



Thank you for attending this Amazon Business hosted webinar.
We will begin shortly.

If you have not already, please check your email for an invitation to join
Connecticut's Amazon Business account.



Amazon Business Administrator Training

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Amazon Business Goals – State of Connecticut

- General Letter #71a and b (non-contract) purchasing efficiencies.
- Automatic/Blanket Tax Exemption
- Business pricing and quantity discounts not found on Amazon.com
- Increased transparency to State Non-Contract Spend (leverage data analytic capabilities and access Agency-level data to assess buying patterns and identify procurement efficiencies)
- Guided buying potential- Ability to set up approvals and workflows, either based on dollar threshold or purchase category (ex. SBE/MBE, block existing contract categories, etc)
- Prime cost savings - Agencies no longer need to separately pay prime membership for free, two-day shipping. (Do not select expedited shipping at additional cost except for emergency situations).
- Reduced risk of improperly using government purchase cards for personal use
 - Keep business & personal shopping completely separate. Do not add your personal charge card number or personal address to your Amazon Business Account.
- Aids in increasing annual state P-Card rebate.

When to use Amazon Business?

- General Letter #71 a – Non recurring open market purchases (\$0 - \$5000)
- General Letter #71 b – Obtain 3 quotes (\$5,001-\$50,000)
- Purchases can only be made with valid state P-card.

The use of Amazon Business Services State account is permissive. Another tool to add to your procurement toolbox!

Shopping on Amazon Business

Amazon Business Benefits

Business Pricing & Quantity Discounts

- Business pricing and quantity discounts are only available to registered business account customers on Amazon. [Click](#) to learn more.



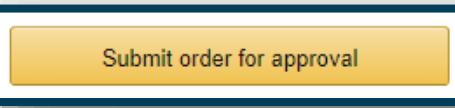
Business Prime Shipping

- Once Business Prime Shipping has been purchased, it provides Free Two-Day Shipping on eligible items for all users in the business account. There are multiple pricing tiers to meet the needs of businesses of all sizes. [Click](#) to learn more.



Buying Policies

- Customize Amazon Business to your organization's buying standards and procedures. Features include approval workflows, negotiated pricing, and preferred suppliers and preferred products.



Business-Only Selection

- Business-only selection refers to items and offers that are only available for purchase by Amazon Business customers.



Amazon Business Analytics

- Use Amazon Business Analytics to view data about your orders, create and filter reports based on your business needs, and view both charts and tables. [Click](#) to learn more.

Search & Browse Optimization

- Amazon is the “everything store.” With such a large selection, we do our best to make it easy for you and your end users to find what you’re looking for.
- Recommended filters:
 - Business Sellers
 - Prime Eligible
 - Brand
 - Average Customer Review/Rating
 - Diversity Credentials

The screenshot displays the Amazon Business search interface with several key features highlighted:

- Header:** "Navigate business-optimized categories to view featured departments and associated products".
- Top Right:** "Back to Business" logo with the tagline "Balance your Business and Budget with Brother".
- Left Sidebar:** "Featured Professional Service Categories" including Office Products, Electronics & Computers, Software, Books, Journals, and Industrial.
- Sort Options:** A dropdown menu titled "Sort by" with options "Avg. Customer Review" (selected), "Featured", "Price: Low to High", "Price: High to Low", and "Avg. Customer Review".
- Product Recommendations:** "Utilize recently viewed items & featured recommendations based on your browsing history" showing items like "Pneumatic 111020-B0100000 Executive Desk", "Gaming Chair", "Coffeemaker", "Pantry Organizers", "Dresser", and "Gaming Chair".
- Right Sidebar:** "Select desired product details to refine search" with sections for "Eligible for Free Shipping" (Free Shipping by Amazon), "Quantity" (filters for Under 10 Sheets to 300 Sheets & Above), "Feature Keywords" (Photo, Matte, Fine Art, Professional, 19 x 13, 17 x 11, Heavy Weight), "Featured Brands" (HP, Epson, Avery, Hammermill, Jacquard, Inpress, Cricut), and "Packaging Option" (Frustration-Free Packaging).

business prime Shipping

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.



Ships from and sold by Amazon.com.

Reorder & Shopping Lists

How do lists work on Amazon Business?

- Lists make it easy to keep track of the things you need and are easy to share with others. Any User on Amazon Business can create a shopping list
- Choose between multiple list types depending on if you want the items to remain on a list after they are ordered
- To share your list, create a public list and use the URL to email it directly to your desired audience
- When a list is shared with you, you can save it to your own account or make a copy to edit yourself

The image contains two screenshots of the Amazon Business website. The top screenshot shows the 'Choose a list type' dialog box, which offers two options: 'Reorder List' (selected) and 'Shopping List'. The 'Reorder List' description states: 'For items you buy regularly. Items remain on your list after purchase.' The 'Shopping List' description states: 'For items you buy once. Items are removed from your list after purchase.' The top right corner of the dialog box shows a preview of the user interface with a 'Hello, Katherine' greeting and a shopping cart icon with a '2'.

The bottom screenshot shows a user profile for 'Katherine' with a 'Breakroom Favorites' list. The list contains three items: 'Seikins Single Bar Chocolate Candy, 48 bars of 1.84oz each.', 'Vita Coco Coconut Water, Pack, 11.1 Ounce', and 'PERRIER Sparkling Mineral Water, 16.9 fl.oz (Pack of 24)'. Each item has a small image, a price, and an 'Add to Cart' button. A 'Share List' button is visible in the top right corner of the list view.

A 'Share this List via Email' dialog box is overlaid on the bottom screenshot. It shows the list name 'Breakroom Favorites' and the URL 'Link: http://a.co/9UGCIjA'. It has fields for 'To:' and 'Import Contacts', a note about storing email addresses, and a checkbox for 'Send me a copy of this Email'. Social sharing icons for Facebook, Twitter, and Pinterest are at the bottom, and a 'Send e-mail' button is on the right.

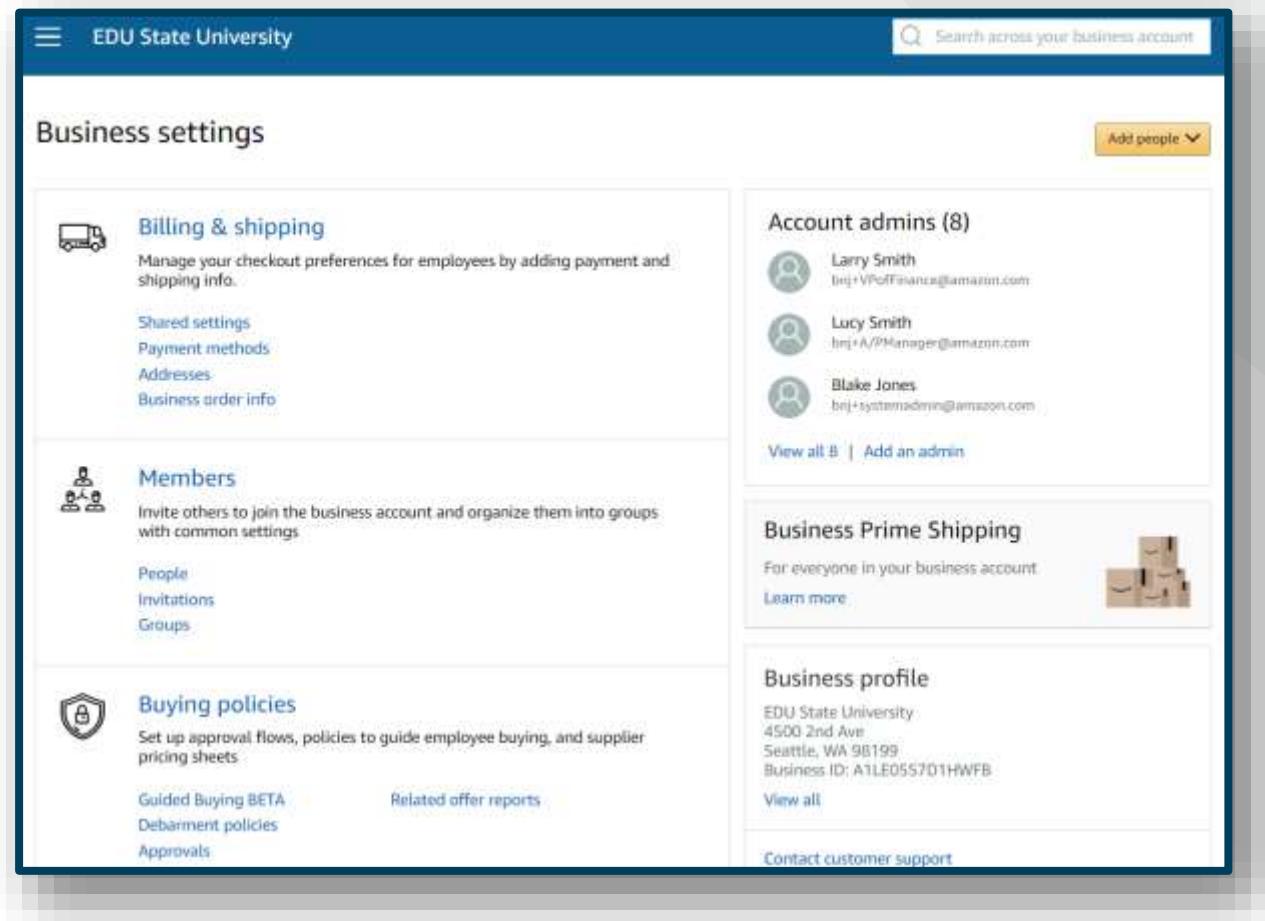
Business Account Navigation

Business Account Navigation

Page	Functionality
Your Account	Standard Amazon account information
Business Settings	Business Management pages. Add users, set up groups, configure buying policies, etc.
Approve Orders	If workflow approvals are enabled, approvers can view and take action on pending orders
Your Orders	View and track your orders. Administrations can view orders others have placed on behalf of the organization
Manage Suppliers	Easily find suppliers on Amazon Business and add them to your list of Saved Suppliers. Learn more.
Business Analytics	Create and filter custom reports based on your business needs to view your organization's orders
Recurring Deliveries	Have essential items delivered automatically, based on a schedule you choose. Learn More.

Business Settings

Group Administrators have the ability to add and remove users, and designate a backup approver in the event they are out of the office and unable to approve orders. All of these changes are made under “Business Settings.”



