



Pay by Invoice with Amazon Business

Configuration Guide for Administrators

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Introduction

Pay by Invoice is a new payment method available for Amazon Business customers. It lets qualified businesses 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.

How it works

When an order ships, you are sent an itemized invoice. Payment is due to Amazon, per the agreed terms as reflected in the invoice.

Customers will be able to view invoices from the Your Orders page, and the Your Invoices page. You can track invoice status and due dates within the Your Invoices page or with order history reports. You can pay for invoices via Automated Clearing House (ACH), wire transfer, or check.

Availability

Pay by Invoice is currently available for Amazon Business customers, including those who do not have 'Business Address' **OR** 'State of Incorporation' in ID, ME, UT, VT, ND, SD, or US territories.

Use Pay by Invoice to:

- Place orders on an open account, rather than using a credit card
- See your invoices, account balances, and payments online in one place
- Simplify account reconciliation with itemized invoices
- Set up multiple buyers and track their spending on Amazon
- Search and download invoices by purchase order, transaction amount, and date
- Generate enhanced reports with built-in analytic tools

Step 1: Enable Shared Settings

Pay by Invoice only works when [shared settings](#) are enabled. Shared settings include shared payment methods, which are added and managed by Administrators, and can be used by everyone associated with the business or [group](#). However, all Amazon Business accounts are automatically set up for individual pay, meaning business users can place orders using their own, individual – rather than shared – payment methods.

Set up shared pay for all business users

1 Click on **Manage Your Business** in the account settings menu.

2 In the **Enabled Settings** table, click on the **Edit** button for **Shared settings**.

3 In the **Shared Settings** dialog, select **Shared payment methods and addresses** under **Payment Options**.

4 You will notice two additional fields, available in your business Account Settings. Designate the shared payment methods and shipping addresses for buyers to choose from at checkout. **Note: specify delivery options as needed.**

Update settings from individual pay to shared payment methods & addresses

Set up shared pay for group users

1 Click on **Manage Your Business** in the account settings menu.

2 Click on **Groups (2)** in the account settings menu.

3 In the **Groups in Amazon Business** table, click on the **Central Office** group.

4 In the **Customize your Group** dialog, click on the **Add** button for **Shared settings**.

Click in to **each group** to customize settings.

Caution: When changing from individual to shared settings, Requisitioners will not be able to:

- Use individual payment methods to complete purchase transactions (e.g. their own credit card)
- Edit a designated shipping address or add a shipping address during checkout; only addresses configured by an Administrator be available at checkout.

Step 2: Configure Pay by Invoice

Once you are approved for Pay by Invoice, set up your Amazon Business account and configure purchase settings.

- 1 Navigate to your business management pages by selecting **Manage Your Business** from your Account for Business drop-down menu.

You will be directed to your business **Account Settings**. Messaging on this page indicates your account is eligible for Pay by Invoice can now support purchase transactions.

- 2 Click on the **Pay by Invoice** link to start setting up your business account.

Note: Pay by Invoice configuration can also be accessed from the account customization section. Within the Pay by Invoice field, click **Set Up**.

The screenshot shows the Amazon Business account management interface. At the top right, a dropdown menu for 'Amy's Account for Business' is open, with 'Manage Your Business' selected and highlighted by a red box. Below this, the 'Account Settings' section is highlighted with a red box. It includes a 'Messages (1)' section with a message stating: 'You're eligible for Pay by Invoice. To start purchasing, set up Pay by Invoice.' Below this is a table of 'Enabled settings' with columns for 'FEATURE' and 'DESCRIPTION'. The 'Pay by Invoice' feature is highlighted with a red box at the bottom of the page, showing the text 'Pay by Invoice' and 'Learn more', followed by the description 'An Amazon Business payment option to purchase on terms.' and a 'Set up' button.

Step 3: Add the Bill-To contact info

The name and address entered will display on all invoices.

Important: Bill-To contact information should contain the contact details that Accounts Payable requires on every invoice, such as entering your legal business entity in the **Name** field vs. an individual or department.

Enter the **phone number** for Accounts Payable (AP) to provide a point of contact in the event an issue occurs, such as a payment not received.

