



Pay by Invoice with Amazon Business

Business User Guide

Pay by Invoice is a new payment method available for Amazon Business customers, enabling qualified businesses to purchase on payment terms. Pay by Invoice supplements existing payment methods such as credit cards and can be used to purchase items sold by Amazon and third-party sellers.

This guide is designed to support business users, purchasing on behalf of their employer's business account. Amazon Business has simplified the checkout process for buyers set up for Pay by Invoice. Learn how to place orders on an open account, manage your invoices, access account balances and payments online – all in one place.

Content Overview

- Placing an order with Pay by Invoice **(p. 3)**
- Receiving invoices **(p. 4)**
- Pay by Invoice reporting **(p. 5)**
- Download & view Pay by Invoice report data **(p. 6)**
- Pay by Invoice resources **(p. 7)**

Placing an order

At [checkout](#), multiple payment methods may be available for you to choose from.

Verify desired payment method:

- 1 Select **Pay by Invoice** as the method of payment for your order.
- 2 Click **Continue** to review order information.
- 3 You will be directed to a summary of your order. **Review Your Order** & update any order detail.
- 4 To complete your purchase transaction, select **Place your order**.

The screenshot shows the 'Select a payment method' page on Amazon.com. The navigation bar includes 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. The main heading is 'Select a payment method'. Under the heading 'Acme Business Supplies credit and debit cards', there are two options: 'Amazon.com Store Card' (ending in 9198, Picasso Customer, Does not expire) and 'Acme Business Supplies line of credit'. The 'Pay by Invoice' option under the line of credit is circled in green and has a red box around it. A green arrow points to this option. To the right, there is a 'Continue' button with a red border and a message: 'You can review this order before it's final.'

The screenshot shows the 'Review your order' page on Amazon.com. The navigation bar includes 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER'. The main heading is 'Review your order'. Below the heading, it says 'By placing your order, you agree to Amazon.com's [privacy notice and conditions of use](#).' The page is divided into three sections: 'Payer (Acme Business Supplies)' with a 'Change' link, 'Shipping address' with a 'Change' link, and 'Payment method' with a 'Change' link. The 'Payment method' section shows 'Pay by Invoice' circled in green with a red box and a green arrow pointing to it. To the right of the payment method section is a 'Promotional Codes' section with an 'Enter Code' input field and an 'Apply' button. On the far right, there is a 'Place your order' button with a red border. Below this button is an 'Order Summary' table.

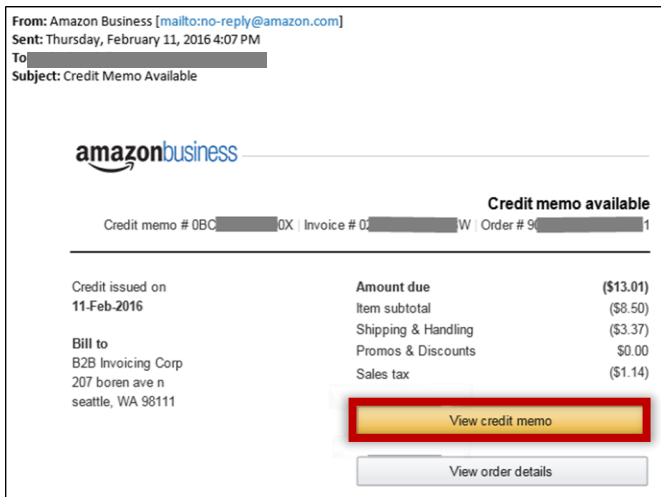
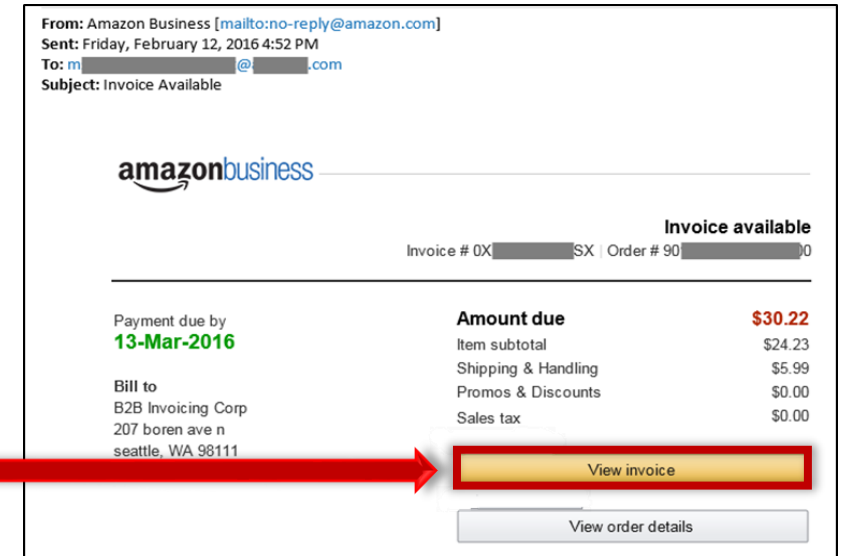
Order Summary	
Items:	\$68.49
Shipping & handling:	\$12.72
Free Shipping:	-\$12.72
Total before tax:	\$68.49
Estimated tax to be collected:	\$6.58
Order total:	\$75.07

