The Business Marketplace

You will find a number of new tools and features, including:

Business-only pricing Chat with a live expert Quantity discounts



Business Shipping

When shopping on the Business Account, you will receive FREE 2-Day shipping on eligible orders of \$49 or more. These Items are either:

- Prime Items
- Items shipped and sold by Amazon.com

Items that are eligible for business shipping are clearly identified next to the price.

Brother TN by Brother	450 High Yield Black Toner - Retail Packaging 4,090 customer reviews 141 answered questions
Price: \$43.99 8	I Laser Printer Drums & Toner Free Two-Day Shipping on orders over \$49. Ditails
In Stock. Want it Saturday. Ships from and so	Sept. 10? Order within 8 hrs 27 mins and choose Two-Day Shipping at checkout. Details id by Amazon.com in easy-to-open packaging. Gift-wrap available.

Your Cart

As you shop on Amazon.com you can continue to add to your cart. You can view the contents of your cart anytime at the top right of the screen.

- Click the card to proceed to check out.
- Before checking out you may edit quantities, remove items or save for later.



Shipping & Payment

You will be asked to enter your shipping address and purchasing card information when you check out for the first time.

- Your shipping & payment information will be saved for all purchases moving forward.
- If you ever need to change or update this information you can do so at checkout or in the Amazon Wallet section of Your Account.

	Amazon Wallet
Your Account	Credit Cards & Gift Cards
Orders	
Business Analytics	Manage Payment Options
Recurring Deliveries	Add a Credit or Debit Car
Not Lindsev2 Sign Out	Amazon Credit Cards

Recurring Deliveries

To access the recurring delivery storefront select **(User)'s** Account for Business > Recurring Deliveries.

- Recurring deliveries always ship for free.
- Easily edit frequency, delivery date, or quantity.

Returns & Exchanges

To return or exchange an item, hover over **(User)'s Account for Business > Orders** to view your complete order history.

- Select Return or Replace items at right of product.
- Select reason for return.
- Print label and authorization.
- Prepare package and return label.

* <u>Items shipped and sold by Amazon.com</u> can be returned within 30 days of receipt of shipment. If shipped and sold by a 3rd party, policies can vary. If you have questions you can contact Amazon Business customer service.

Reporting and Reconciliation

Your Orders

To access this view of your order history, hover over (User)'s Account for Business > Orders.

CREER PLACED	70756	D#P10	01001 # 115-011825-40400
July 54, 2016	\$9,99	Kaitin Hall +	Order Detail
Delivered Jul	18, 2016		
our packape was	delvered		
Nexce look in your	mailbox or wherever you t	typically get mail	
-	lecifiet Classic M002.2.4 DPI 3 Adustment Levels	Rottan or replace items	
, en	fold by Higsidor, US Store Sk 99	Product question? Age Ballier	Ask Product Question
	Duy & Agen		Laave seller leedback
			Lawe package feedback
			White a product review
			Archive order

To print individual invoices, select Order Details > View or Print Invoice.

Business Analytics

To view spend-analytics reports, hover over (User)'s Account for Business > Business Analytics.

- Choose an option to show Orders, Returns, Refunds, or Reconciliation details.
- Select the time period you would like to view.

Show	Time Period	Organized by	
Orders +	Past 4 weeks +	Product Categories	:
Orders +	Past 4 weeks +	Product Categories	
Table Ba	ar chart		

- View orders in either Bar Chart or Table view.
 - The bar chart view is recommended for reviewing your purchases over time.
 - Table view provides order detail and can be downloaded as a CSV.