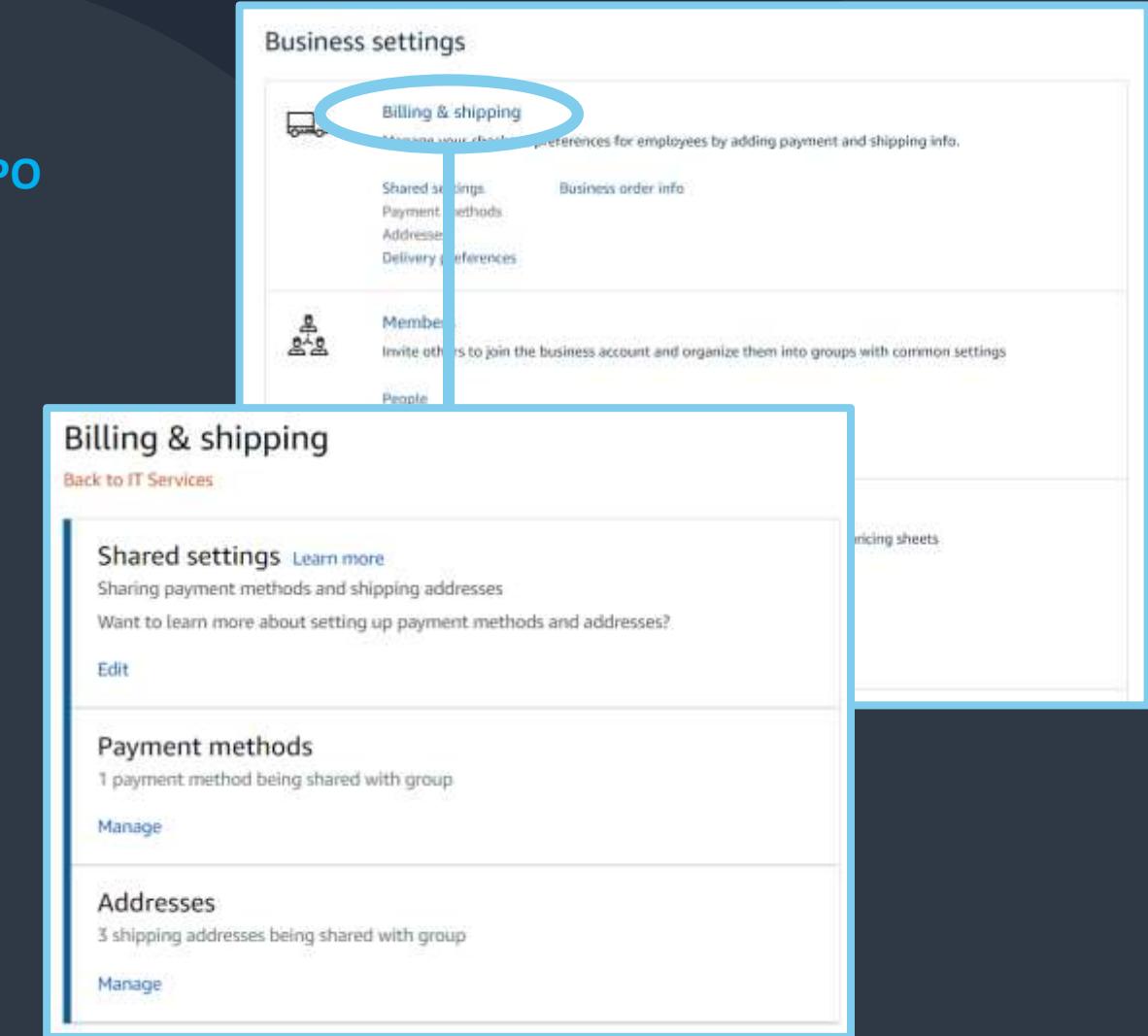
The screenshot shows the 'Business settings' page for 'EDU State University'. The top navigation bar includes a 'Search across your business account' bar and an 'Add people' button. The main content area is divided into several sections:

- Billing & shipping** (with a truck icon): Manage checkout preferences for employees by adding payment and shipping info. Sub-options include Shared settings, Payment methods, Addresses, and Business order info.
- Members** (with a people icon): Invite others to join the business account and organize them into groups with common settings. Sub-options include People, Invitations, and Groups.
- Buying policies** (with a shield icon): Set up approval flows, policies to guide employee buying, and supplier pricing sheets. Sub-options include Guided Buying BETA, Debarment policies, and Approvals.
- Account admins (8)**: A list of current account admins with their names and email addresses:
 - Larry Smith (lsm+VPofFinance@amazon.com)
 - Lucy Smith (lsm+A/PManager@amazon.com)
 - Blake Jones (bj+systemadmin@amazon.com)[View all 8](#) | [Add an admin](#)
- Business Prime Shipping**: For everyone in your business account. [Learn more](#)
- Business profile**: EDU State University, 4500 2nd Ave, Seattle, WA 98199, Business ID: A1LE055701HWFB. [View all](#)
- Contact customer support**

Billing & Shipping

Manage your checkout preferences for your users by adding payment, shipping, and order information like PO numbers.

- Enabling **Payment methods & Address sharing** lets administrators pre-configure the shipping addresses and payment methods requisitioners have access to during checkout
- IF shared settings are configured for an account or group, click into the **Payment Methods & Shipping Addresses** section to designate which addresses & payment options are available. If utilizing individual pay settings, there is no need to configure these sections.
- Configure additional **Business order information** fields that your users will complete at checkout such as PO number, Cost Center, and GL Codes to ensure your orders are tracked in accordance with your business's needs.



P-Card Payment Method

Administrators can configure shared or individual settings for payment methods and shipping addresses for each individual group

Individual Payment

- End users have the flexibility to enter their own purchase card information and ship to address during checkout.
- Any previously used payment and shipping options will be saved to the end users “wallet.” This is not visible to other users on the account
- Payment method and Ship to address can both be audited in the Business Analytics tool to ensure compliance

 Billing & shipping

Manage your checkout preferences for employees by adding payment and shipping info.

[Shared settings](#) (circled in blue)

[Payment methods](#)

[Addresses](#)

Shared settings

[Back to Ravenna Garden](#)

Payment Options

Individual payment methods and addresses

Shared payment methods and addresses

Do not allow users to place orders on this group

[Update](#)

Business Order Information

Track and manage orders by setting up custom fields that display on order documentation and reports

- All information entered will appear in Order History Reports in the Business Analytics tool
- Settings can be adjusted under **Business Settings>Billing & shipping>Business order info** by root level admins
- These fields are set at the account level - not the group
- Each field can be required or optional
- Up to 20 options can be pre-configured in a drop down style menu

Available Fields	
GL Code	Cost Center
Project Code	Location
Department	*Custom named field*
Purchase Order (PO)	

Business Order Information

Complete the following to ensure accurate routing and reporting of your order.

PO Number (optional)

GL Code (optional)

Select one

Department (optional)

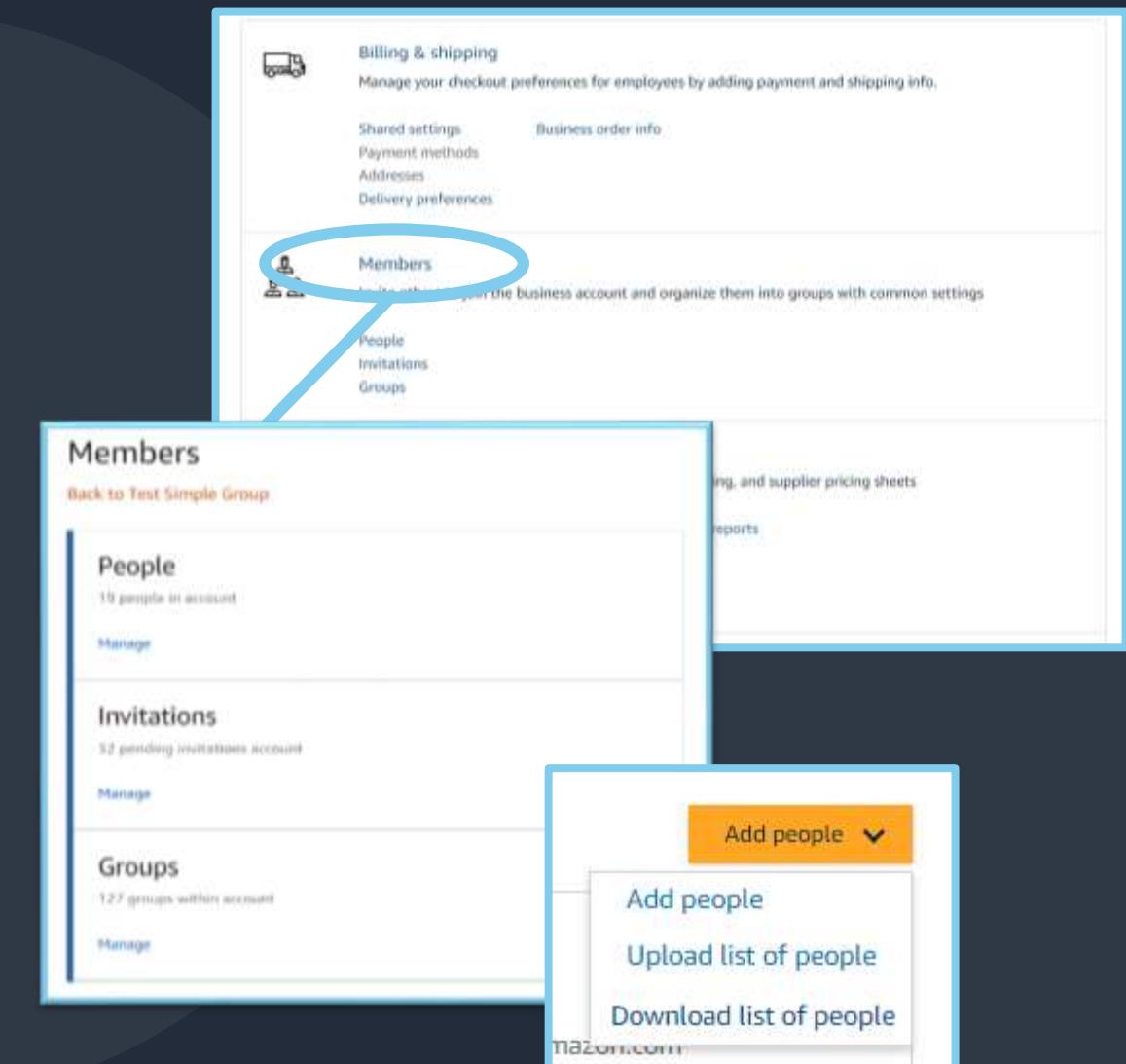
Select one

- Finance
- Sales
- Operations
- IT
- Other...

Members

Invite others to join the business account and organize them into groups with common settings

- The **People** section of your account enables you to manage all active users on the business account. You can add and remove users, edit user roles, and download a complete list of account users from this section of your account.
- The **Invitations** section tracks all *pending and expired* invitations to users. Once a user has accepted their invitation, that person will move to the **People** section.
- To help keep your users organized, people can be added to specific **Groups**. Many settings such as approvals, shared payment methods, and catalog curation messages can be configured at the group level



User Roles & Permissions

Each user can have multiple roles -- administrator or requisitioner, or both. Permissions can be assigned when an administrator invites a user to the business. Administrators can change user permissions at any time.

Assign administrator permissions on a per-group basis. One administrator can manage multiple groups. Group level administrators only have admin authority over the group(s) they are assigned.

