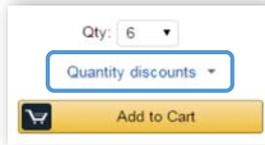# amazon business Purchasing Reference Guide

The Business Marketplace

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

Business-only pricing
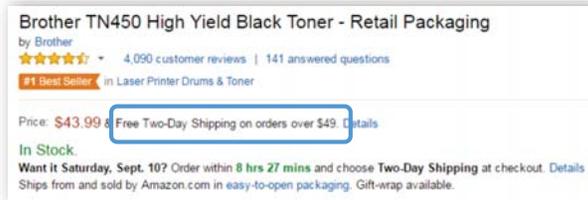**Chat with a live expert**
Quantity discounts

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 TN450 High Yield Black Toner - Retail Packaging
by Brother
★★★★☆ · 4,090 customer reviews | 141 answered questions
#1 Best Seller in Laser Printer Drums & Toner

Price: $43.99 & Free Two-Day Shipping on orders over $49. Details
In Stock.
Want it Saturday, Sept. 10? Order within 8 hrs 27 mins and choose Two-Day Shipping at checkout. Details
Ships from and sold 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.
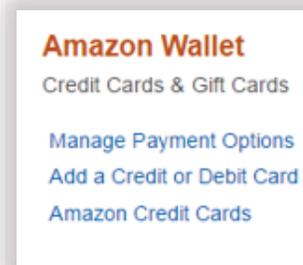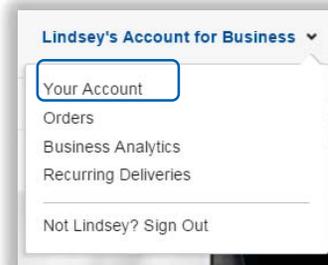
- Click the card to proceed to check out.
- Before checking out you may edit quantities, remove items or save for later.

Subtotal (2 items): **$55.55**
☐ This order contains a gift
Proceed to checkout
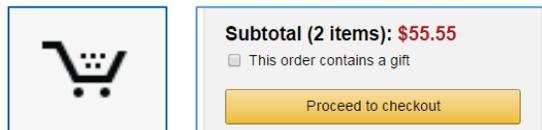
Shipping & Payment

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**.

Lindsey's Account for Business ⌄
Your Account
Orders
Business Analytics
Recurring Deliveries

Not Lindsey? Sign Out

Amazon Wallet
Credit Cards & Gift Cards

Manage Payment Options
Add a Credit or Debit Card
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.

* Items shipped and sold by Amazon.com 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**.
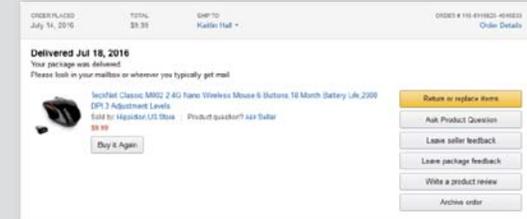
To print individual invoices, select **Order Details > View or Print Invoice**.

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.

- 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.