Note: the phone number & email address entered in these fields do not need to be affiliated with an existing business user.

Step 4: Specify Delivery Options

Reconciliation system: Enable this option to have digital versions of invoices sent directly to your internal reconciliation system.

To configure this setting, click **Set it up**.

To finalize the configuration process, click **Finish setup**.

Set up Pay by Invoice

✓ You're almost ready to go
Before you can start using your Pay by Invoice credit line of \$2,500 with terms of Net 30, we need to know a few things first.

1 Bill-to information
This is the bill-to address shown on your invoice.

Business name

Attention to

Street address

City

State

Postal code

Accounts Payable phone number
This will be used if we need to contact you about your account.

2 Invoice delivery options

Email

Reconciliation system
 Send invoices directly to a reconciliation system such as Coupa or SciQuest. [Set it up](#)

3 Who can use Pay by Invoice to make purchases
Only requisitioners using [shared payment methods](#)

Ask a coworker
Don't have all the answers? You can invite someone to help you.

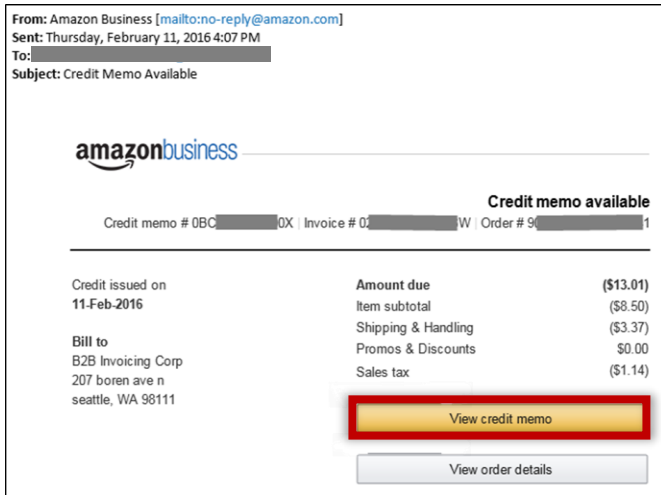
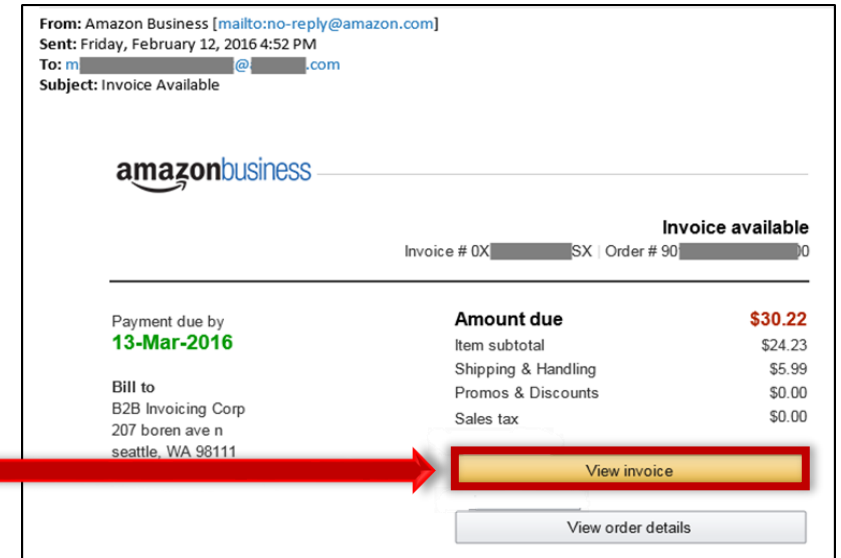
Need help?
[Learn more about Pay by Invoice](#)
For questions, contact [Business Customer Service](#)

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.



