



Colorado College

End User Training

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Amazon Business, Sr. Account Executive



Agenda

- Account Overview
- Registration Process
- Account Navigation & Shopping Experience
- Placing an Order
- Things to Know
- Additional Resources

Amazon Business Colorado College Account

Business Pricing

- Discounted rates and offers available only for Amazon Business customers

Business-Only Selection

- A broad selection of items in case pack sizes designed for business shoppers

Quantity Discounts and Limited-Time Deals

- Volume-tiered pricing, bulk savings, coupons, and other ways to save

Amazon Business Analytics Reporting

- Research your order history, create and download reports, and check easy-to-read dashboards. [Learn more.](#)

Tax Exempt Purchases

- Tax Exempt certificate applied

List Price: \$27.99
Business Price ▾ **\$22.53** ✓prime One-Day
FREE Returns ▾
You Save: **\$5.46 (20%)**

Buy more, save more

12 units
-13% **\$21.69**

60 units **Lowest price**
-16% **\$20.91**

Limited time deal

List Price: ~~\$59.95~~ Details
Deal Price: **\$36.76** ✓prime One-Day
FREE Returns ▾
You Save: **\$23.19 (39%)**

Coupon: ☐ Apply **\$3 coupon** [Shop items >](#)

Fast, FREE Shipping Options

- Business Prime provides Free Two-Day Shipping on eligible items for all users utilizing the business account. [Learn more.](#)

Prime Eligibility – Fulfilled by Amazon

- Filter search results to Prime-eligible items to fulfill purchasing needs quickly. Look for Amazon as the seller on product pages.

What's not Included?

- Amazon Business and Business Prime do not include Prime Video, Prime Music, and Prime Reading benefits or Amazon Fresh and Whole Foods Market items.

What if I bought my own Prime membership with my P-card?

- If purchased after April 2019, your membership will be cancelled when you merge into the centralized account. A prorated refund will be credited back to your P-card automatically.
- If purchased before April 2019, please join the centralized account first and then [contact Amazon Business Customer Service](#) (866-486-2360) to request a refund back to your P-card.



Joining & Accessing the Amazon Business Account

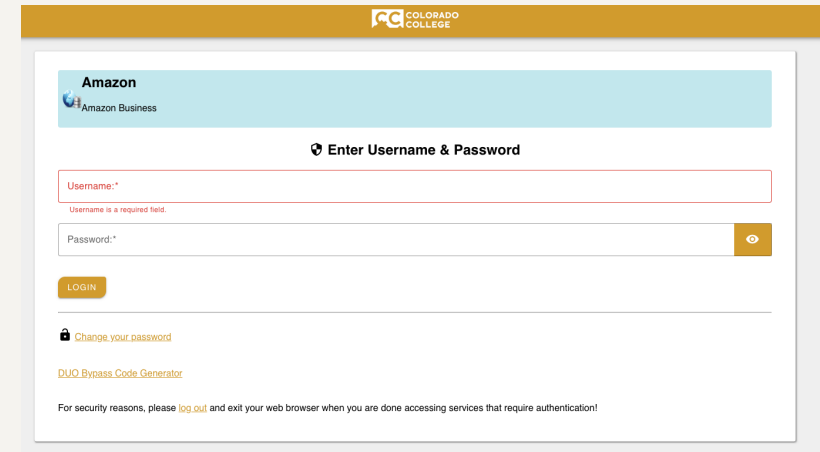
Accessing Amazon Business via SSO

Integrations with your organization's internal systems make accessing the account easy.

How do you sign in?

- Users who have not set up Amazon accounts previously will be immediately authenticated into the account on a non-purchasing group.
- Users who have set up Amazon accounts previously will be guided through a brief, one-time registration process.

Access Amazon Business



The screenshot shows the Amazon Business login interface. At the top, there is a gold header bar with the Colorado College logo. Below this, the Amazon Business logo is displayed. The main heading is "Enter Username & Password". There are two input fields: "Username:" and "Password:". The "Username:" field has a red border and a message "Username is a required field." below it. The "Password:" field has a toggle icon to the right. Below the input fields is a gold "LOGIN" button. Underneath the button are links for "Change your password" and "DUO Bypass Code Generator". At the bottom, a security notice states: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

There are three different registration scenarios

Depending on how a user has used their work email address in the past



Never used work email for an Amazon account

Simple registration

Start purchasing immediately



Has used work email for an Amazon consumer account

Option A:

Merge account to business

Option B:

Keep consumer account, move to private email address



Has used work email for an Amazon Business account

If requisitioner:

User will be merged automatically to central business account

If admin:

Accept consolidation request

1 | User has **never** used work email for an Amazon account



2 | User has used work email for an Amazon consumer account



Click button / link from
invitation email

Sign in to join Amazon Business.

We already have an Amazon account with your email address. Please sign in to see your options.

Email or mobile phone number

Password [Forgot Password](#)

Sign-In

By signing-in you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

☒ Keep me signed in. [Details](#)

Enter password for existing consumer account or click 'Forgot password'

amazon **Max Mustermann**
maximbra+consumer@amazon

Your recent order
You haven't placed any orders.

Your addresses
You don't have any addresses saved.

Your payment methods
You don't have any default payment methods saved.

2a ☐ Yes, add to my organisation's shared account.

2b ☐ No, I want to keep this account personal

Next

Add this account to Amazon Business Account Test's Amazon Business account

Since you haven't done any shopping with this account, we can add it to the Amazon Business Account Test shared Amazon Business account.

Before we continue, please review what this means:

- Your individual account using maximbra+consumer@amazon won't be active anymore. You'll also lose access to any subscriptions or Prime benefits you may have.
- Instead, you'll use maximbra+consumer@amazon to sign in to the Amazon Business Account Test shared Amazon Business account.

If you want to merge your previous Amazon account to the central business account, select 'Yes' (2a). If you want to move your consumer account to a private email address, select 'No' (2b)

2 | User has used work email for an Amazon consumer account

2a

2b

Change the sign-in email for your personal account

If you don't want to add your account to Amazon Business Account Test's shared Amazon Business account, we can change the email address for this account.

Doing this keeps your personal account details, such as order history and any subscriptions, private and separate from the Amazon Business Account Test Amazon Business account. We recommend that you use an email address not associated with your work.

