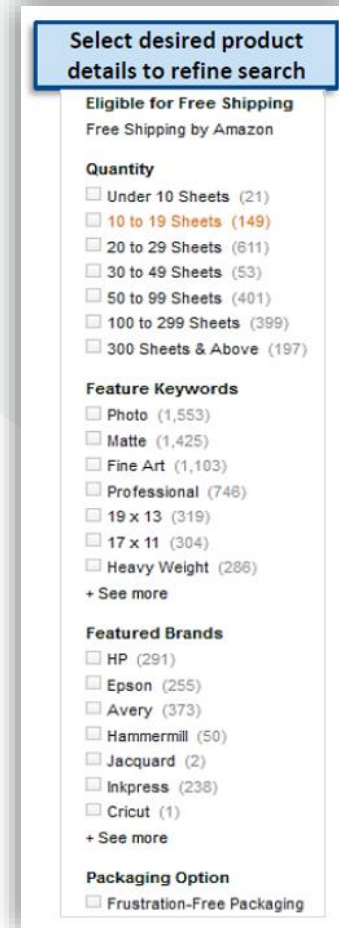
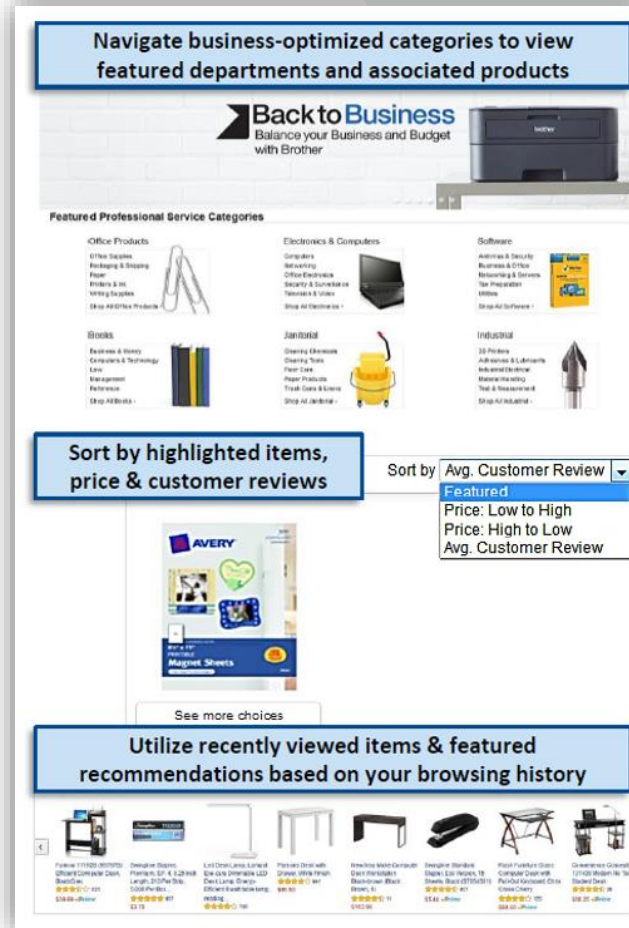
Review the two separate accounts and logins. Previous order history is now associated with account on the right

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





Take Advantage of Amazon Prime Shipping Benefits

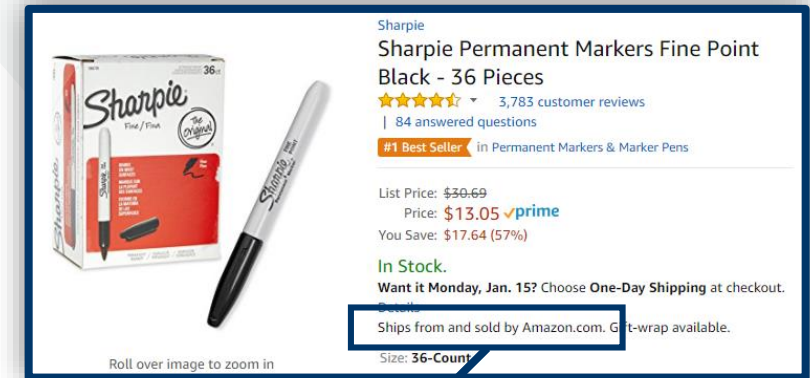
- An easy way to ensure that your products arrive on time and as expected, is to order products fulfilled directly from Amazon. All products clearly mark who the seller is on the product detail page.

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.



Ships from and sold by Amazon.com.

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 (11%)

Save up to 16% with Progressive Discounts

You will unlock discounts as your organization buys more of this product.