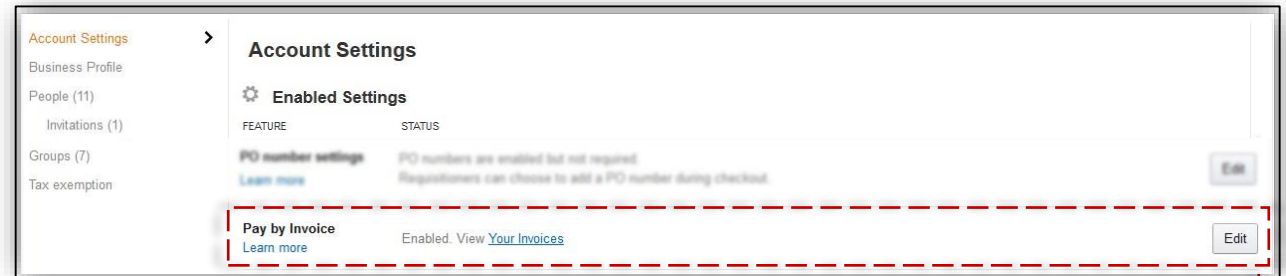
If you receive a credit to your account, you will also receive an email containing credit memo details.

- 1 To view invoices, select **Manage Your Business** from your drop-down menu
- 2 You will be directed to your business Account Settings; select **Your Invoices**, located in the Pay by Invoice field

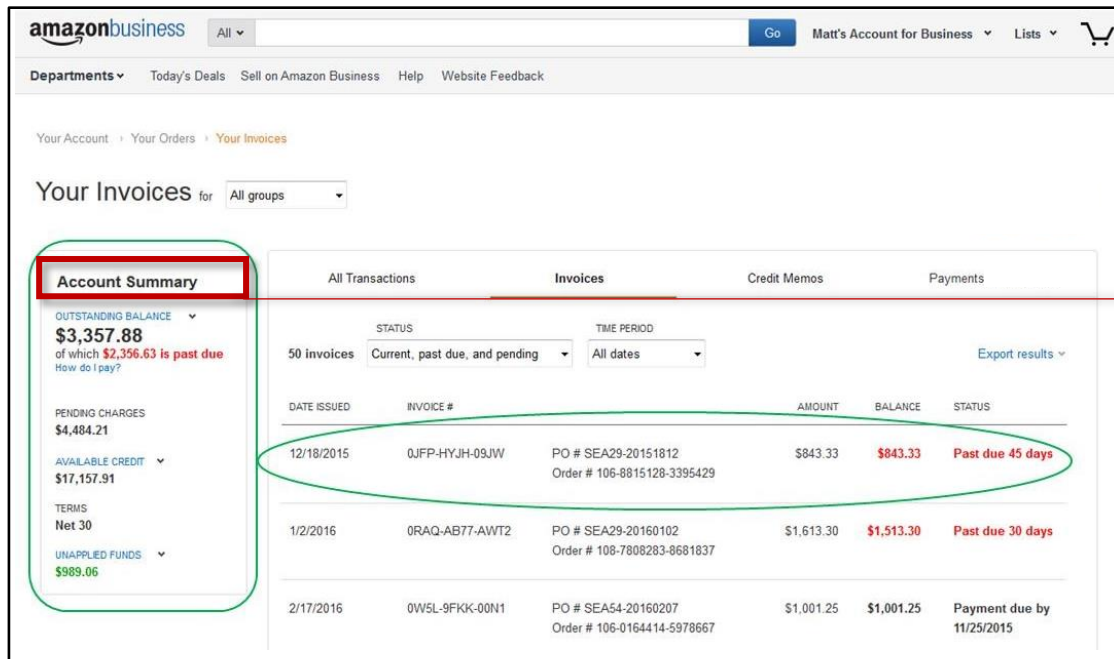


Invoice management

Administrators can access Pay by Invoice balances and invoice information from their business management pages, via **Manage Your Business**.



To access Pay by Invoice information, navigate to your business **Account Settings** homepage.



Pay by Invoice will automatically update as an **enabled setting** once configuration is complete. Within the Pay by Invoice field, click on the link to access **Your Invoices**.

