



amazon business

The guide to buying on Amazon Business

Common
questions about
Amazon Business

1 What is Amazon Business?

Amazon Business combines the selection, convenience and value customers have come to know and love from Amazon, with new features and unique benefits tailored to the needs of businesses of all sizes.

2 Who buys on Amazon Business?

Amazon Business customers range from sole proprietors to large enterprises with tens of thousands of employees on a single account. We serve millions of business customers around the world today, including hospitals, universities, Fortune 50 companies, government agencies, restaurants, labs, and more.

3 What are the high-level features and benefits?

Amazon Business allows you to reduce costs, save time, achieve greater visibility and control, and more easily reconcile transactions. With Amazon Business, you have access to:

- Competitive pricing and flexible payment options
- A familiar and easy-to-use marketplace offering with access to hundreds of thousands of business sellers in the U.S. and worldwide
- Free standard shipping on orders over \$25, and free two-day shipping on eligible items with Business Prime
- Multi-user accounts with approval workflows, and detailed analytics

4 What kind of products are available to buy on Amazon Business?

Amazon Business is a store for all your business purchases, whether you're buying office supplies, contractor-grade power tools, or technology. With access to tens of thousands of different suppliers, you'll find everyday low business pricing on hundreds of millions of products.

5 Do Amazon Business customers receive price discounts?

In addition to competitive pricing offered just for businesses on millions of products across Amazon, quantity discounts are available on select purchases. Save more when you buy more.

6 What is the cost of an Amazon Business account?

It is free to register for an Amazon Business account. There's no long-term commitment, and no minimum spend.



7 Can I add additional buyers from my company to the account?

Amazon Business allows you to set up one central account with multiple buyers/purchasers, providing you with control and visibility over team spend.

You can easily add purchasers from your company through your settings. Add buyers by entering their email address, or upload the available spreadsheet template to add multiple buyers at once.

8 What if my employee already has a personal Amazon account they use for purchasing?

If your employee is already using their work email address for their personal account on Amazon, they can choose to convert their existing account into the main business account or create a new separate account. If the employee has used their existing Amazon account to make personal purchases, we recommend creating a new user account with a different email address. This protects the privacy of your employee's account information and keeps their personal and business purchases and order history separate.

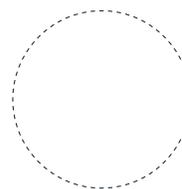
9 What payment options does Amazon Business offer?

You can purchase via credit or corporate purchasing cards, Amazon.com corporate credit, and Pay By Invoice (PBI).

10 Can administrators track and control what others are purchasing on the account? What kind of restrictions can be set on what buyers on the account can purchase?

With Amazon Business, you can:

- Create multi-user purchasing groups to match your organization structure and share payment methods
- Customize approval workflows, set spending limits, and manage your organization's buying
- Track and monitor spending by your organization with dynamic charts and data tables
- Guide company spending and implement policies with Guided Buying from Business Prime. Set preferred and restricted suppliers and products for your team



11 Can I use Prime on my business account?

Yes, but Business Prime is separate from individual, consumer Prime. Business Prime is an annual membership program designed for Amazon Business customers of all sizes who want many different business benefits, including the convenience of unlimited fast, free shipping for everyone on their business account, analytics and workflow control in the procurement experience.

12 Can I integrate Amazon Business into my procurement system?

Yes, we are enabled as a punchout catalog on nearly 90 leading procurement systems. We'll work with you to configure your system so you can get started.

13 How will Amazon Business purchases appear on my credit card statement?

For participating commercial cards, buyers will receive enhanced transaction data with line-item detail on every Amazon Business purchase. This additional data, available on existing billing and data feeds provided by the supporting banks, facilitates easier reconciliation and offers greater levels of transparency and visibility on spend.

14 What fast shipping options are available on Amazon Business?

With Business Prime, over 100 million items are eligible for free two-day shipping, and we offer free same-day and one-day shipping on eligible items.

15 How many suppliers are there on the Amazon Business marketplace?

In addition to those items that are sold and fulfilled by Amazon, Amazon Business offers access to hundreds of thousands of business sellers worldwide.

16 How can I use Amazon Business for recurring purchases?

Buyers often need to buy the same items again and again. With reorder lists on Amazon Business, you can make these repeat purchases even more efficiently and easily. Simply add items to a Reorder List and, with one click, you can order (and re-reorder) the items you need or share your purchasing list with your colleagues.



17 What kind of data can I access on Amazon Business purchases?

You can use Amazon Business Analytics to view data about your orders, and create and filter reports based on your business needs. You can quickly view monthly trends, customize and save reports and filter by more than 75 fields, including PO number, order status, and invoice status.

18 How long does the setup process take?

It can take as little as five minutes to get started, although it may take up to three days for your account to be verified. Amazon Business verifies all business accounts and asks for company information to complete the process in an effort to maintain exclusivity to business customers.



19 How can I get started?

Simply go to:
amazonbusiness.com
and click
"Create a free account."