Current email [Not a work email?](#)
maximbra+consumer@amazon

New email

Reenter email address

Next

Enter new email address for consumer account

Verify e-mail address

To verify your email, we've sent a One Time Password (OTP) to maximbra+consumer@amazon [\(Change\)](#)

Enter OTP

Create your Amazon account

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

[Resend OTP](#)

Enter code sent to new email address

Personal account email address updated

You can now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.

Finish joining Amazon Business

Confirmation that account was moved to private email address

amazon business



Welcome to Amazon Business.

You are now a part of the Amazon Business Account Test Amazon Business account.

Start shopping

3 | User has used work email for an **Amazon Business** account



Click button / link from
invitation email
with consolidation
invitation



Join official account

You have been invited by `admin@workemail.com` to join the official account for **giardia**

- You will be part of a group with a role as specified by your administrator
- Your **order history** from this account, **Amazon**, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history
- You will receive a prorated refund of your Business Prime Membership

If this account is not associated with giardia, you are encouraged to go to the [account settings](#) and change the email you use to access this account so that it is no longer associated with amazon.com.



**Fulfill requirements &
accept request**



Admin of central account
will receive a notification
and can assign the users

Account Navigation

Live Demo

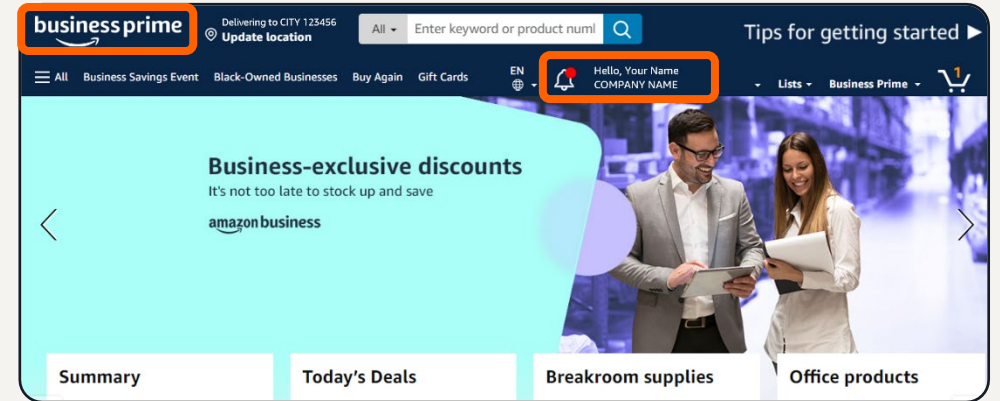
Business vs Personal

Make sure you're in the right account when shopping for work.

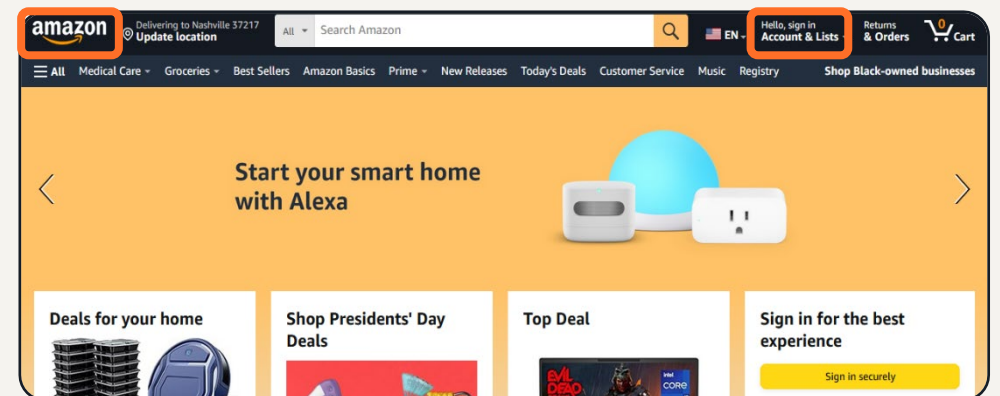
- The Amazon Business account will have the **Business Prime** logo in the top-left corner.
- Your **Company Name** will be visible under "Hello, Your Name."

Business-Centric messaging on rotating homepage tiles.

Business



Personal



Account Navigation

Hover over your name in the top-right corner to access key pages and tools in your account.

Deliver to Boston
Boston 02210

All ▾

EN

Hello, User
 Account for Amazon Busine... ▾

All
 Small Business Grants
 Small and Local Businesses
 Buy Again
 Your Catalog
 Today's Deals
 Gift Cards ▾
 Business Savings
 Add Users
 Vote for your favorite small business
 Lists ▾
 Business Prime ▾

Page	Functionality
Your Account	Standard account information including name, email address, and password.
Your Orders	View and track your orders. <u>Note</u> : Admin users can view all users' order activity.
Manage Quotes	Create a new bulk order, continue saved bulk orders, or track your requests for quotes and quantity discounts.
Business Analytics	Create/filter reports to view and export your order history.
Switch Accounts	Toggle between your different Amazon accounts (e.g. Amazon Business and a personal account).

Your Account

Switch Accounts

Sign Out

Your Account

Your Orders

Your Catalog

Amazon Business Card

Manage your delivery

Business Analytics

Manage Subscribe & Save

Manage Quotes

Receiving for 3-Way Match

Your Interactions

Start a Selling Account

Customer Service

Account Navigation

Hover over your name and navigate through your account

The screenshot shows the Amazon Business interface. At the top right, a dropdown menu is open for 'Hello, Consumer' and 'Account for Amazon Business...'. The 'Your Account' menu is highlighted, showing options like 'Switch Accounts', 'Sign Out', 'Your Account', 'Your Orders', 'Your Catalog', 'Amazon Business Card', 'Manage your delivery', 'Business Analytics', 'Manage Subscribe & Save', 'Manage Quotes', 'Receiving for 3-Way Match', 'Your Interactions', 'Start a Selling Account', and 'Customer Service'. Callouts explain the functionality of these options:

- Basic information on account (orders, addresses, payments etc.)**: Points to the 'Your Account' option.
- View & track own orders. Admins can view all orders.**: Points to the 'Your Orders' option.
- Create & filter custom reports on orders.**: Points to the 'Business Analytics' option.
- High volume orders via one form entry (up to 49 different items and 999 units each)**: Points to the 'Receiving for 3-Way Match' option.
- View your open & resolved customer support cases.**: Points to the 'Your Interactions' option.