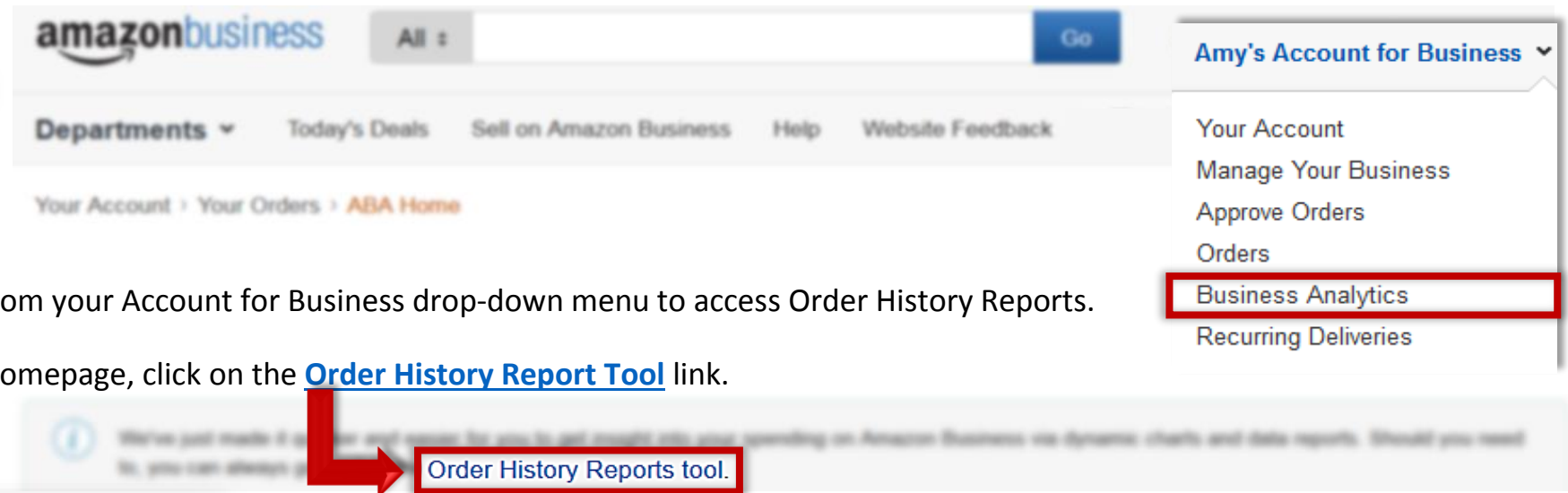
Note: Your Invoices can also be accessed via direct link: <https://www.amazon.com/b2b/invoices>.

- View information about your Pay by Invoice account balances in the **Account Summary** section.
- You can see a list of your organization's invoices, and can click through to see itemized information. You can also view credit memos and payments.

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.

A screenshot of the "Request Order History Report" form. The form includes a "Filter" dropdown set to "Show All Orders". Below this are fields for "Purchase Group", "Report Type" (with a dropdown menu open showing "Items", "Orders and shipments", "Refunds", "Returns", and "Reconciliation" highlighted with a red box), "Start Date", "End Date", and "Report Name". There are "Request Report" and "Clear" buttons at the bottom. A green arrow points to the "Request Report" button.