Receiving invoices

Use invoices to reconcile orders & shipments.

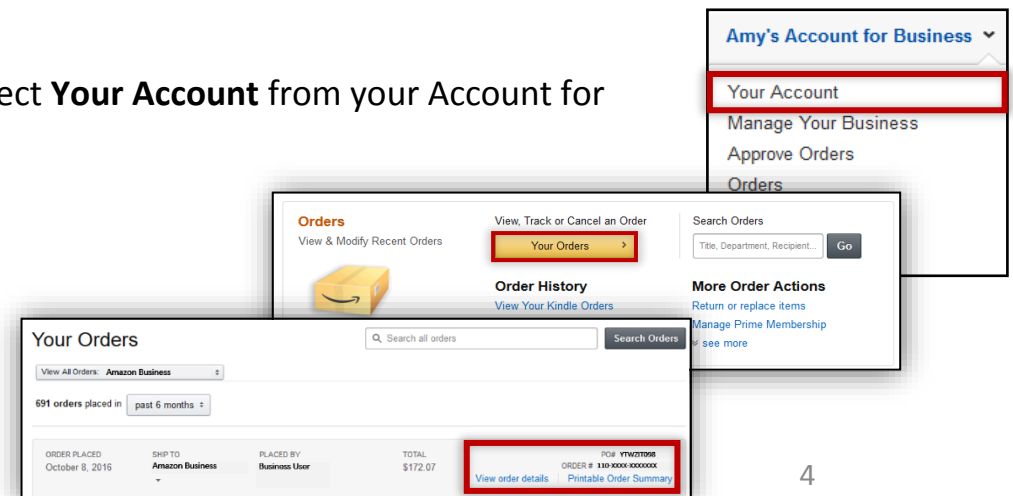
Once items have shipped, you will receive an email that contains an attached PDF copy of your invoice. Your emailed invoice summary includes links to access itemized invoiced information and order details.

Click **View invoice** to see invoice details.



If you receive a credit to your account, you will also receive an email containing credit memo details.

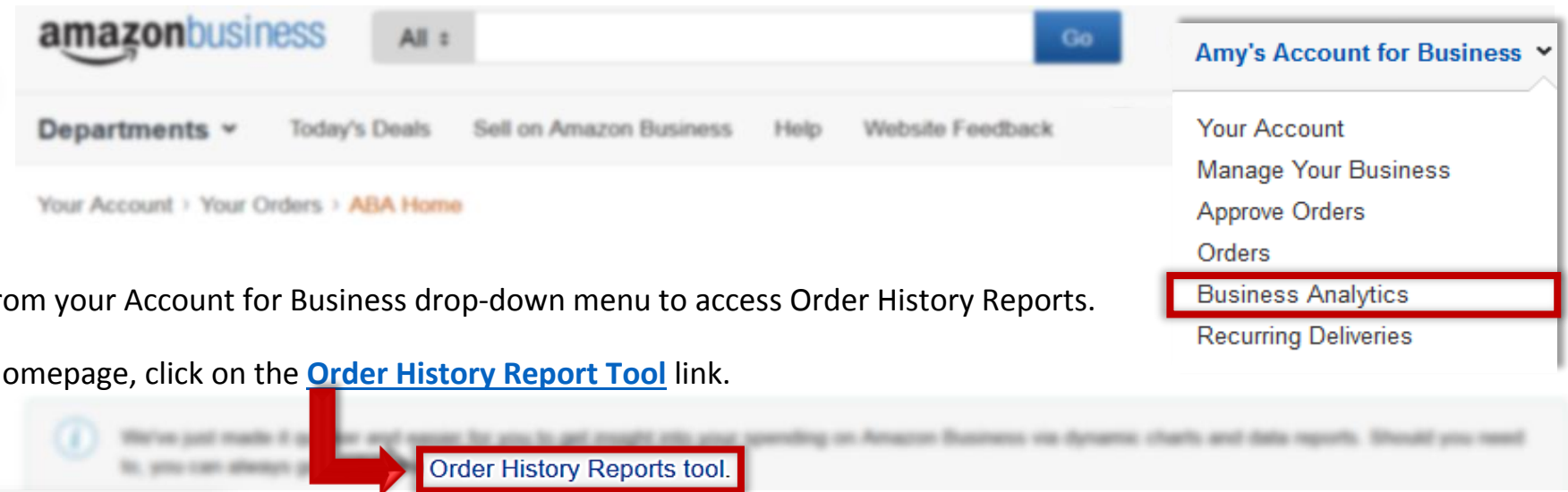
- 1 To access your invoices, select **Your Account** from your Account for Business drop-down menu
- 2 Next, click on **Your Orders**
- 3 Click **View order details**