Start Your Shipping Experience

Utilize the Search bar, your Lists, or Your Catalog to search for specific items

The screenshot shows the Amazon Business Prime website. The top navigation bar includes the 'business prime' logo, a location pin for 'Boston 02210', a search bar with 'Search Amazon Business', and a shopping cart icon with a '2' badge. Below the search bar is a horizontal menu with links: 'All', 'Small Business Grants', 'Small and Local Businesses', 'Buy Again', 'Your Catalog', 'Today's Deals', 'Gift Cards', 'Business Savings', 'Add Users', 'Vote for your favorite small business', 'Lists', and 'Business Prime'. Three orange boxes highlight the 'All' menu item, the 'Lists' dropdown, and the shopping cart icon. Below the navigation bar, there are three callout boxes: 'Click here to shop by department and/or category.' (pointing to the 'All' menu), 'Click here to create and manage lists. You can also access lists shared with you.' (pointing to the 'Lists' dropdown), and 'Access your Shopping Cart here.' (pointing to the shopping cart icon). The main content area is titled 'Key Pages and Storefronts:' and contains a list of links: 'Workplace Essentials', 'PPE Workplace Essentials', 'Featured programs and storefronts', 'Best Sellers', 'Today's Deals', 'Wholesale', and 'Private Brands'.

business prime Deliver to Boston **Boston 02210** All Search Amazon Business

All Small Business Grants Small and Local Businesses Buy Again Your Catalog Today's Deals Gift Cards Business Savings Add Users Vote for your favorite small business Lists Business Prime

Click here to shop by department and/or category.

Click here to create and manage lists. You can also access lists shared with you.

Access your Shopping Cart here.

Key Pages and Storefronts:

- [Workplace Essentials](#): 4+ star rated work supplies, including top searched and purchased
- [PPE Workplace Essentials](#)
- [Featured programs and storefronts](#)
- [Best Sellers](#): Shop best-selling items across all departments, updated hourly
- [Today's Deals](#): Discover all current deals, including coupons
- [Wholesale](#): Save by purchasing items in bulk, case packs, and large packs
- [Private Brands](#): Discover Amazon brands, including Amazon Commercial, Amazon Basics and more

Amazon Business Home Page

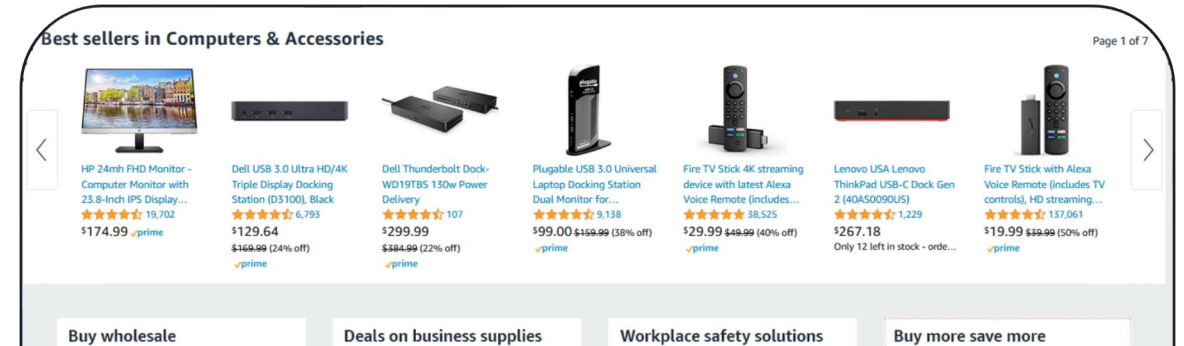
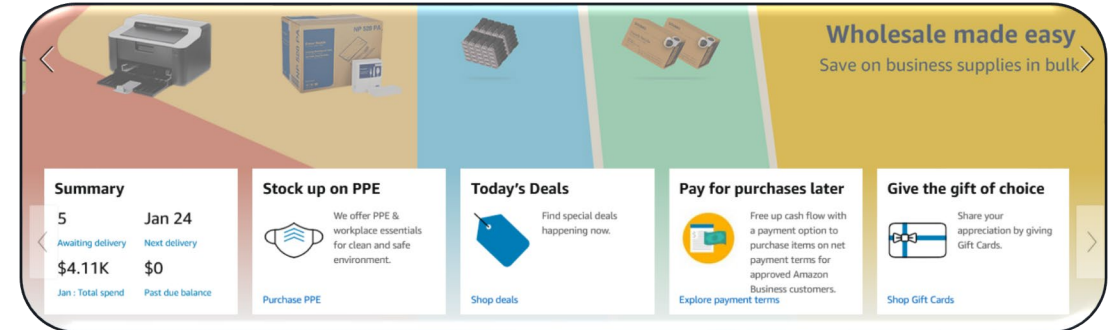
A shopping experience tailored to you and your organization.