Size: 36 Count

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

business prime EXCLUSIVE

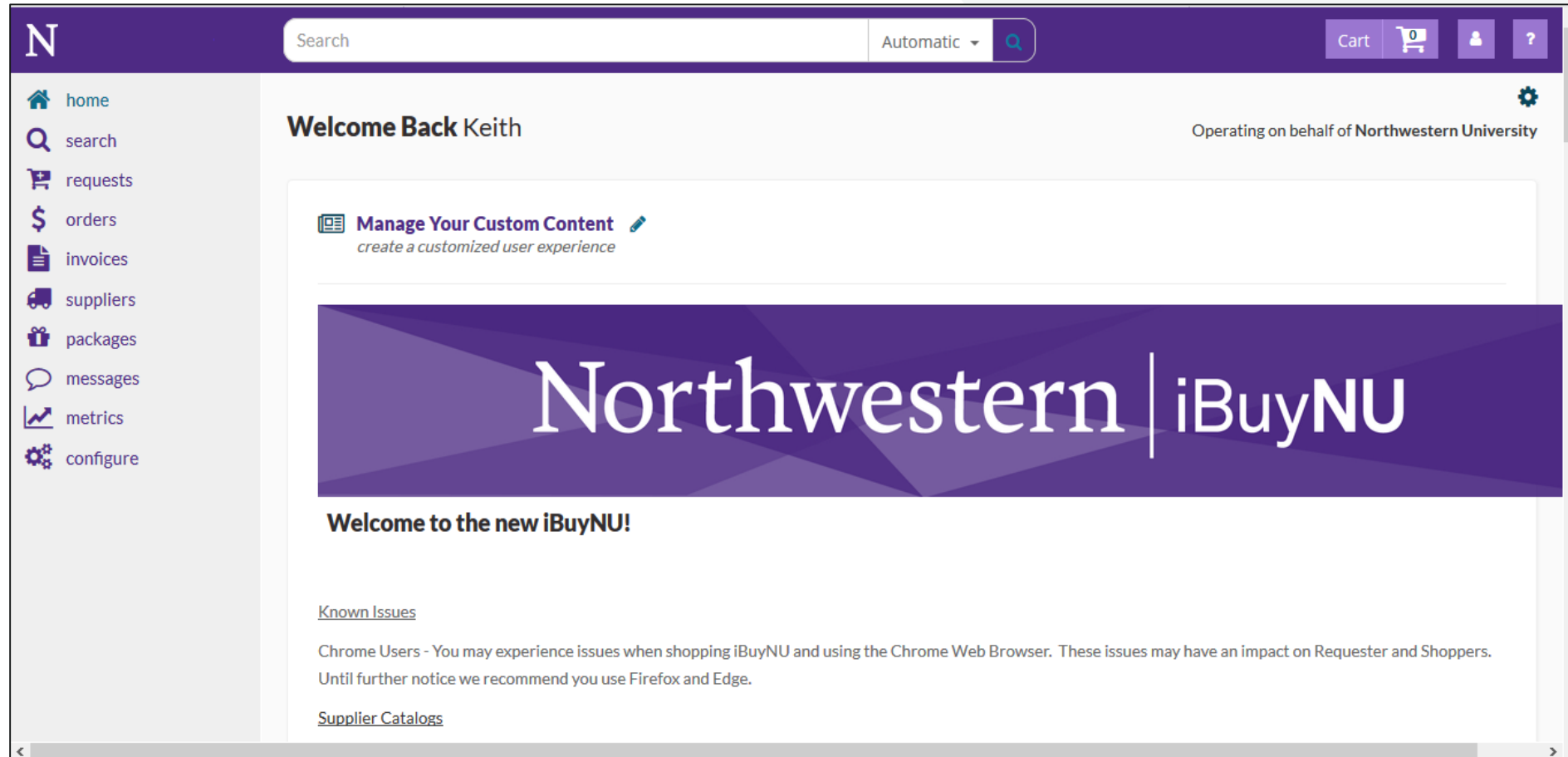
Learn more OK

- #1 Selling Ball Pen* is ideal for everyday writing
- Writes 90% longer on average than Paper mate Ink Joy 100 Ball Stick Pen (Papermate Ink Joy 100 Ball Stick Pen is a registered trademark of Newell Corporation. Newell has not endorsed Amazon.)

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



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 Amazon Business checkout page with the 'SHIPPING & PAYMENT' tab selected. It asks if the user wants to deliver to a different address. Below this, there are two address options: 'Campus location' and 'Third Floor'. Each address has a 'Deliver to this address' button.

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

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

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

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.