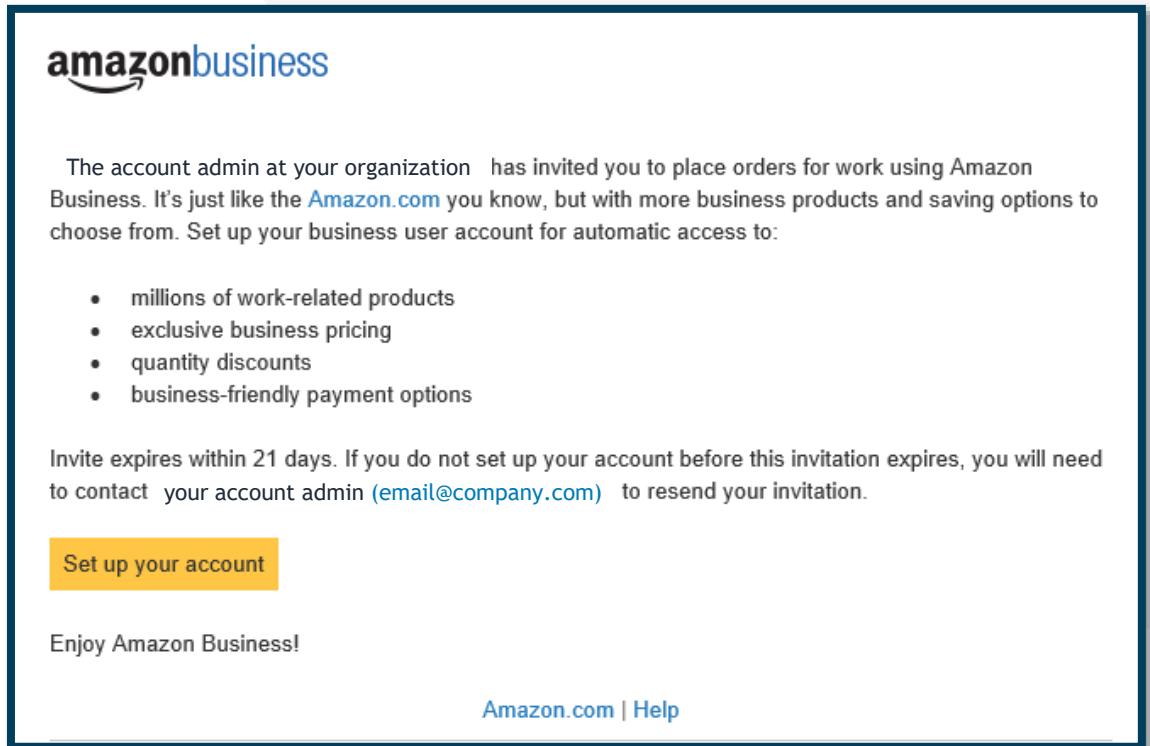
Role	Permissions & Functionality	Visibility
Administrator	<ul style="list-style-type: none">Manage business settings & business featuresInvite people to join the business accountRemove users from the business accountAssign a role to a userSet up approval workflows and spending limitsConfigure shared payment methods and shipping addressesAdd certifications such as tax exemptions to the business account	<ul style="list-style-type: none">Administrators can view orders and order history for all purchases in their group(s) on behalf of the business.Last 4 digits of any payment methods used by RequisitionersBilling & Ship to addressesAll Amazon Business Analytics fields for orders placed by users in their group(s)
Requisitioner	<ul style="list-style-type: none">Place orders on behalf of the organizationAdd payment methods and shipping addresses at checkout *if individual pay is configuredUtilize Business Analytics for their own purchasesCan be configured as an Approver	<ul style="list-style-type: none">Order history for all orders that they placed for their organization with their business user accountShipping addresses & payment methods (last 4 digits visible), as established by the administrator

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 users 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 21 days from send date. After 21 days, they will expire and need to be resent



The screenshot shows an invitation email from Amazon Business. The subject line is "Invitation to Amazon Business". The email body starts with the Amazon Business logo. It explains that the account admin has invited the user to place orders for work using Amazon Business, comparing it to Amazon.com but with more business products and saving options. It encourages the user to set up their business user account for automatic access. A bulleted list highlights benefits: millions of work-related products, exclusive business pricing, quantity discounts, and business-friendly payment options. A note states that the invitation expires within 21 days. A yellow button labeled "Set up your account" is present. The footer includes "Enjoy Amazon Business!" and "Amazon.com | Help".

amazonbusiness

The account admin at your organization has invited you to place orders for work using Amazon Business. It's just like the [Amazon.com](#) you know, but with more business products and saving options to choose from. Set up your business user account for automatic access to:

- millions of work-related products
- exclusive business pricing
- quantity discounts
- business-friendly payment options

Invite expires within 21 days. If you do not set up your account before this invitation expires, you will need to contact your account admin (email@company.com) to resend your invitation.

[Set up your account](#)

Enjoy Amazon Business!

[Amazon.com | Help](#)

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 Account with Work Email

Scenario 2

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

Scenario 3

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

Add a New User

Administrators can add users to the account one by one or in bulk using a spreadsheet

Add Users from Business Settings

- Under the “Add people” button at the account or group level, select “Add people” again. Enter the user’s email address and select the appropriate user permissions. You can select one role or both. Up to 12 people can be invited in this window at once.

Add Users from any Group

- If you navigate directly to a subgroup within an account, you can also add users. Once at the group, click **Members>People>Add People**

The image contains three screenshots of the Amazon Business interface:

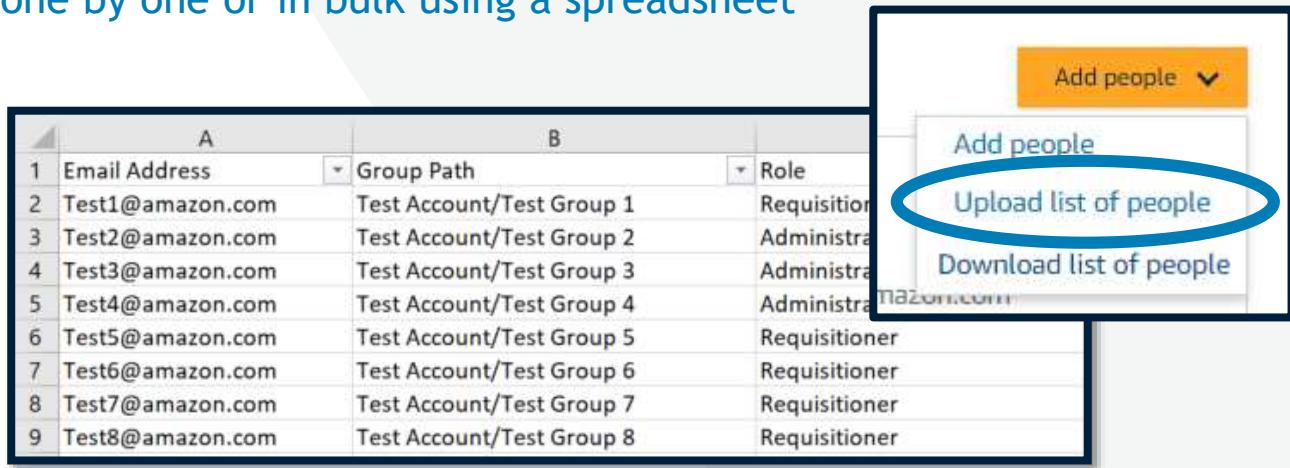
- Top Screenshot:** Shows the 'Add people' dropdown menu. The 'Add people' option is highlighted with a blue oval. Other options include 'Upload list of people' and 'Download list of people'.
- Middle Screenshot:** Shows the 'Add people to: Warehouse' dialog box. It includes a text input field with 'user@email.com', a placeholder 'Enter email addresses', and a section for assigning roles. The 'Requisitioner' role is selected (checked). Buttons for 'Cancel' and 'Add' are at the bottom.
- Bottom Screenshot:** Shows the 'Warehouse' group page. It displays a list of people under the 'People' section, with 'Ravenna Garden / Warehouse' listed. At the bottom, it shows 'Displaying 4 of 4' and has an 'Add people' button highlighted with a blue oval.

Add Multiple Users

Administrators can add users to the account one by one or in bulk using a spreadsheet

Bulk User Invites

- Under the “Add people” button at the account level, select “Upload list of people”. Using the provided template, invite multiple users to separate groups and designate their roles.

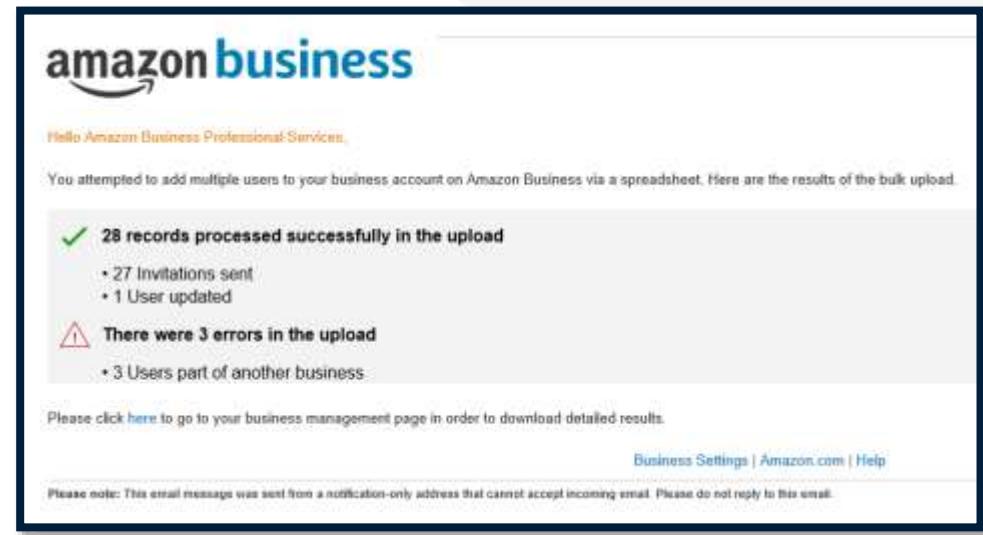


The image shows a screenshot of the Amazon Business account management interface. At the top, there is a yellow button labeled "Add people". Below it, a dropdown menu is open, showing three options: "Add people", "Upload list of people" (which is circled in blue), and "Download list of people". To the left of the dropdown, there is a screenshot of a spreadsheet template. The spreadsheet has three columns: "Email Address", "Group Path", and "Role". It contains 9 rows of data, each with a test email address and a corresponding group path and role. For example, the first row has "Test1@amazon.com" in the Email Address column, "Test Account/Test Group 1" in the Group Path column, and "Requisitioner" in the Role column.