- **Notification Panel**

- Order Summary and recommendations

- **Customized to Each User**

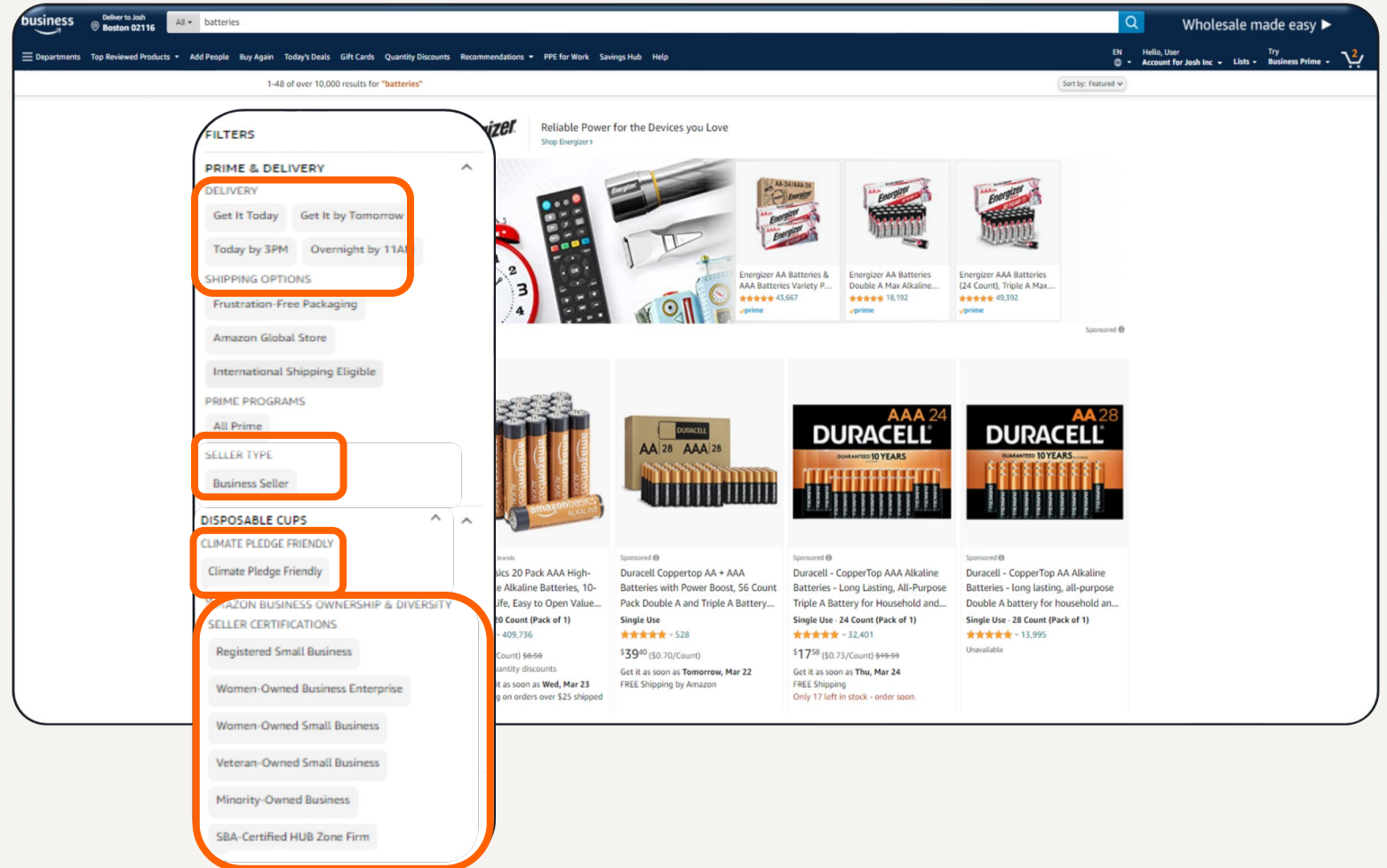
- Features, programs, and storefronts
- Product recommendations
- Purchased by your organization



Traditional Marketplace Search

Search for items and filter results to find the right items.

- Enter item or keywords in the search bar. For best results, search in All Departments and use **generic search terms instead of brand names**.
- Consider refining search results with filters, such as **Prime** or **Business Seller** or **Climate Pledge Friendly**.
- Sort results by options listed in the top-left, such as Price: Low to High.



Search and Shopping Experience

Search and Order From Within Your Lists

Lists make it easy to keep track of the things you need and are easy to share with others.

- All users can create and share lists.
- Review lists that have been shared with you.
- Add items from lists directly to your cart.
- Use the search function to find specific items in the list.

The screenshot displays the Amazon Business 'Preferred Item List' interface. At the top right, there's a navigation bar with 'EN', 'Hello, User', 'Account for Josh Inc', and a 'Lists' dropdown. The main content area is titled 'Preferred Item List' and shows an estimated subtotal of \$8.29. A search bar is located in the top right of the main area. The left sidebar, titled 'Lists', contains sections for 'Your reorder lists', 'Your shopping lists', 'Shared with you', 'Shared with your groups', and 'Public Lists'. The 'Your reorder lists' section is highlighted with a red box. The main list area shows a product: 'Amazon Basics 20 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack'. The product details include a price of \$8.29, a star rating of 4.5, and a quantity selector set to 1. The 'Add to Cart' button is highlighted with a red box. The right sidebar, titled 'Your lists', shows 'Preferred Item List' and 'Amazon recommended lists'.

Lists [Learn more](#)

Create a list

Sorted by date created

Your reorder lists

- Preferred Item List

Your shopping lists

None

Shared with you

None

Shared with your groups

- Events
- Josh Inc

Public Lists

- Best sellers for you by Amazon Business
- Recurring Delivery by Amazon
- PPE & Workplace Safety by Amazon
- Work from home supplies by Amazon
- Janitorial & sanitation supplies by Amazon
- Maintenance (MRO) supplies by Amazon
- Breakroom supplies by Amazon
- IT peripherals by Amazon
- Office supplies by Amazon

Preferred Item List Estimated subtotal: \$8.29 [Add all to Cart \(1 items\)](#)

[Reorder list](#) [Private](#)

[Share](#) [Edit](#) [Print](#) [Delete](#)

[Add items](#)

Best Seller



Amazon Basics 20 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

★ ★ ★ ★ ★ ~ 409,737

\$8.29 & **FREE Shipping** on orders over \$25.00 shipped by Amazon. [Details](#)

Style: 20 AAA

Quantity discount available.
[Compare with similar items](#)

Item added March 21, 2022

Quantity: 1

[Add to Cart](#)

[Delete item](#)

[Comment](#) [Add](#)

[Priority](#) [Add](#)

[End of list](#)

Your lists

Preferred Item List

Amazon recommended lists

Best sellers for you by Amazon Business

Recurring Delivery by Amazon

PPE & Workplace Safety by Amazon

Work from home supplies by Amazon

Janitorial & sanitation supplies by Amazon

[More](#)

[Create a list](#)

Guided Buying Policies

Get clear guidance on what should and should not be purchased.



Preferred

Indicates products your organization wants you to choose. Consider these products first before alternatives. Products are elevated in search results for easy discovery.