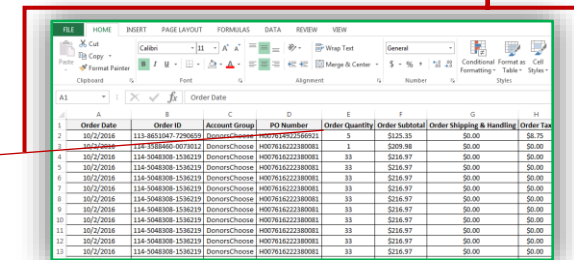
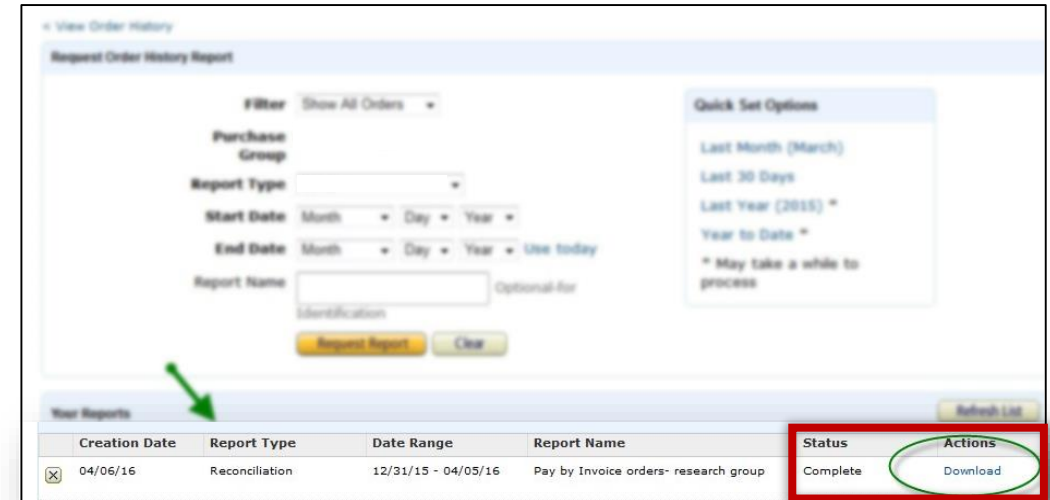
- 3 Select from the following filter options and enter a date range to refine report data.
***Important:** be sure to select [Reconciliation](#) as the Order History Report type.
- 4 Now you're ready to aggregate Pay by Invoicing report data. Click, **Request Report**.

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD		
	Ord	Orc	Pu	PO	Payment Instrument Type	Charge Reference #	Charge Date (GMT)	Sell	Sell	Shi	Car	Shi	Shi	Shi	Shi	Charge	A	Ti	Q	I	Te	I	Te	Pr	Ch	Ch	Balance Amount	Payment Due Date	Invoice/Credit Memo Status	Bu	Gr	
1	##	10	1980		Pay by Invoice	0DO	-0:	10/22/2015	Amaz	SD	UP	5.9	2	10	0	17.66	B	C	A	1	6	1	US	0	US	Ch	17.66	11/21/2015	Past Due	Jar	Pr	
3	##	1	735		Pay by Invoice	0XDC	/1-	10/27/2015	Amaz	SD	w	UP	12	1	0	6.57	B	C	A	r	1	#	1	US	0	US	Re	6.57		Open	Jar	Pr

Paying your invoices

We currently accept checks and wire or ACH funds transfer. Cash, money order, debit & credit cards are not supported. All payments must be made in US dollars. **Note:** Do not make payment to any other bank account provided via email or phone, even if request looks like it's from an Amazon employee.

Payment can be made to the following bank:

Remit to (ACH or wire):

- Account name: Amazon Capital Services, Inc.
- Bank name: Wells Fargo Bank
- Bank location: 420 Montgomery, San Francisco, CA
- Bank account # (DDA): 4122416308
- ACH routing # (ABA): 121000248
- SWIFT code: WFBIUS6S

Lockbox address for Check Payment:

- Amazon Capital Services
- PO Box 035184
- Seattle, WA 98124-5184

Remittance advice

Send remittance advice with each payment. Remittance advice is an instruction that informs Amazon which invoices you are paying for.







We cannot apply your payment to invoices without receiving remittance advice and invoices will remain unpaid.

You can send remittance advice in one of 3 ways:

- 1) Include Amazon invoice number(s) and amounts in the description area of your electronic funds transfer payment (ACH or wire).
- 2) Attach a stub with your check payment
- 3) Email your invoice number and the corresponding amount to the following email address: ar-businessinvoicing@amazon.com

Pay by Invoice resources

[Watch this video tutorial](#) to learn how to apply for Pay by Invoice and configure your Amazon Business account. 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.

Amazon W-9	Amazon Supplier Information Form	Bank Affirmation Document	Sample Invoice	Sample Credit Memo	Sample Reconciliation Order History Report
 Amazon W-9.pdf	 Amazon Supplier Information Form.pc	 Amazon Capital Svcs_Affirmation Let	 Sample Invoice.pdf	 Sample Credit Memo.pdf	 Sample Reconciliation Orde
<ul style="list-style-type: none">• Pay by Invoice Terms & Conditions• Pay by Invoice Policies• Amazon Business Accounts Terms & Conditions					