



Amazon Business Accounts Groups

Groups to organize
people and payment methods

Groups



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Introduction

With groups, you can organize users and purchasing settings into any configuration that works for your business needs. Set up group-specific payment methods, shipping addresses, and approval workflows.

A group can be any collection of people, locations, business units, departments, or any entity that fits your company needs. Other common business-specific groups are: projects, P-card names, cost centers, tax ID numbers, and payment method types (individual or shared).

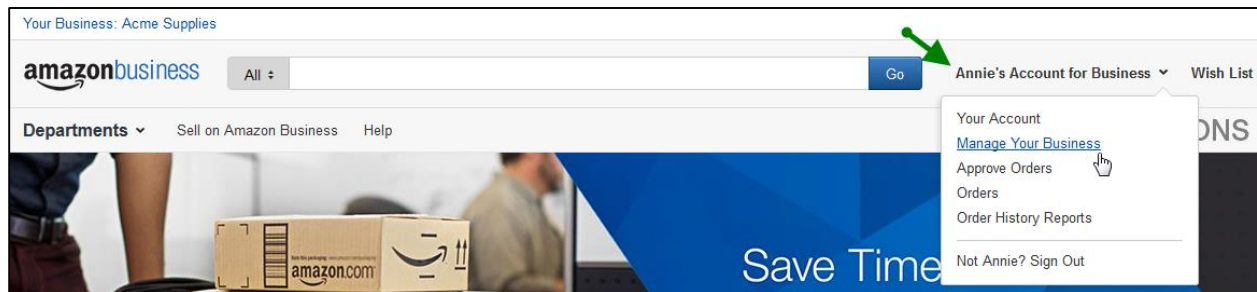
For example, you can add a group called 'New York- marketing' that uses shared payment methods, and a group called 'Seattle- research' that uses individual payment methods. Add a requisitioner to both groups so they can use both shared and individual payment methods.

A group has one or more administrators and typically also has one or more requisitioners. A group can also have just one person who acts as both administrator and requisitioner. One administrator can view activities or manage multiple groups; or an individual administrator can be added for each group. Groups can have multiple administrators.

Note: After a business enables groups, everyone in the business is organized into one initial group. After this group is set up, you can add other groups.

Enable groups

If you are an administrator, you can enable groups from the *Manage your Business* link, located in your Account for Business drop-down menu.

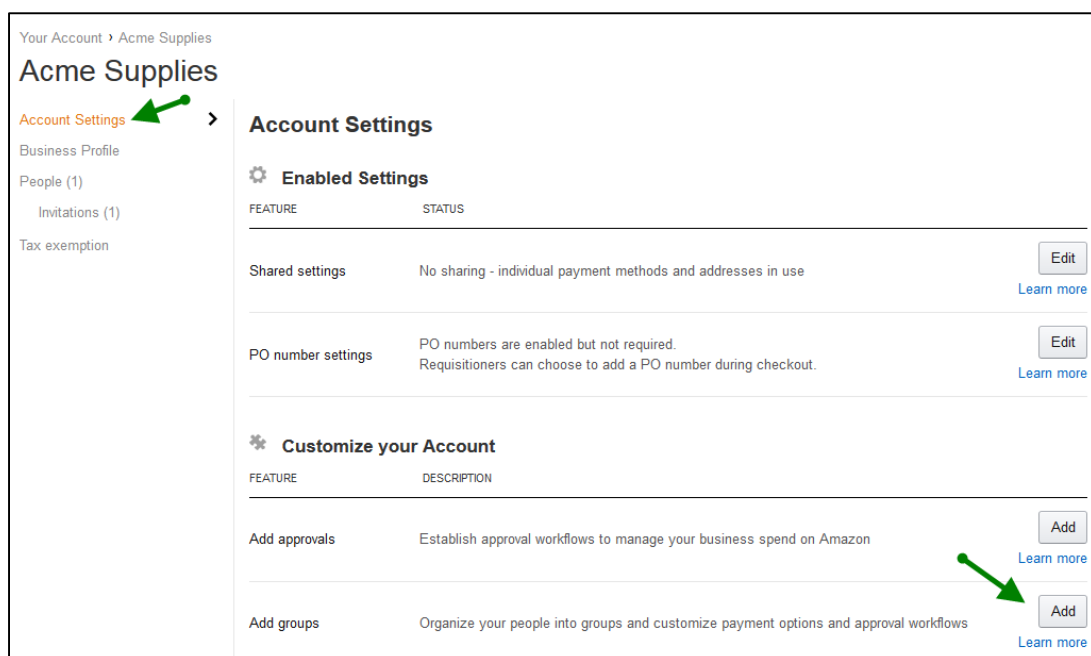


After you add the first user to a business account, you see an option to add a group on the Account Settings page.

Note: the first group an administrator adds will include everyone in the business account, and reflect previously saved purchase settings.