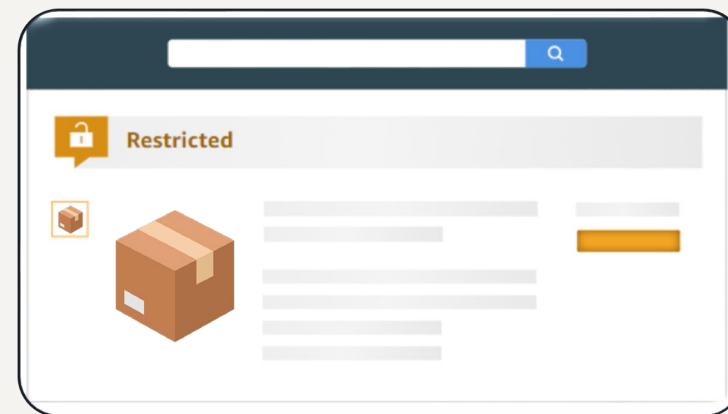
Restricted

Identifies items that may not meet your company's procurement policies or necessitate further guidance before purchasing. Buyers can add these items to their cart, but they may require additional approval.



Blocked

Hides product categories from search results, and makes products unavailable for purchase.



More benefits

- Visible in search results and on product detail pages
- Find custom messaging for added context or guidance
- Tracked in Amazon Business Analytics for compliance reporting

Preferred Policies

Easily find items that your organization wants you to choose.



Types of items preferred by your organization:

- Local/Diversity Sellers

Preferred by your organization

Best Seller

Best Seller

Organization preferred

Amazon Basics Multipurpose Copy Printer Paper, 20 lb, 8.5 x 11 Inches, 3 Reams (1,500 Sheets), 92 Bright, White

4.8 ★★★★★ (204.1K)

\$17⁶⁸ (\$1.18/100 Sheets)

Typical: \$19.73

Save 12% on 2+ units

prime Tomorrow

FREE delivery Tomorrow, Nov 6

1 sustainability certification

Add to cart

More Buying Choices

\$17.53 (2+ used & new offers)

Organization preferred

Amazon Basics Multipurpose Copy Printer Paper, 20 lb, 8.5 x 11 Inches, 8 Reams (4,000 Sheets), 92 Bright, White

4.8 ★★★★★ (204.1K)

\$39⁴⁸ (\$0.99/100 Sheets) Price \$44.80

12% savings included for business

prime

FREE delivery Sat, Nov 8

1 sustainability certification

Add to cart

Organization preferred

HP Printer Paper | 8.5 x 11 Paper | Copy &Print 20 lb | 1 Ream Case - 500 Sheets| 92 Bright | Made in USA - FSC Certified | 200060

4.8 ★★★★★ (91.8K)

\$6⁶⁷ (\$1.33/100 Sheets)

prime Tomorrow

FREE delivery Tomorrow, Nov 6

Forestry practices

Add to cart

Organization preferred

Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright, Made in the USA

4.8 ★★★★★ (204.1K)

\$17.68 (\$1.18/100 Sheets)

prime Tomorrow

FREE delivery Tomorrow, Nov 6

1 sustainability certification

Add to cart

Organization preferred

Admin note: "This product is part of the Climate Pledge Friendly program, which CC generally supports. More information is being developed and will be available soon on the CC webpage regarding how this and other certifications support CC's sustainability goals."

See policies affecting this product

Amazon Basics Multipurpose Copy Printer Paper, 20 lb, 8.5 x 11 Inches, 3 Reams (1,500 Sheets), 92 Bright, White

Visit the Amazon Basics Store

4.8 ★★★★★ (204,181) | Ask questions and search reviews

Amazon's Choice

One-time purchase: \$17.68 (\$1.18 /100 Sheets)

prime Tomorrow

FREE Returns

FREE delivery Tomorrow, November 6 to Mountain Top 18707. Order within 6 hrs 36 mins

Restricted Policies

Restricted categories are available for purchase but may require approval or display additional guidance



- Restricted products will be clearly marked throughout the buying process.
- Purchases with Restricted items may require additional approval.
- Administrators have direct visibility into any restricted purchases via Business Analytics.

sponsored



Organization restricted

SANTIANO Forklift Cover, Fit 3000-5000lbs, Waterproof, Dustproof, UV-Proof, 420DSilver-Coated Waterproof Oxford Cloth, All-Season Protectio...

4.3 ★★★★★ (13)

\$49⁹⁹ Typical: \$59.99

prime Tomorrow

FREE delivery Tomorrow, Nov 6

Add to cart

Organization restricted

Admin note: "This item may not comply with the purchasing standards for your organization."

[See policies affecting this product](#)



[Click to see full view](#)



SANTIANO Forklift Cover, Fit 3000-5000lbs, Waterproof, Dustproof, UV-Proof, 420DSilver-Coated Waterproof Oxford Cloth, All-Season Protection Forklift Cab Cover, 102 "x45" x82 "Inches, (Sliver-5000LBS)

[Visit the Santiano Store](#)

4.3 ★★★★★ (13) | [Ask questions and search reviews](#)

-17% \$49⁹⁹

Typical price: \$59.99

prime Tomorrow
FREE Returns



Buying multiple items? [Go to multi-select](#)

\$49⁹⁹

prime Tomorrow
FREE Returns

FREE delivery Tomorrow, November 6 to [Mountain Top 18707](#). Order within 5 hrs 32 mins

[Shorter shipping distance](#)

In Stock

Qty: 1

[Buying in bulk?](#)

Add to Cart

Secure transaction

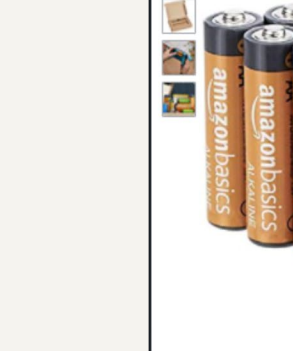
Sold by santiano and Fulfilled by Amazon.

Return policy:
Returnable until Jan 31, 2026

Browsing the Marketplace and Building Your Cart

Product considerations

- Prime eligibility
- Expected delivery time
- Quantity
- Seller and fulfillment



amazonbasics
ALKALINE

Roll over image to zoom in

Amazon Basics 48 Pack AA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack

Visit the Amazon Basics Store
 ★★★★★ 429,155 ratings | 636 answered questions

Amazon's Choice for "batteries"

Was: ~~\$48.36~~
Business Price ~ **\$14.99** (\$0.31 / Count) **prime** Same-Day
 You Save: **\$0.37** (2%)
 Save up to 18% with Progressive Discounts
 You will unlock discounts as your organization buys more of this product.