	A	B	C
1	Email Address	Group Path	Role
2	Test1@amazon.com	Test Account/Test Group 1	Requisitioner
3	Test2@amazon.com	Test Account/Test Group 2	Administrator
4	Test3@amazon.com	Test Account/Test Group 3	Administrator
5	Test4@amazon.com	Test Account/Test Group 4	Administrator
6	Test5@amazon.com	Test Account/Test Group 5	Requisitioner
7	Test6@amazon.com	Test Account/Test Group 6	Requisitioner
8	Test7@amazon.com	Test Account/Test Group 7	Requisitioner
9	Test8@amazon.com	Test Account/Test Group 8	Requisitioner

Bulk Upload Results

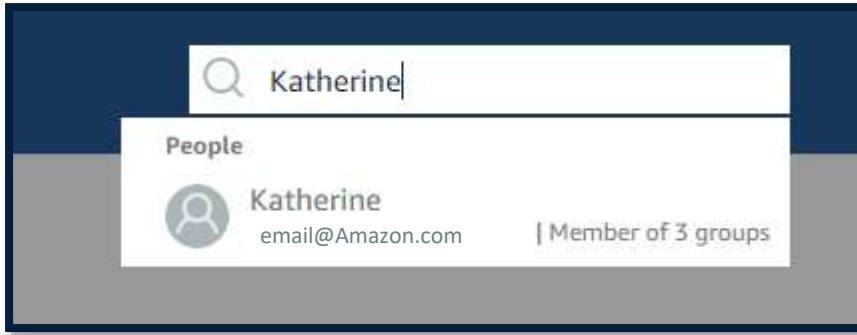
- After a spreadsheet has been uploaded, the admin will receive an automated report indicating any emails that were not able to be processed or invited. These failed invites usually indicate that an end user has an existing Amazon Business account.



The image shows a screenshot of the Amazon Business bulk upload results report. The report starts with the Amazon Business logo and a greeting: "Hello Amazon Business Professional Services". It then provides an overview of the upload: "You attempted to add multiple users to your business account on Amazon Business via a spreadsheet. Here are the results of the bulk upload." Below this, there are two main sections: a green checkmark indicating "28 records processed successfully in the upload" (with sub-points: "27 Invitations sent" and "1 User updated") and a red warning triangle indicating "There were 3 errors in the upload" (with sub-points: "3 Users part of another business"). At the bottom, there is a note: "Please click [here](#) to go to your business management page in order to download detailed results." and a small note: "Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email." The footer includes links to "Business Settings", "Amazon.com", and "Help".

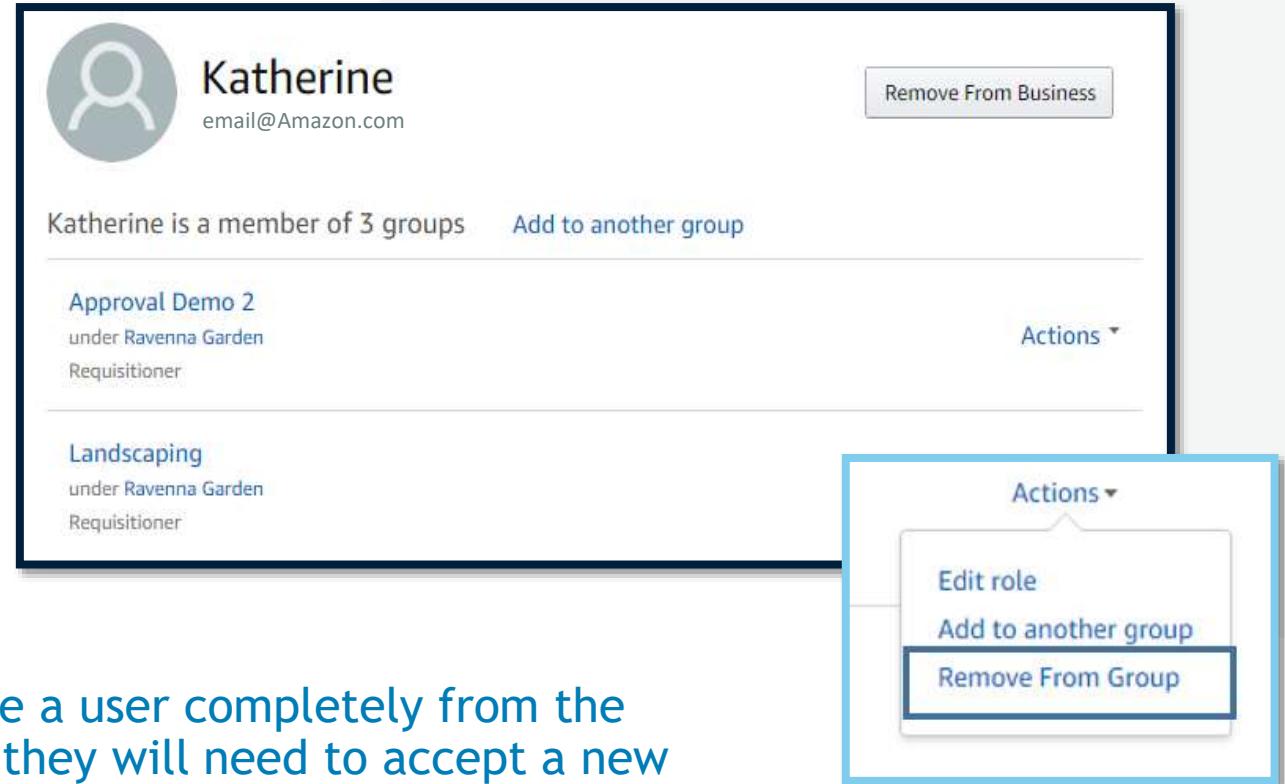
Remove a User

To remove a user, navigate to the User's profile page on Amazon Business. You can locate a user through the search bar or the “people” section of the account or a subgroup.



Once you have found the user, you can either remove them from a specific group or from the business account as a whole.

An extra confirmation is required to remove a user completely from the Business account. Once a user is removed, they will need to accept a new invitation to regain access to the account at a later time.



Groups

You can use groups to organize users and purchase settings based on your business needs. Many customers create groups based on business units, departments, locations, or payment method.

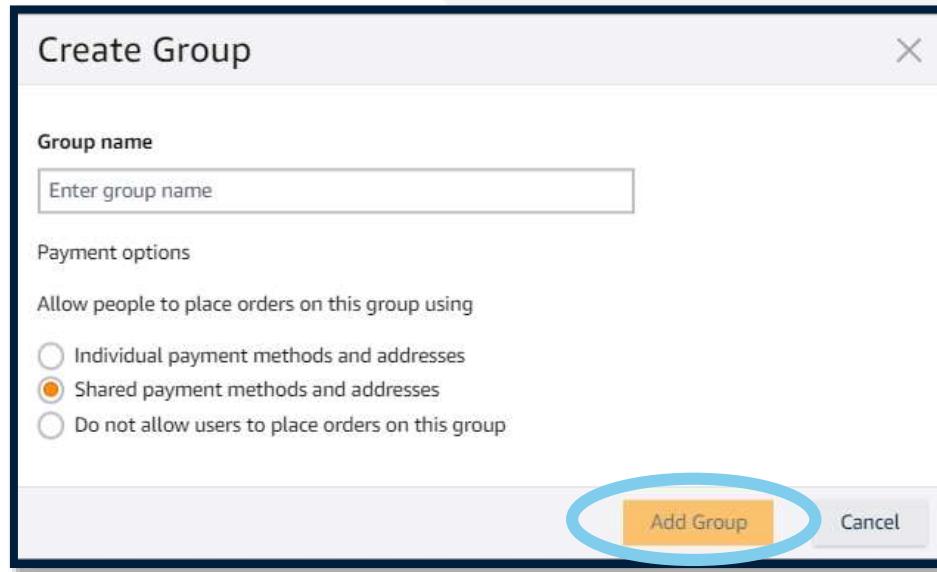
Groups may have one or more administrators, and one or more requisitioners. You can have an administrator for the business who manages all individual groups, or an individual administrator can be created for each group.

To create a new group:

1. Click the **Add Group** button from the top right of the Groups page.
2. Enter the desired group name
3. Select shared settings for the group
4. Click **Add Group** again to complete

Group Level Features:

- Shared payment methods and shipping addresses
- Approval workflows
- Guided Buying Policies



Buying Policies

Set up approval workflows, restrict product categories, and direct end users to your organization's preferred products to ensure purchasing compliance at your organization

- The **Guided Buying** tool allows administrators to prefer and restrict different products and product categories to encourage compliant purchasing behavior
- Configuring **Approvals** ensures that Amazon Business orders get the proper level of oversight whether approvals are required for all order or only specific purchasing thresholds
- Leverage the pricing you have already negotiated with key suppliers with the **Negotiated Pricing** tool which allows you to bring contracted pricing into the Amazon Marketplace
- **Related Offer Reports** capture alternate purchasing offers each time an end users makes a qualifying purchase

The screenshot shows the 'Buying policies' section of the Amazon Business interface. The 'Buying policies' link is highlighted with a blue circle. The interface includes sections for Guided Buying (Catalog Curation), Debarment policies, Approvals, Negotiated pricing, and Related offer reports, each with a 'Manage' link.

Section	Description	Action
Guided Buying (Catalog Curation)	Steer buyers to the right products or suppliers, and stop them from buying things they shouldn't.	Manage
Debarment policies	Help employees avoid debarred sellers	Manage
Approvals	Establish approval workflows to manage your group spend on Amazon	Learn more Set up
Negotiated pricing	Manage your negotiated pricing with suppliers to access that pricing on Amazon Business	Manage agreements
Related offer reports	Purchased offers over the set dollar threshold will be saved in Amazon Business Analytics.	Manage

Guided Buying

Guided Buying enables you to select specific products and suppliers as company preferred, directing each user's purchase selections through display messaging within the shopping and checkout experience.



- Search for and discover suppliers through the list of diversity credentials, as well as by entering a known supplier's name directly, then save them as a preferred supplier.
- Restricted policies designate product categories as company non-compliant. Create custom text, alerting users that the item may not comply with your company's purchasing policies. Approval workflows can also be configured based off of these policies.