Steps to create a group

1. If you have not added users, add at least one person in the People page.
2. From the Account Settings page, select Add groups.
3. Create a group. The group is automatically enabled with the same payment method options you set up earlier in the business settings.



Add your first group

Since this is your first group for this business, we will start by placing everyone into one group. After creating this first group you can add additional groups.

Name of group

Add group



What are groups?

Organize your people and purchases with groups. You can set up Group-specific payment methods, shipping addresses, and approval workflows.

Note:

To convert the group from individual to shared payment methods, so that all requisitioners can use common (shared) payment methods and shipping addresses, edit the group to shared settings, and then add a shared payment method and shipping address. Since requisitioners can only use payment methods and addresses you share, they will be unable to purchase using their account-- until you add at least one shared payment method and shipping address in your Account Settings.

Once groups are enabled,

1. Business administrators are added in the business settings pages, while individual group administrators can be added directly in the People page in the Group Settings.
2. A user can be added to multiple groups.

Managing groups

Managing group settings is similar to managing business settings. To manage the group:

1. If you have multiple groups, select the company name at the top of the page to navigate to all group options.



2. Next, select Manage for the group that you want to manage.

NAME	PEOPLE	SHARED	
sales group	0	Enabled	Manage Delete ▾
marketing group	0	Enabled	Manage Delete ▾
research group	1	Enabled	Manage Delete ▾
IT group	0	Not enabled	Manage Delete ▾

A group is not ready to purchase until you add user. If you want choose shared payment options, then you also need to add payment methods and shipping addresses.

Additional information needed

⚠ Your group is not yet ready to place orders:

- Please add a user.
- Please add a payment method.
- Please add a shipping address.

Settings

From the Group Settings page, you can customize your group.

Edit Shared settings, to shared or individual payment methods and shipping addresses, and edit group profile—including name.

You can also add approvals to enable purchasing approvals, and similarly tax exemptions.

Payment methods and shipping addresses

An administrator chooses a payment method option-- individual or shared-- when a group is created. By default, they are also choosing individual or shared shipping addresses.

See *payment methods guide* for more information on setting up payment method options.

Approvals

An entire group can be required or not required to use approval workflows. If approvals are required for a group, all users placing orders on behalf of the group are required to get order approvals on a per-order basis, per the set spending limit.

Select *Add* to enable approvals for a group.

See *approvals guide* in the [Business Accounts FAQ](#) for more information about approvals.

Tax Exemption

Many organizations qualify to make sales tax exempt purchases based on state law. When you select *Add*, additional information displays. Select *Add Exemptions* and follow next steps.

Tax exemptions can be added at the group level, and used by all requisitioners in the group.

Adding additional groups

Administrators can add an additional groups at any time.

Your Account

Acme Supplies

Account Settings
Business Profile
People (1)
Invitations (0)
Groups (4) >
Tax exemption

Groups in Acme Supplies
Collections of people, addresses and payment methods for purchasing on this account.

NAME	PEOPLE	SHARED	
sales group	0	Enabled	Manage Delete ▾

[Add a Group](#)

Adding groups within groups

To further organize, administrators can also add one or more groups within existing groups.

For example, if you created a group called Research Group, and you would like to allow some requisitioners to use shared payment methods, and others to use individual payment methods, create 2 groups within the Research Group: one for shared and one for individual. Add users to each group as you see fit.

Similarly, if you have a group named after a cost center (such as 4356), you can create sub-groups to reflect various categories within the cost center—research, marketing, sales, documentation, finance, etc.

To create a group within a group: navigate to the Groups page of the group that you want to add a group to -- and select add a Group. You can even add additional groups below the sub-groups, if you'd like.

Your Account > Acme Supplies

research group

Group Settings
People (1)
Invitations (1)
Groups (2) >
Payment methods (0)
Shipping addresses (1)
Tax exemption

Groups in research group
Collections of people, addresses and payment methods for purchasing on this account.

NAME	PEOPLE	SHARED	
individual payment methods	0	Not enabled	Manage Delete ▾
shared (group) payment methods	0	Not enabled	Manage Delete ▾

[Add a Group](#)

Select a group during checkout

If a user is a requisitioner for more than one group, the Select a group to buy on behalf of page displays during checkout. Once the requisitioner selects the group, the payment method options, approvals settings, and other purchase options setup for that group will be applied to that purchase.

amazon.com



SIGN IN

SHIPPING & PAYMENT

GIFT OPTIONS

PLACE ORDER

Select a group to buy on behalf of [What's this?](#)

Group	Payment methods	Approver
☒ Marketing	Shared	D  Hill
☐ Quality Assurance	Shared	F  Dasch

Continue

☐ Use the selected group as your default group

If you have questions please visit the [Business Accounts FAQ](#) home page, or contact [Business Customer Service](#).

Thank you for choosing Amazon Business.