The screenshot shows the Amazon Business checkout page with the 'SHIPPING & PAYMENT' tab selected. It prompts the user to 'Select a payment method'. Under the heading 'Ravenna Garden credit and debit cards', there are two Visa cards listed with their names and expiration dates.

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

Select a payment method

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	

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

Lenovo 15.6" ThinkPad E580 High Performance Business Laptop (Int...

★★★★☆ ~ 25

\$1,189⁰⁰ ~~\$1,199.00~~

Company restricted

HP 17.3" 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

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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

HP 13MP Camera

Take stunning, high-resolution photos with crispier, more life-like colors

Nano-SIM card slot

Take your data plan, contacts, and texts anywhere

Headphone-out/microphone-in combo jack

USB-C™ to USB-A dongle

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

★★★★★
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 from and sold by Amazon.com. Gift-wrap available.

Company Blocked

Kindle Oasis E-reader (300 ppi), Waterproof, Built by Amazon

\$237.49\$249.99 prime

Qty: 1 ▾

Add to Cart

1-Click ordering is not available for this item.

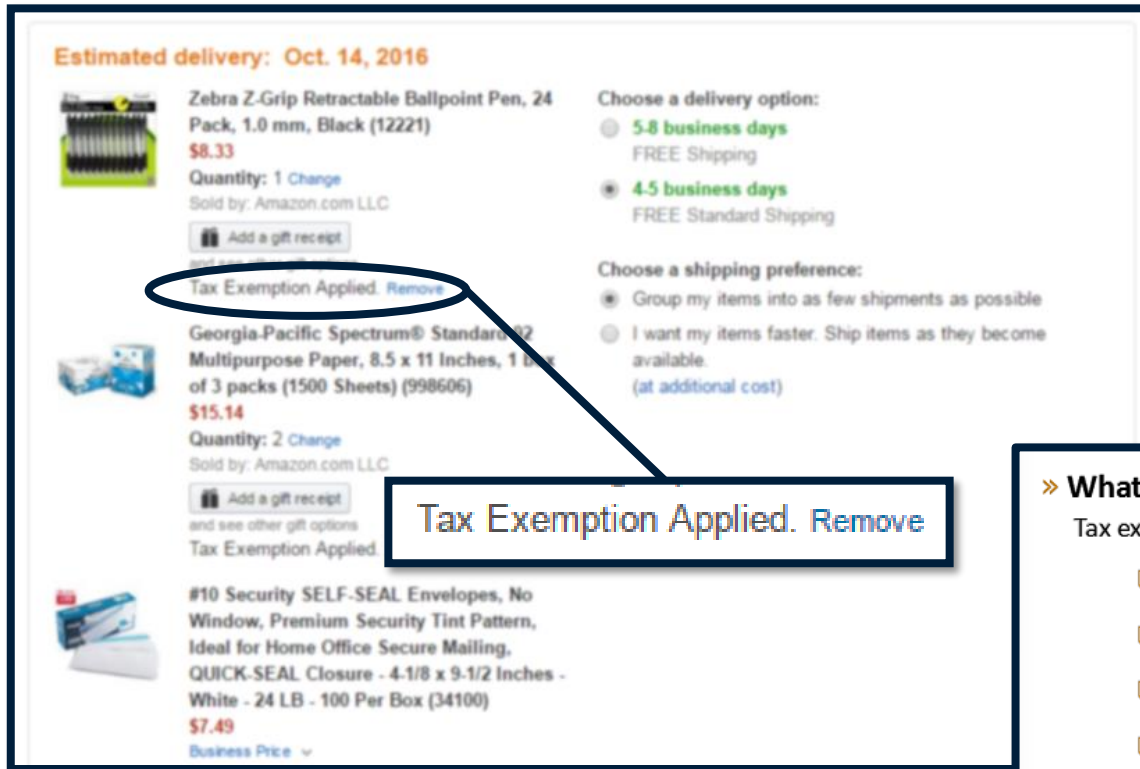
Select delivery location

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



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

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

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

Search all orders

Search Orders

View All Orders: Ravenna Garden


16 orders placed in

past 6 months

ORDER PLACED May 15, 2018	SHIP TO Third Floor	PLACED BY Katherine Approval Demo 2	TOTAL \$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

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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](#).

Get to Know Us	Let Us Help You	Work with Amazon	Business Solutions
Careers	Help	Sell on Amazon Business	Amazon Business Solutions
Press Releases	Shipping Rates & Policies	Fulfillment By Amazon	Purchasing Systems
Amazon and Our Planet	Business FAQ	Advertise on Amazon	Amazon Credit Line
Amazon in the Community	Contact Us	Sell Services on Amazon	Amazon Business Blog
Company Facts		Amazon Global Selling	

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