Buy more, 2 units save more: **\$13.55** Save 11%
 15 units: **\$12.29** **LOWEST PRICE** Save 19%

Size: **48 Count**

4 Count -- \$6.99 (\$0.70 / Count)	8 Count \$5.49 (\$0.69 / Count) prime
10 Count \$6.99 (\$0.70 / Count)	Combo Pack: 12 AA + 12 AAA \$13.49 (\$0.56 / Count)
20 Count \$9.03 (\$0.45 / Count) prime	Combo Pack: 24 AA + 24 AAA + 12 C + 8 9V \$39.99 (\$0.59 / Count)
36 Count \$14.99 (\$0.42 / Count)	48 Count \$14.99 (\$0.31 / Count) prime

Number of Batteries: 48 AA batteries required.
 Brand: Amazon Basics

Cart subtotal (1 item): **\$14.99**

Proceed to checkout

Go to Cart

Buy new: \$14.99 (\$0.31 / Count)

prime Same-Day

FREE delivery Today 2 PM - 6 PM if you spend \$25 on qualifying items. Order within 2 hrs 32 mins

Deliver to May - Austin 78727

In Stock.

Quantity: **1**

Add to Cart

Secure transaction

Sold by Amazon and Fulfilled by Amazon.

Support: Free Amazon product support included

Add other items:

- ☐ Amazon Basics 36 Pack AAA High-Perform... **\$10.72**
- ☐ AmazonBasics 9V-8 Pack Alkaline Batte... **\$10.98**
- ☐ Amazon Basics 24 Pack 9 Volt Performance... **\$26.52**
- ☐ AmazonBasics D-12 Pack Alkaline Batte... **\$15.10**

☐ Add a gift receipt for easy returns

☐ **Recurring delivery**
 \$14.58 (\$0.30 / Count) Save \$0.77 (5%)

Add to List

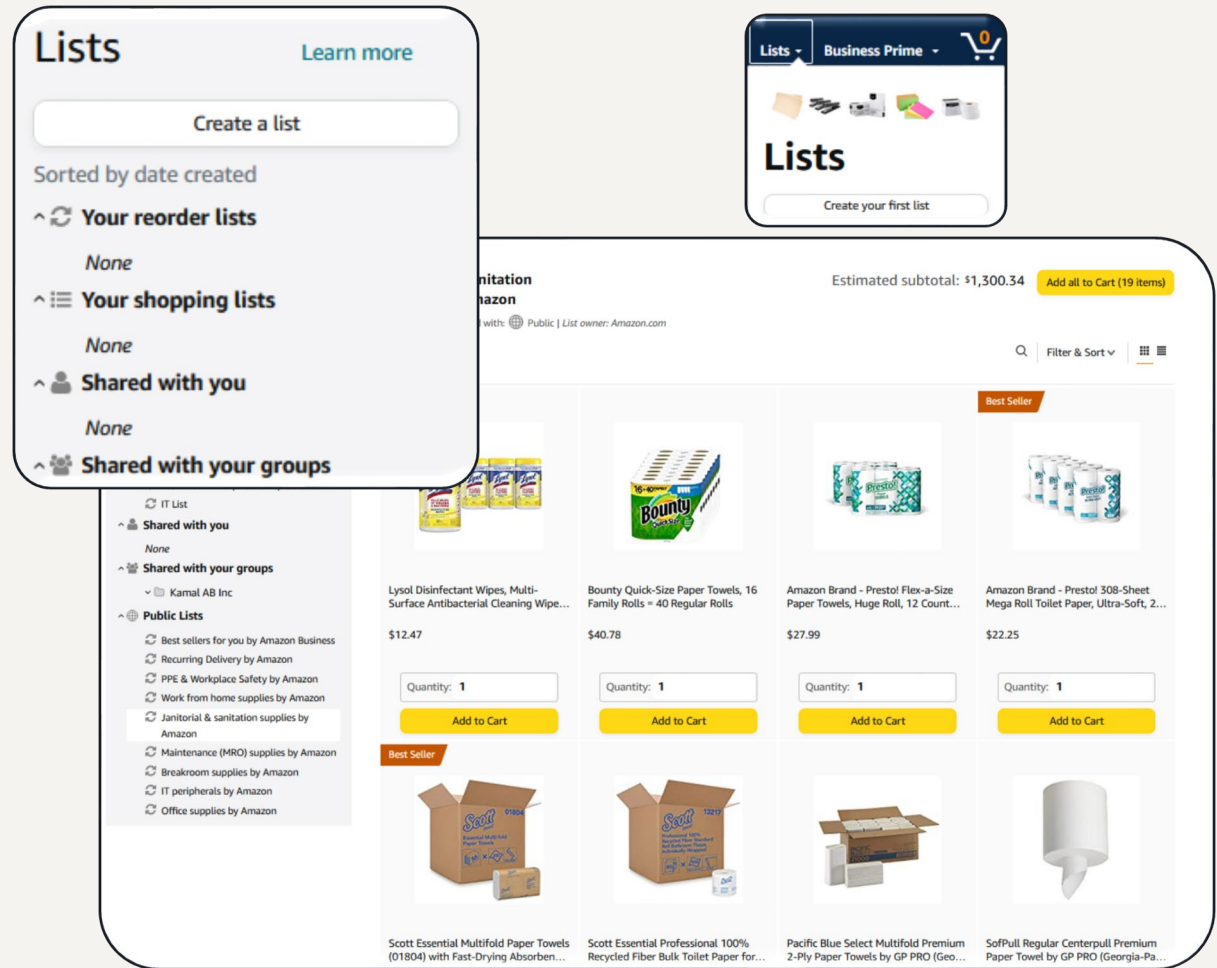
Things to Know

Reorder & Shopping Lists

Keep track of what you need and streamline your purchasing workflow.

Lists make it easy to keep track of the things you need, and are easy to share with others.