Guided Buying for Ravenna Garden applies to 7 group(s)
Business settings > Guided Buying

Preferred products
Choose the products you want employees to buy.
[Manage](#)

Preferred suppliers
Select suppliers that you want your employees to buy from.
[Manage](#)

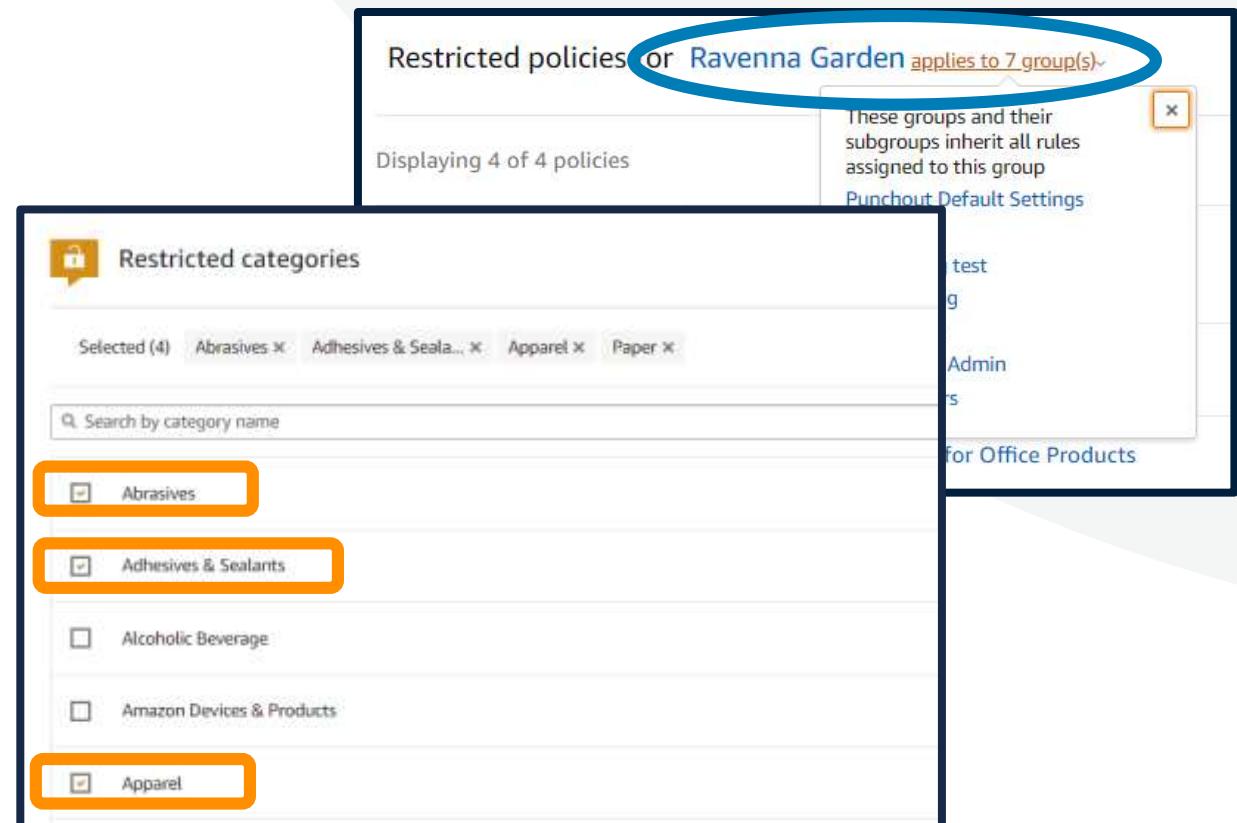
Restricted policies
Flag the product categories you want employees to avoid.
[Manage](#)

Configure Restricted Categories

To configure restricted product categories, navigate to “Business Settings” from the top right drop down navigation menu.

Business Settings > Buying policies > Guided Buying > Restricted Policies

- Under Restrictions you will select **Manage** and click to **Add restriction**
- Policies created at the account level are inherited and applied for all groups on the account
- If individual groups require different policies, use the drop down next to the account name to review which groups the policy applies to
- Policies can be omitted at the account level and configured only for specific groups
- Type in the product category and, if available, you can select at the sub-category level
- If needed, you can add a **Message for buyers** with up to 120 characters to provide end users with extra context
- Guided buying policies are visible to all **Requisitioners** on an account



Restricted Policies



Administrators can customize messaging to let end users know IF and WHEN they can purchase certain categories on Amazon Business

The screenshot shows two instances of a warning message box with an orange border and a yellow warning icon:

- Top Left:** A message for a "Noncompliant item". It states: "This item does not comply with the purchasing standards for your business. For more information, contact your business administrator." Below this, it says: "ABCDEF - Level Test Group employees: Refer to our existing IT contracts before purchasing consumer electronics." A link "Show other admin messages" is also present.
- Bottom Right (Shopping Cart):** A message stating: "Your cart contains noncompliant items. One or more items in your cart do not comply with the purchasing standards of your business. For more information, contact your business administrator." It also includes a promotional offer: "Test, get a \$50 Amazon.com Gift Card instantly upon approval for the Amazon Rewards Visa Card". The shopping cart summary shows a current total of \$49.99, savings of -\$50.00, cost after savings of \$0.00, and savings remaining of \$0.01. An "Apply now" button is available.

Bottom Left: A promotional image for the "fire POWERFUL TABLET" at an "INCREDIBLE PRICE". It shows four tablets in pink, blue, orange, and black.

Bottom Right: A "Shopping Cart" section showing a single item: "Fire Tablet with Alexa, 7" Display, 8 GB, Black - with Special Offers by Amazon". The price is \$49.99. The item is marked as "In Stock". A note below the item says: "ABCDEF - Level Test Group employees: Refer to our existing IT contracts before purchasing consumer electronics." It also includes links for "Show all admin messages", "Eligible for FREE Shipping", "This is a gift Learn more", "Delete", and "Save for later".

Restriction Best Practice:

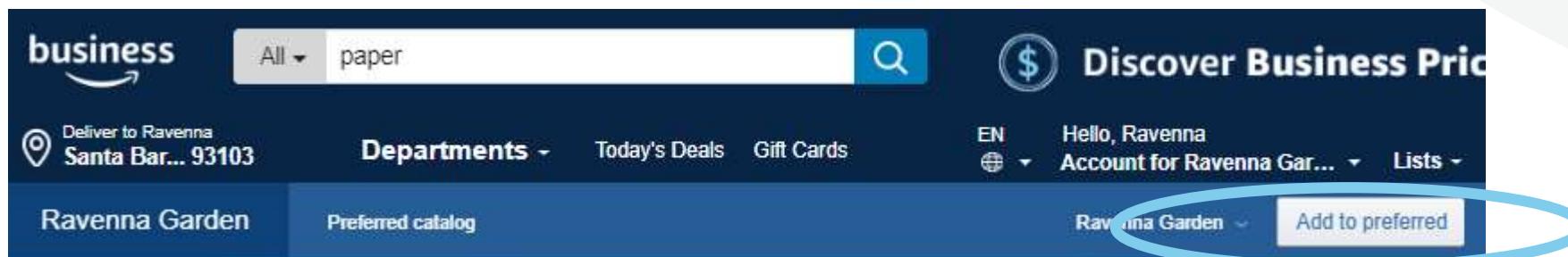
- Because restrictions are created at the category level, some permitted items may get unintentionally restricted.
- Be aware, restricting a category does not prevent a purchase but adds a warning.

Configure Preferred Products & Suppliers Categories

To configure preferred products and suppliers, navigate to the appropriate section under Guided Buying and start shopping the marketplace. You will have the option to add to preferred products/sellers as you search.

Business Settings > Buying policies > Guided Buying

- Preferring a specific product ensures that a particular make or model is shown to end users while they shop. Preferring a specific product does **NOT** lock in pricing or guarantee what seller is selling the preferred product.
- When you mark a seller as preferred, all product sold by that seller become flagged as preferred. For this reason, be sure to review all product sold by the seller to ensure they are company compliant.



Preferred Products



Mark specific products as preferred to ensure your end users can easily find what they are looking for. This messaging is visible throughout the shopping experience, search results, and on product detail pages.

 **Company preferred**
Your organization has identified this item as preferred and wants you to choose it over similar products.

 Spill Resistant Keyboard

Roll over image to zoom in

Asus
ASUS Chromebook C202SA-YS02 11.6"
Ruggedized and Water Resistant Design with 180 Degree (Intel Celeron 4 GB, 16GB eMMC, Dark Blue, Silver)
★☆☆☆☆ 910 customer reviews
655 answered questions
Amazon's Choice for "chromebooks"
List Price: \$229.00
Price: **\$209.99** & FREE Shipping. Details
You Save: \$19.01 (8%)
prime | Try Fast, Free Shipping
In Stock.
Want it Wednesday, Jan. 17? Order within 18 hrs
choose One-Day Shipping at checkout. Details
Ships from and sold by Amazon.com.

Share     3K+ Shares

Show results for
Any Category
Electronics
Computers & Accessories
Computers & Tablets
Laptops
Traditional Laptops
2 in 1 Laptops

Refine by
Delivery Day
 Get It by Tomorrow

Amazon Prime
 prime

Eligible for Free Shipping
 Free Shipping by Amazon

Preferred by your Company

ASUS Chromebook C202SA-YS02 11.6" Ruggedized and Water Resistant Design with 180 Degree (Intel Celeron 4 GB, 16GB eMMC, Dark Blue, Silver)
by Asus
\$209.99 \$229.00 prime
★☆☆☆☆ 910


Intel i7 Dual Core 2.5GHz, 3.1 GHz Turbo
15.6 FHD Touchscreen 1080P
8GB Ram, Windows 10 Home
256GB Solid State Drive (SSD)
Backlit Keyboard, USB 3.0
Dell Inspiron 15.6" FHD Touchscreen Laptop, Intel Core i7-6500U, 8 GB RAM, 256GB SSD, DVD, Backlit keyboard, HDMI, Bluetooth, 802.11ac, Real Sense 3D
\$729.00 prime (4-5 days)
Only 1 left in stock - order soon.
★☆☆☆☆ 17

Showing results in **Electronics**. Show instead results in All Departments.

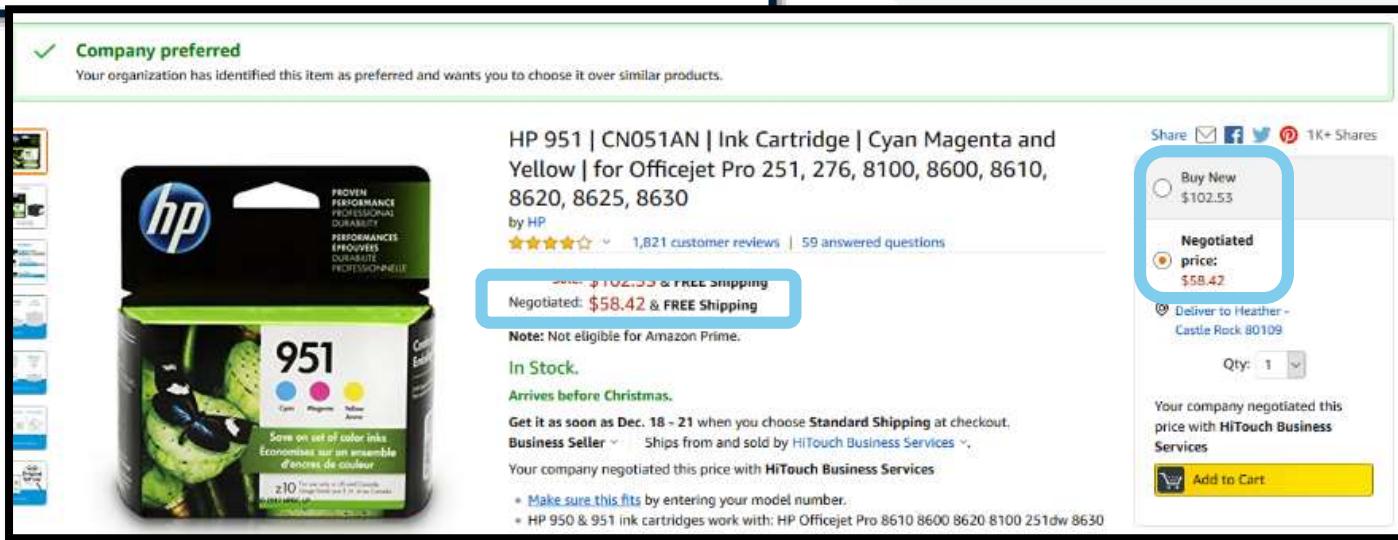
Negotiated Pricing

Items with Negotiated Pricing will be elevated in the search results as Preferred By Your Company



Once products and negotiated prices are added by suppliers, customers can see those prices instantly alongside any offers from other sellers on both the product detail pages and in search results.