Reconciling invoices via Order History Reports

Simplify the reconciliation process using enhanced reporting functionality, available in your business-user account.

Note: Pay by Invoice reporting is not currently supported by Amazon Business Analytics.



- 1 Select **Business Analytics** from your Account for Business drop-down menu to access Order History Reports.
- 2 On the Business Analytics homepage, click on the [Order History Report Tool](#) link.

The screenshot shows the 'Request Order History Report' form. It has a 'Filter' dropdown set to 'Show All Orders'. Under 'Purchase Group', there's a 'Report Type' dropdown menu with options: 'Items', 'Orders and shipments', 'Refunds', 'Returns', and 'Reconciliation' (highlighted with a red box). To the right of the 'Report Type' dropdown are 'Start Date' and 'End Date' fields, each with a 'Year' dropdown and a 'Use today' link. Below these is a 'Report Name' field. At the bottom are 'Request Report' and 'Clear' buttons. A green arrow points to the 'Request Report' button.

- 3 Select from the following filter options and enter a date range to refine report data.
* **Important:** be sure to select [Reconciliation](#) as the Order History Report type.
- 4 Now you're ready to aggregate Pay by Invoicing report data. Click, **Request Report**.

Download & view Pay by Invoice report data

Messaging on the Order History Reports page indicates when your report is complete. You will also receive email notification when report has finished downloading.

- To retrieve report data from your Amazon Business account, click on the **Download** link. Your report contains **7 data columns** that are key to reconciling Pay by Invoice orders.

Column	Name	Description
(E)	Payment Instrument <u>Type</u>	Pay by Invoice for invoiced orders
(F)	Charge Reference #	Invoice/credit memo number
(G)	Charge Date	Date of the invoice
(P)	Charge	Invoice amount
(Z)	Balance Amount	The balance left on an invoice/credit memo
(AA)	Payment Due Date	Due date of the invoice
(AB)	Invoice/Credit Memo Status	Payment status of invoice/credit memo

Request Order History Report

Filter: Show All Orders

Purchase Group: [Dropdown]

Report Type: [Dropdown]

Start Date: Month [Dropdown] Day [Dropdown] Year [Dropdown]

End Date: Month [Dropdown] Day [Dropdown] Year [Dropdown] Use today

Report Name: [Text Box] Optional for Identification

Buttons: Request Report, Clear

Quick Set Options: Last Month (March), Last 30 Days, Last Year (2015), Year to Date

Table:

Creation Date	Report Type	Date Range	Report Name	Status	Actions
04/06/16	Reconciliation	12/31/15 - 04/05/16	Pay by Invoice orders- research group	Complete	Download

AG26				fx																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
------	--	--	--	----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Order Date	Order ID	Account Group	PS Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Tax
10/27/2015	113-863381-179000	DonorsChoose	H007616222180001	1	\$218.97	\$0.00	\$8.75
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00
10/27/2015	114-5048308-1536219	DonorsChoose	H007616222180001	33	\$218.97	\$0.00	\$0.00

Pay by Invoice Resources

Looking for more [Amazon Business](#) information? Check out the [Amazon Business FAQ / Help pages](#). If you have questions or need assistance, please contact [Amazon Business Customer Service](#) directly.

Sample Invoice	Sample Credit Memo	Sample Reconciliation Order History Report
 Sample Invoice.pdf	 Sample Credit Memo.pdf	 Sample Reconciliation Orde
• Pay by Invoice Terms & Conditions		
• Pay by Invoice Policies		
• Amazon Business Accounts Terms & Conditions		