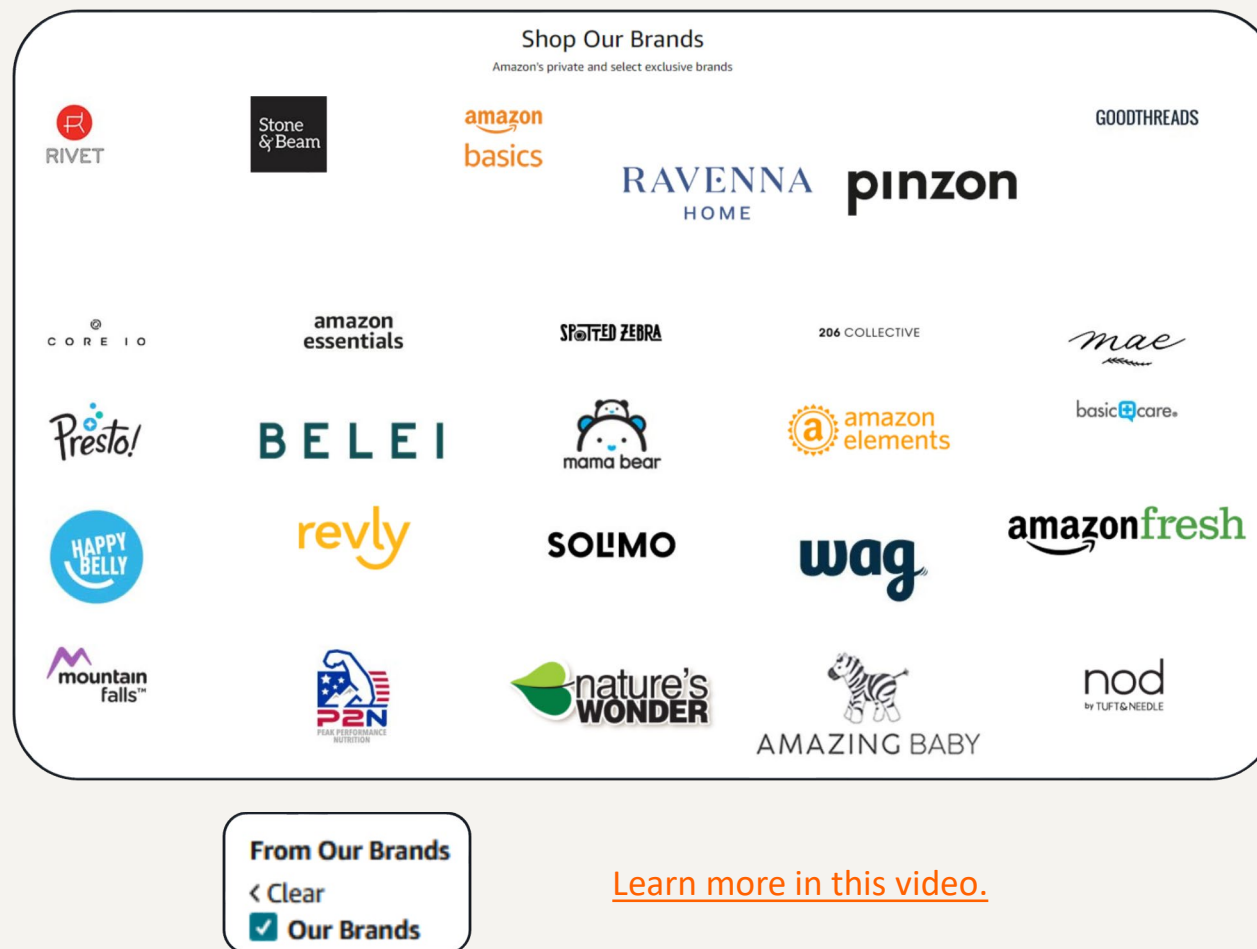
- [Create a List](#) – Two types:
 - **Reorder** – for items you purchase again and again
 - **Shopping** – for one-time purchases
- [Share a List](#) - Create a public list, or share directly with others
- [Collaborate on Shared Shopping Lists](#) – Build lists with your teammates, or save a copy for yourself and tailor to your needs



Amazon's Private Brands

Choose Amazon brands for great value.

- High-quality and durable products, Average Rating 4.2+ stars
- Over 48,000 products in 352 categories and growing
- Cost-effective options, including quantity discounts and lower-priced alternatives to national brands
- Quantities needed to get the job done, including large pack sizes and case packs
- End-to-end purchasing solutions for work, from everyday essentials to professional-grade selection



Socially Responsible Storefronts

Making it easy to find and support sellers with certain credentials.

- Socially Responsible Purchasing
- Climate Pledge Friendly
- Women-Owned Businesses
- Black-Owned Businesses
- Veteran-Owned Businesses
- Small & Local Businesses



New
\$10⁹⁹
(\$0.92 / Count)

FREE delivery **January 3 - 5.**
Order within **9 mins.** [Details](#)
... [More](#)

Add to Cart

Ships from
Sold by

Aventis Systems
[Aventis Systems](#)
★★★★☆ (4655 ratings)
76% positive over last 12 months

Seller Certifications
Registered Small Business

Shop and support
women-owned
businesses

**AMAZON BUSINESS OWNERSHIP & DIVERSITY
SELLER CERTIFICATIONS**

Registered Small Business

Women-Owned Business Enterprise

Women-Owned Small Business

Economically Disadvantaged Woman-Owned
Small Business

Veteran-Owned Small Business

Service Disabled Veteran Owned Small Business

Minority-Owned Business

SBA-Certified HUB Zone Firm

LGBT Business Enterprise

Your Orders

Track your order history, check order status, get shopping info, request returns/refunds, and more.

Your Account > Your Orders

To view orders placed by users in your business account, select View All Orders below or go to Business Analytics.