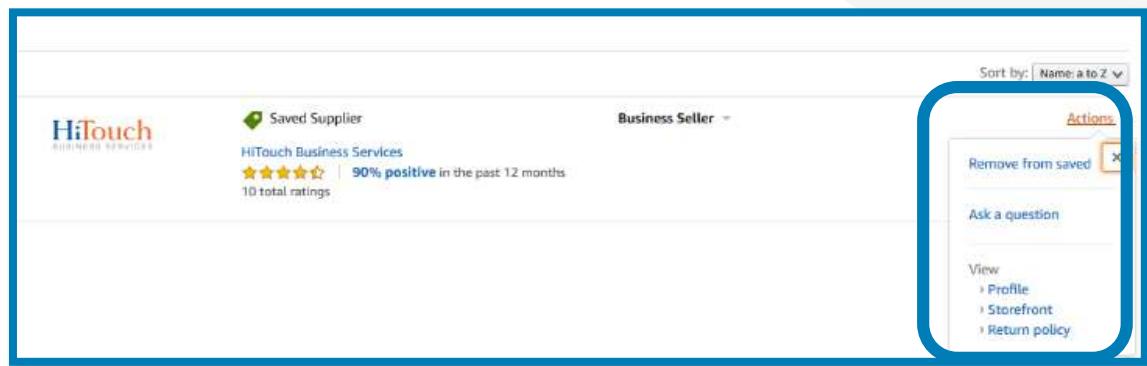
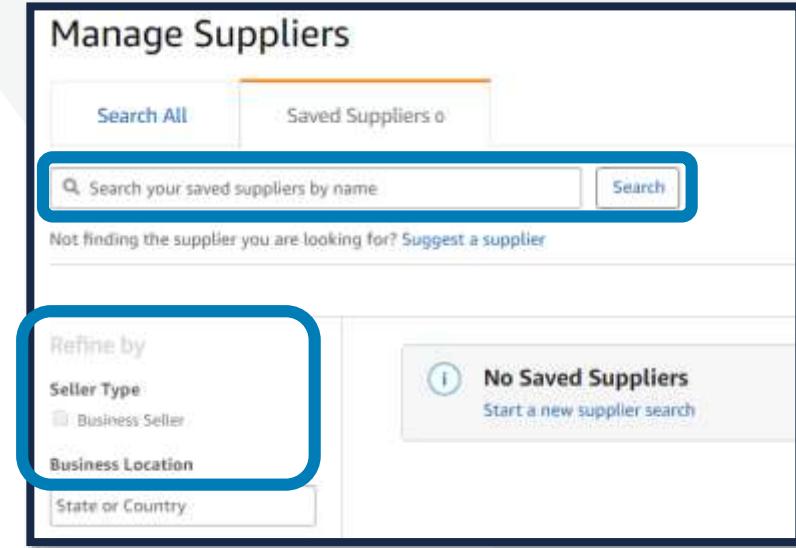
- Price will appear in buy box below “buy new” price or it will direct you to the offer listing page to choose offer
 - Negotiated Price offer badged “Negotiated Price”
 - End users can select the Negotiated Price offer to add to their shopping cart



Manage Suppliers

You can easily find suppliers on Amazon and add them to your list of Saved Suppliers

- You can search for suppliers by name and apply filters, such as star rating and business location of the supplier, to narrow down search results
- Once you find a supplier, you can add them to your list of Saved Suppliers. The list makes it easy for you to learn more about your favorite suppliers -- you can visit a supplier's storefront or profile page or contact them by selecting **Ask a question** from the **Actions** options on the right side of the page
- To add a supplier to your Saved Suppliers list, use the **Save for Later** feature from the Sellers profile page or actions drop down.
- To remove a supplier from your Saved Suppliers list, select **Remove from Saved** in your list of saved suppliers or on the seller's profile page, select **X Remove Supplier**



Approvals

Approval workflows provide visibility and control over purchasing

- Administrators can configure up to **6 levels** of approvals. Each level of approval can have more than one approver. Only one approval is needed at each level.
- Approvers are notified of pending orders through email as well as when they log into their Amazon Business account.
- Requisitioners or Administrators can be designated as approvers.
- Only active account users can be configured as approvers.
- Approvals can be set up at individual group levels by navigating to **Buying policies > Approvals** and then further customized for individual users.

What are approval policies?

Use approval policies to notify specific members in your business account when an order is placed and get their approval before the order is allowed to continue processing. Approvals can be triggered by order total or restricted products.

ADD POLICY

Approval policy

Approval settings will not apply to services, digital products, or punchout accounts. [Learn more](#)

Applies to orders for the **Ravenna Garden** group only.

Conditions

Apply to all orders

Orders with [restricted items](#)

Orders with a total equal or greater than

Approvers

Requires one approval from each level. If an approver is going to be unavailable, you can [assign a temporary delegate](#)

1. X

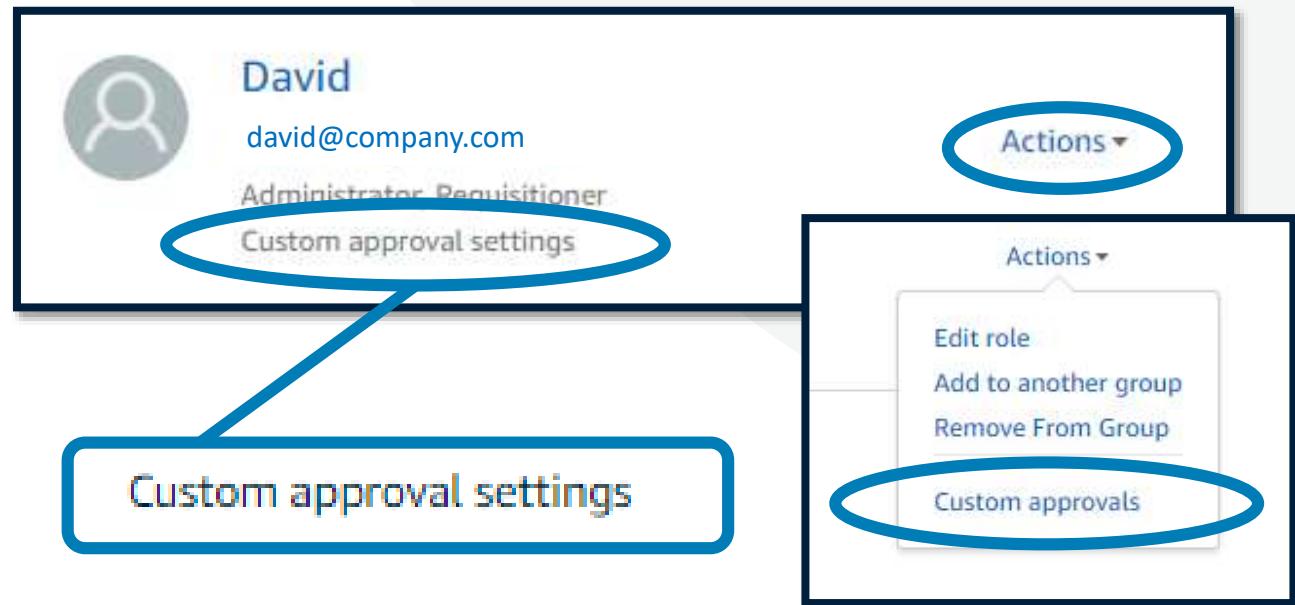
2. X

[Add another approver level](#)

Custom Approval Workflows

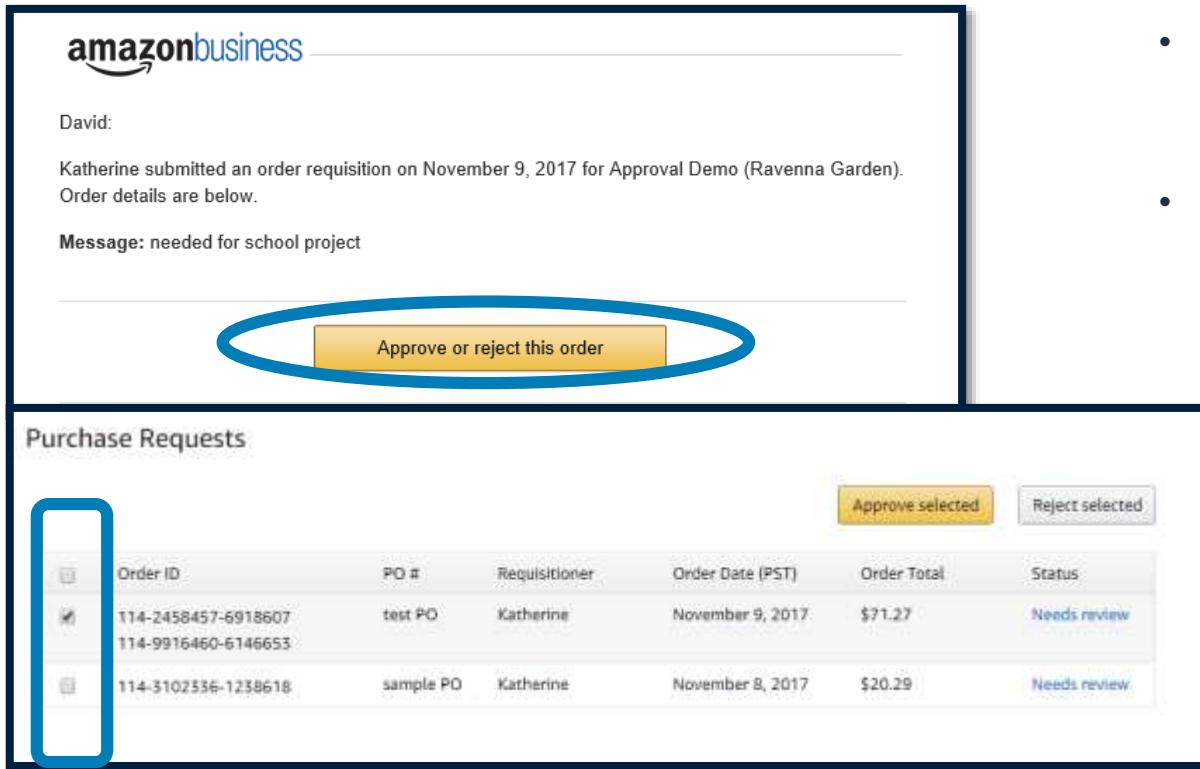
To enable custom approval workflows for individual users, the user must first belong to a group in which approvals have been enabled and configured. Navigate to the group you are setting approvals for then select **People** in the **Members** section to find the individual and customize approvals.

