

Amazon Business Purchasing & Reconciliation Guide

Ordering on Amazon Business

1. Once you are finished adding items to your cart, select the cart icon to view your order details



Note, if you have an item in a restricted category, this will require additional approval.

- a. If additional approval is required, you can provide comments to accompany your order. See the example below:

Business Order Information

This information will be used to expedite the approval and fulfillment of your order using the Business College group. [Change group](#)

⚠️ Your order contains company restricted items
One or more items in your order may not comply with the purchasing standards for your organization.

 HP Pavilion 21.5-inch IPS LED-HDMI VGA Monitor
Sold by Amazon.com Services, Inc.
Business College employees: Only pre-selected Preferred Items are allowed.

Approval Information

Comments:

100 characters left

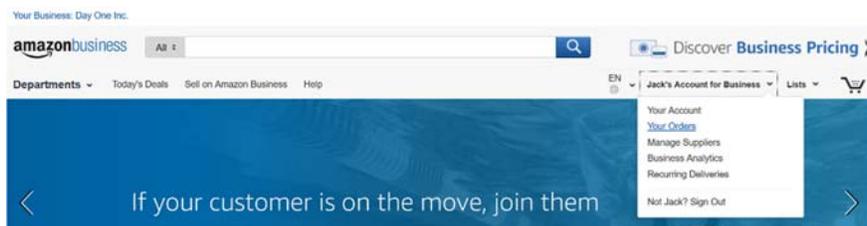
[Continue](#)

2. Once your cart has all of the needed items, select [Proceed to checkout \(5 items\)](#)
3. Select a shipping address and shipping speed
4. Add your Purchasing Card information
5. If you have no Restricted Items, you can select [Place your order](#)
6. If you have items that require approval, Select [Submit order for approval](#)
7. You will receive an email confirmation notifying you that your order is complete.

Reporting and Reconciliation

How do I access my orders?

1. Log in to your Amazon Business Account
2. Navigate to 'NAME Account for Business' to access the site menu and select 'Your Orders'



3. From this view, you can track your package, see order details or buy the item again.

Business Analytics

You can access download detailed reports of all of your orders from the Business Analytics Section.

1. Navigate to 'NAME Account for Business' to access the site menu and select 'Business Analytics'
2. Select the 'Show' option to switch between Order, Returns, Refunds and Reconciliation views.

Within the Business Analytics page, you have the option to download your data into a CSV if needed as well as build templates of reports.