Amazon Business
Shopper Training

The California State University
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Joining the Amazon Business Account
Inviting users to Amazon Business

Administrators can add users to the account one by one or all at once by uploading a spreadsheet

How do Invitations Work?

• When a user is added to the business account, an invitation to join is immediately emailed.
• Invitations are tied to an end user's email address. The recipient cannot change the email address they use to register for the account.
• End users must take action after being invited to an account in order to become an active user.
• User permissions are assigned when a user is invited.
• Account invitations are valid for 90 days from send date. After 90 days, they will expire and need to be resent.
New to Amazon

Scenario 1
Create a new business user account

If you have not previously used your work email address on Amazon.com, account set up is simple!

Enter your full name and choose your business password

Next step

Start shopping
Existing Consumer Account with Work Email

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.

If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization’s Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

OR

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.

If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same.

The email designated here will be used to access your previous account, including existing order history and saved payment or shipping addresses.
Existing Business Account with Work Email

- Click join and you are automatically added to the official account along with your purchasing history
- Same credentials work, no password reset needed!

Join official account

You have been invited by admin@workemail.com to join the official account for Customer Name.

- You will be part of a group with a role as specified by your administrator
- Your order history from this account, Amazon, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history
- You will receive a prorated refund of your Business Prime Membership

If this account is not associated with , you are encouraged to go to the account settings and change the email you use to access this account so that it is no longer associated with amazon.com.
Shopping on Amazon Business
Create a list

When creating a list on Amazon Business, the experience begins just like the consumer site.
Create a list

The next screen will display a list of your Reorder and Shopping lists along with options for those lists.

Default list
• A user can easily add items to their default list when shopping.
Create a list

Now that the list has been created start shopping for items to add to your list.

Enter the name of the item and hit enter.
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.
Search 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.

1. **Maximize Savings!** Search All Departments & try using **generic descriptors instead of brand names**

2. Consider refining search results with filters available on the left side of your screen, such as **Prime** or **Business Seller**

3. Sort results by options listed on the top left of your screen, such as **Price: Low to High**

4. In many cases, you can also Select **Quantity Discounts** to review quantity discounts and purchasing options

5. To compare offers, scroll down & select **Used & new** to pull up the **Offer Listing** page

**Recommended filters:**
- **Business Sellers**
- **Prime Eligible**
- **Brand**
- **Average Customer Review/Rating**
- **Diversity Credentials**
Progressive Discounts
Unlock lower prices and save money on the products your organization buys the most.

- **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.
Create a list

Select the item you would like to add to your list.
Adding items to your list

Adding items to your shopping or reorder list is just one click of the button.
Reviewing and sharing items on your list

Now that you have added an item, review and share your list with a Pcardholder to purchase.

Click here to view your list
Reviewing and sharing items on your list

Find the Requester and share your list.

Click here to add your Pcardholder

Type your Pcardholder's name

Click on the name to select the Pcardholder
You are all done!

Once you click save you are complete and an email will be sent to your Pcardholder letting them know a list has been shared with them.
Proceed to checkout error

If you try to checkout you will receive this error because purchasing has been turned off for shoppers.
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. 1-888-281-3847

Not sure what you’re looking for? Learn more about the features and benefits on Amazon Business HERE.
Thank You