- To configure a custom approval workflow for an end user, click on the **Actions** drop down to the right of their name.
- From this screen, approval workflows can be configured that will only apply to this single user
- Once custom approvals have been configured for a user, it is indicated in the user list under **People**.



Approving Orders

Any time an order is routed to you for approval, you will get an email notifying you of the request. Purchase requests can be approved directly from the email or by navigating to **Approve Orders** in the top right drop down of your account.



amazonbusiness

David:

Katherine submitted an order requisition on November 9, 2017 for Approval Demo (Ravenna Garden). Order details are below.

Message: needed for school project

Approve or reject this order

Purchase Requests

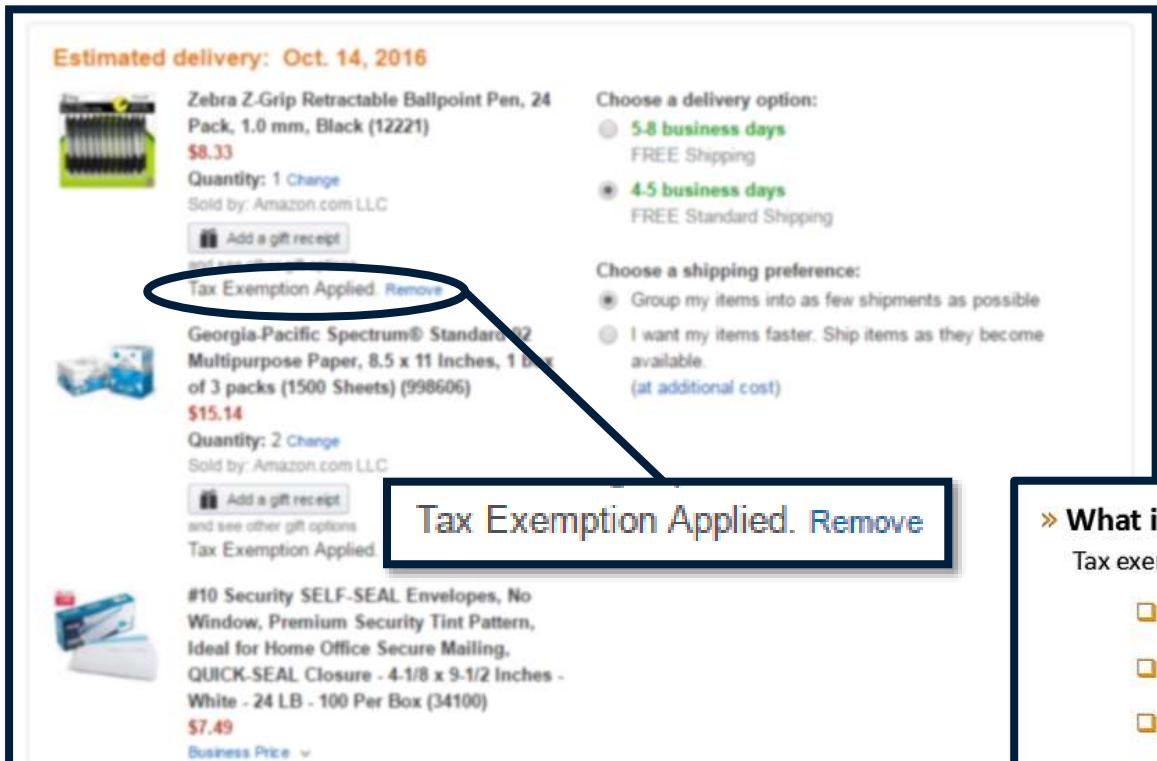
Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status
114-2458457-6918607	test PO	Katherine	November 9, 2017	\$71.27	Needs review
114-9916460-6146653					
114-3102536-1238618	sample PO	Katherine	November 8, 2017	\$20.29	Needs review

Approve selected Reject selected

- Once a purchase is submitted for approval, the order is held for 7 days. Approval requests that take longer than 7 days will be rejected
- If you have multiple orders awaiting approval, you have the option to approve or reject them in bulk
 - Any time you reject an order, you can send comments back to the requisitioner explaining why the order was rejected
 - When an order is approved, an order confirmation email is sent to the requisitioner letting them know that their order was approved and is now being processed by Amazon

Checking out with ATEP

All products purchased from Amazon or any of the 95% of third party sellers who participate in ATEP will automatically reflect that tax exemptions have been applied during the checkout process



The screenshot shows the 'Review Your Order' page on Amazon. It lists three items:

- Zebra Z-Grip Retractable Ballpoint Pen, 24 Pack, 1.0 mm, Black (12221)**: \$8.33. Tax Exemption Applied. Remove (circled in red).
- Georgia-Pacific Spectrum® Standard 92 Multipurpose Paper, 8.5 x 11 Inches, 1 Box of 3 packs (1500 Sheets) (998606)**: \$15.14. Tax Exemption Applied.
- #10 Security SELF-SEAL Envelopes, No Window, Premium Security Tint Pattern, Ideal for Home Office Secure Mailing, QUICK-SEAL Closure - 4-1/8 x 9-1/2 Inches - White - 24 LB - 100 Per Box (34100)**: \$7.49. Business Price: \$7.49.

Delivery options are listed on the right, including '5-8 business days' and '4-5 business days' (selected). Shipping preferences include 'Group my items into as few shipments as possible' and 'I want my items faster. Ship items as they become available. (at additional cost)'.

Tax Exemption Applied. Remove

Confirm tax exemptions are applied:

- On the Review Your Order page (checkout), verify and/or modify which items should be charged sales tax.
- If needed, you can manually add tax by clicking Remove next to the specific item

» What items are eligible for tax exemption?

Tax exemption applies to items sold by ...

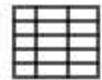
- Amazon.com LLC
- Amazon Digital Services LLC
- Warehouse Deals LLC
- Amazon Services LLC
- Sellers (Non-Amazon) participating in ATEP

Business Analytics

Amazon Business Analytics

Amazon Business Analytics provides the ability to:

- Aggregate purchases to compare and track spend over time
- Monitor and track 60+ data fields including customer info, shipment info, payment info, and seller info
- Customize and save report templates to meet business needs
- Download CSV files to analyze your data in excel



Reports

Use our reports to get line-item details about your organization's orders and access important documents like invoices. Start with one of our curated reports, then customize it to your needs.

Reconciliation

Compare order and payment history to your records.

Orders

Get detailed shipping, product, and seller info on an order.

Returns

Monitor what items are being returned and the reasons why.

Refunds

Track the payment, product, and status of a refund.

Related offers

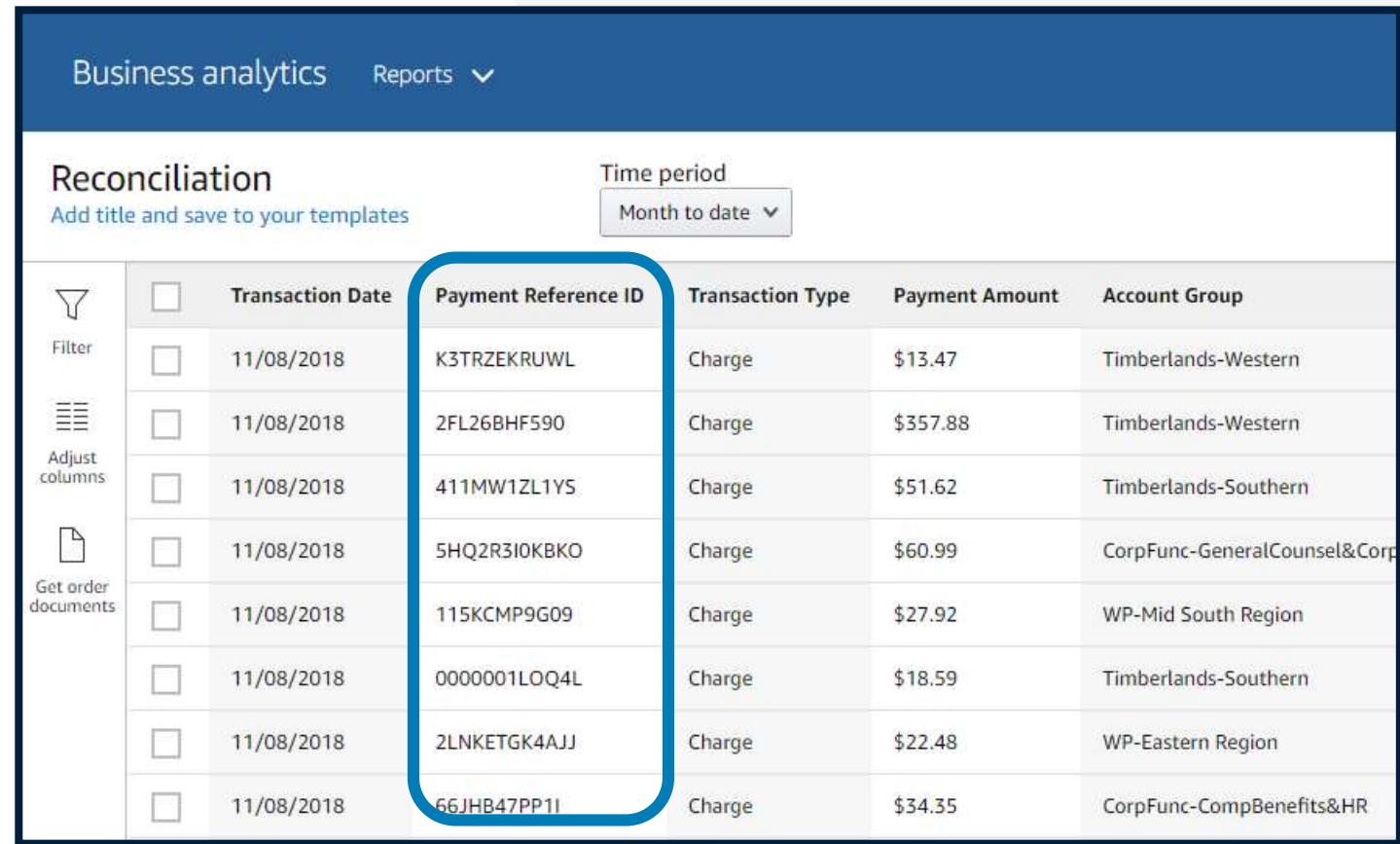
See what other offers were available at the time of an order.

Reporting & Reconciliation

Use the Reconciliation Report to view data including transaction info, customer info, and order info

Simplify the reconciliation process by matching corporate credit card charges to each item in a shipment.

- Match the **Payment Reference ID** in the Reconciliation Report against your credit card statement
- Customize report columns and filters at the left to find required information



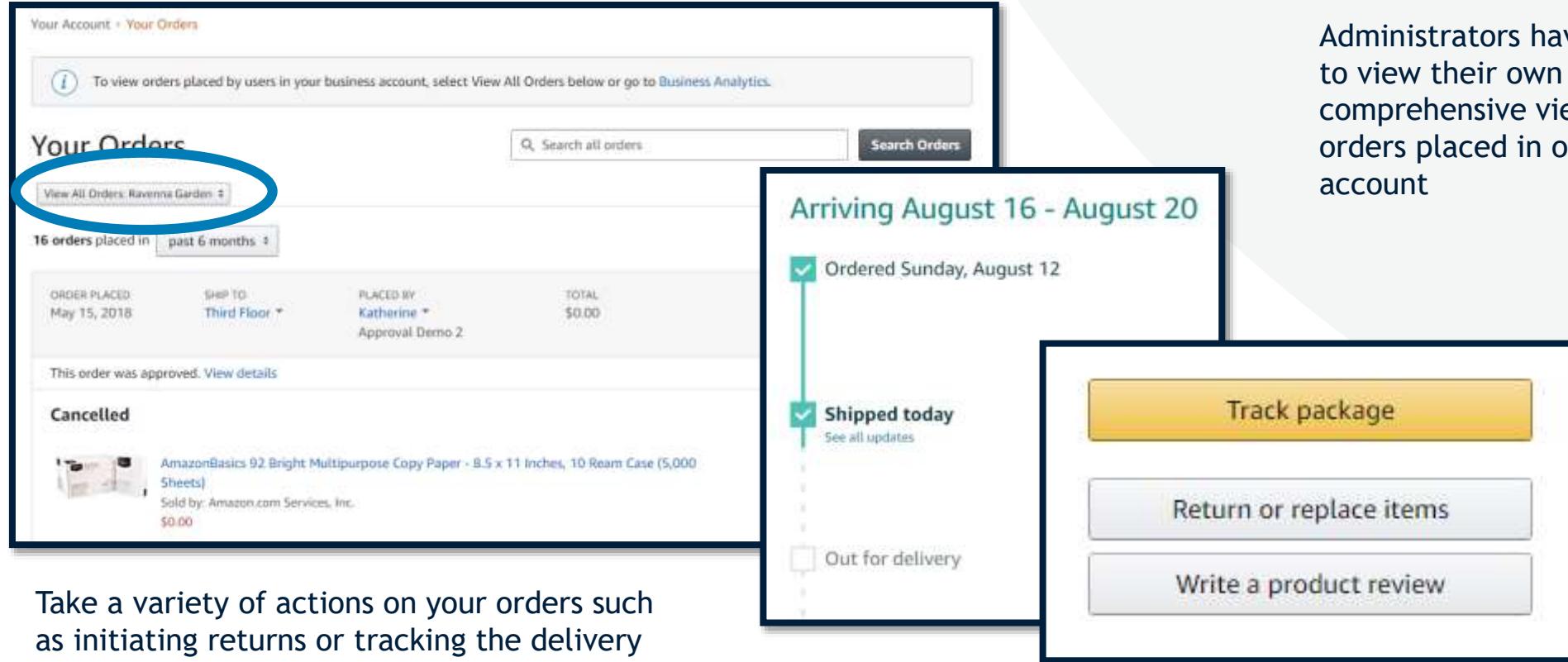
The screenshot shows a 'Reconciliation' report in the Business analytics section. The report title is 'Reconciliation' and it includes a 'Time period' dropdown set to 'Month to date'. On the left, there are filter, column adjustment, and document retrieval buttons. The main table has columns for Transaction Date, Payment Reference ID, Transaction Type, Payment Amount, and Account Group. The 'Payment Reference ID' column is highlighted with a blue box. The data in the table is as follows:

	Transaction Date	Payment Reference ID	Transaction Type	Payment Amount	Account Group
<input type="checkbox"/>	11/08/2018	K3TRZEKRUWL	Charge	\$13.47	Timberlands-Western
<input type="checkbox"/>	11/08/2018	2FL26BHF590	Charge	\$357.88	Timberlands-Western
<input type="checkbox"/>	11/08/2018	411MW1ZL1YS	Charge	\$51.62	Timberlands-Southern
<input type="checkbox"/>	11/08/2018	5HQ2R3I0KBKO	Charge	\$60.99	CorpFunc-GeneralCounsel&Corp
<input type="checkbox"/>	11/08/2018	115KCMPP9G09	Charge	\$27.92	WP-Mid South Region
<input type="checkbox"/>	11/08/2018	0000001LOQ4L	Charge	\$18.59	Timberlands-Southern
<input type="checkbox"/>	11/08/2018	2LNKETGK4AJJ	Charge	\$22.48	WP-Eastern Region
<input type="checkbox"/>	11/08/2018	66JHB47PP1I	Charge	\$34.35	CorpFunc-CompBenefits&HR

Your Orders

Your Orders

This section of the account provides additional detail regarding the status of all orders placed



The screenshot shows the 'Your Orders' page. At the top, a message says 'To view orders placed by users in your business account, select View All Orders below or go to Business Analytics.' Below this is a search bar with 'Search all orders' and a 'Search Orders' button. A blue oval highlights the 'View All Orders: Ravenna Garden' button. The main area shows '16 orders placed in past 6 months'. Below this, there are sections for 'ORDER PLACED' (May 15, 2018), 'SHIP TO' (Third Floor), 'PLACED BY' (Katherine), and 'TOTAL' (\$0.00). A note says 'This order was approved. View details'. A 'Cancelled' section shows an order for 'AmazonBasics 92 Bright Multipurpose Copy Paper - 8.5 x 11 Inches, 10 Ream Case (5,000 Sheets)'.

Arriving August 16 - August 20

- Ordered Sunday, August 12
- Shipped today See all updates
- Out for delivery

Actions:

- Track package
- Return or replace items
- Write a product review

Take a variety of actions on your orders such as initiating returns or tracking the delivery of a package.

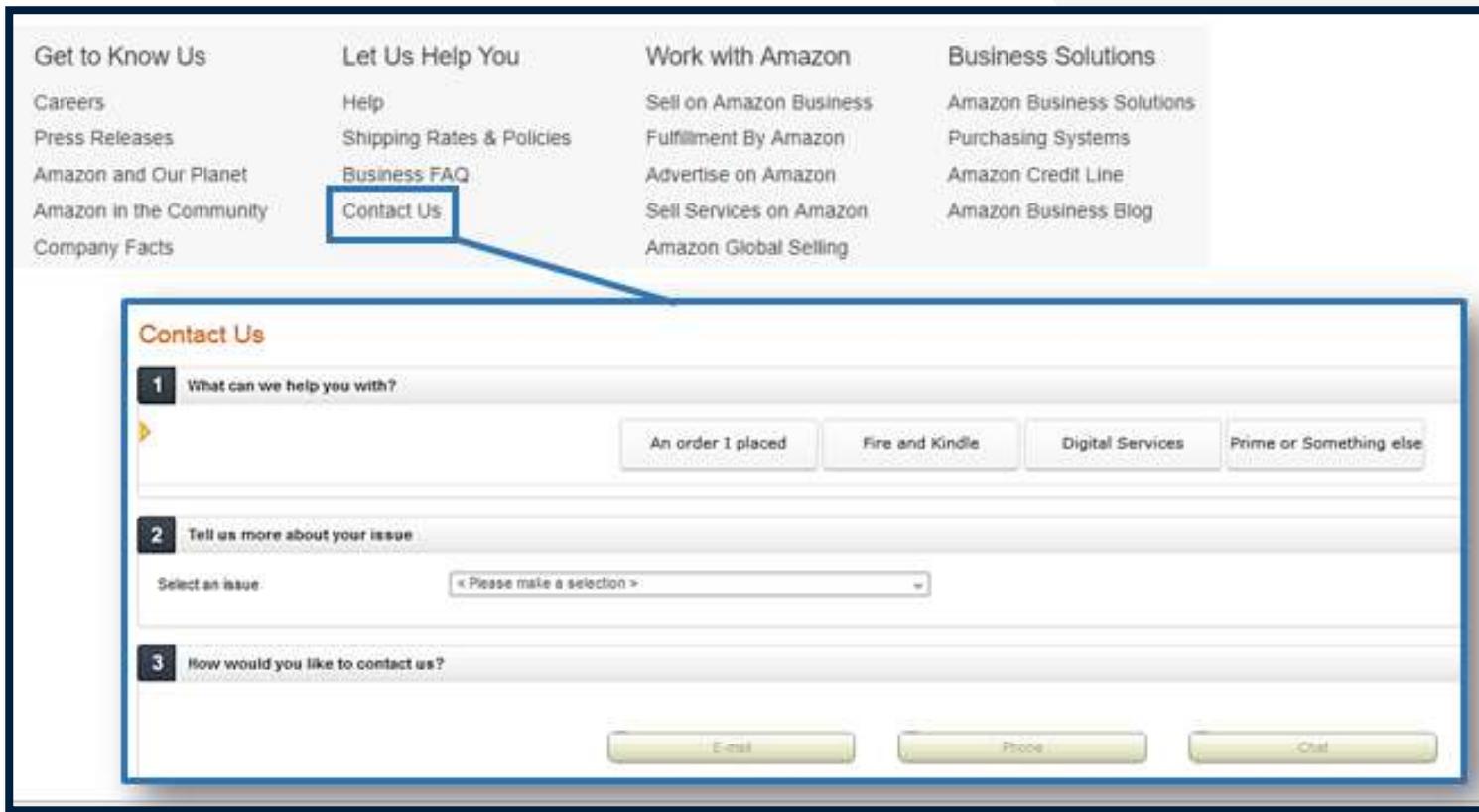
Administrators have the ability to view their own orders or a comprehensive view of all orders placed in on the account

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.

Not sure what you're looking for? Learn more about the features and benefits on Amazon Business [HERE](#).



The screenshot shows a navigation menu with four main categories: 'Get to Know Us', 'Let Us Help You', 'Work with Amazon', and 'Business Solutions'. The 'Let Us Help You' section contains links for 'Help', 'Shipping Rates & Policies', 'Business FAQ', and 'Contact Us'. A blue box highlights the 'Contact Us' link, which is also the target of a blue arrow pointing to a detailed 'Contact Us' form. The form is divided into three numbered steps: 1. 'What can we help you with?' with options like 'An order I placed', 'Fire and Kindle', 'Digital Services', and 'Prime or Something else'. 2. 'Tell us more about your issue' with a dropdown menu labeled 'Select an issue' and 'Please make a selection'. 3. 'How would you like to contact us?' with three buttons: 'Email', 'Phone', and 'Chat'.

Common Customer Support Questions

See below for quick resolutions to frequently asked questions from your end users as well as contact information for a variety of support resources

Contact Business Customer Support: [CLICK HERE](#)

- Provides end users the option to call, email, or live chat. Please use this method of contact for anything relating to an order, transaction, charge, or shipment

Request a Tax Exemption Refund:

- Your Orders > Locate Order > Contact Seller > Request refund through email
- Additional tax queries can be emailed to tax-exempt@amazon.com

Your Customer Advisor - Jenn Kelleher jenkel@amazon.com

- This person is your point of contact for anything related to the Amazon Business account structure, new features and functionality, and questions that do not fall into the above categories



Thank You