Your Orders

Search all orders Search Orders

View All Orders: Ravenna Garden ▾

16 orders placed in past 6 months ▾

ORDER PLACED	SHIP TO	PLACED BY	TOTAL
May 15, 2018	Third Floor ▾	Katherine ▾ Approval Demo 2	\$0.00

This order was approved. [View details](#)

Cancelled



AmazonBasics 92 Bright Multipurpose Copy Paper - 8.5 x 11 Inches, 10 Ream Sheets)
Sold by: Amazon.com Services, Inc.
\$0.00

Arriving August 16 - August 20

- ✓ Ordered Sunday, August 12
- ✓ Shipped today
[See all updates](#)
- Out for delivery

Track package

Return or replace items

Write a product review

Take a variety of actions on Your Orders:

- Track Packages
- Initiate a Return

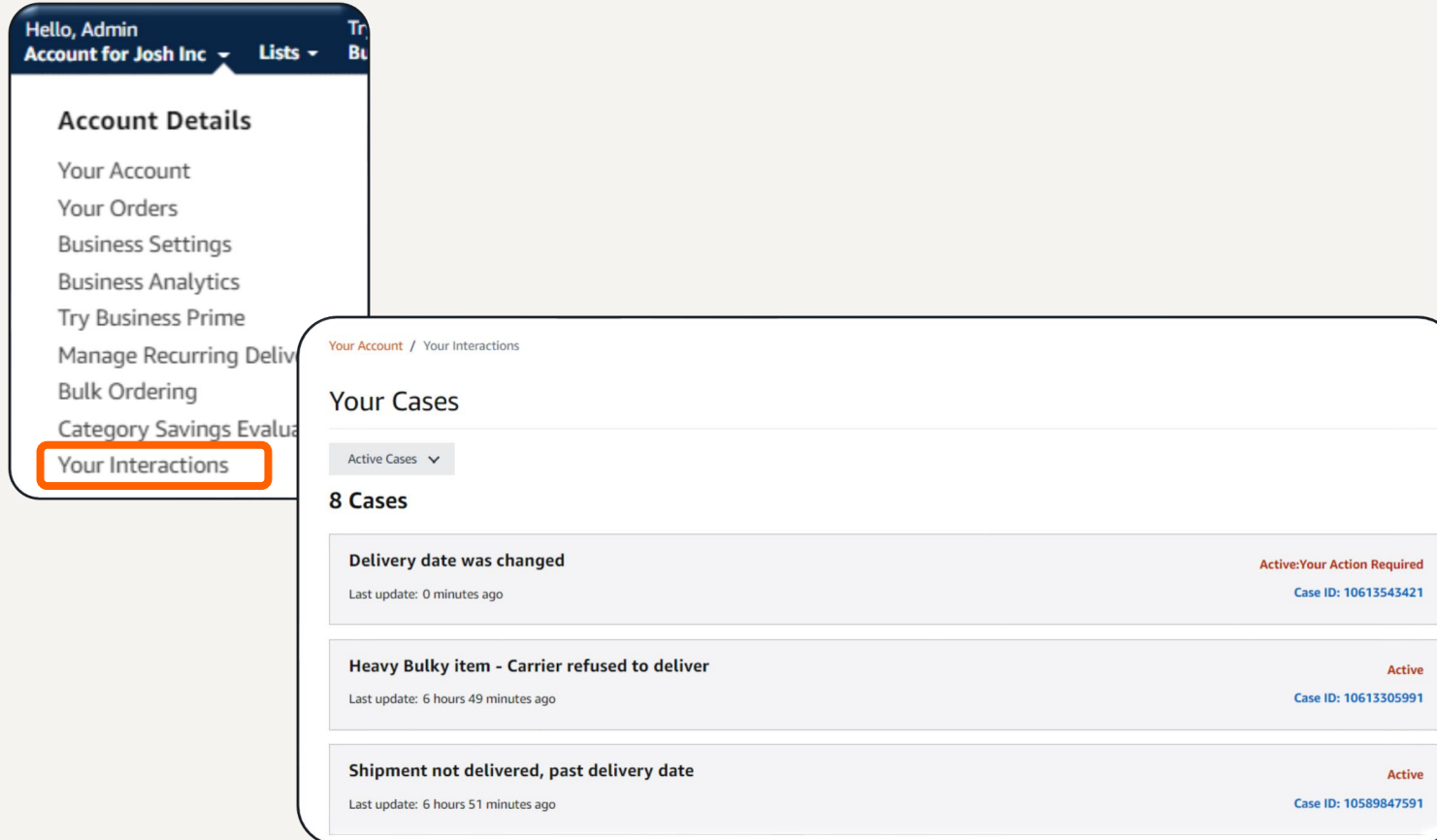
Use **Contact Us** or our **Chat** feature for assistance with Returns

Let Us Help You

Customer Service
Shipping Rates & Policies
Business FAQ
Contact Us

Your Interactions

Track open issues after contacting Amazon Business Customer Support.



One-stop location to track progress of open support issues. Allows users to monitor progress and re-open cases on their account without requiring follow-up.

How it works?

When a customer reaches out to a support team or selling partner with an issue, a ticket is created that customers can directly reference from their account at any time.

Checkout

Five quick, easy steps.

1. Enter Division
2. **Confirm** Shipping Address
3. **Select/Enter** Payment Method
4. Review items and **Select Shipping Speed** and Place your order

Division

Select one

Select one

Academics

Admissions & SFS

Advancement

Athletics & Recreation

Communications & Marketing

Payment method

Add a credit or debit card

  [Add a credit or debit card](#) > Amazon accepts all major credit cards.

Select a delivery address

Your admin set your name as the default receiver

If you aren't the recipient of this order, enter recipient name

Deliver To: Amazon Admin

This will be applied to only this order.

Group Colorado College Buyer Group addresses

Colorado College Mail Center

 819 N TEJON ST, COLORADO SPRINGS, CO, 80903-4707, United States, Phone: 719-389-6739

[Edit address](#) | [Edit delivery preferences](#)

[Add a new delivery address](#)

[Deliver to multiple addresses](#)

Approvals

Approvals: Some will be subject to approval before being fulfilled.

How do I order with Approvals?

- Some of your orders may require approval.
- There are no additional steps to submit your order for approval. Simply checkout and click **Submit order for approval**.
- Your order will not be processed until it is approved by the appropriate approver. Keep this in mind for shipping timelines.
- You will be notified by email once your order is submitted and once it has been approved. You will also receive shipping updates.
- If your order is not approved **within fourteen days**, the order will automatically be canceled. You will need to submit the order again for approval.

Business Order Information

⚠ Your order requires approval

It contains restricted items [View items \(1\)](#)

Division

Select one

Comments for approver (optional)

100 characters left

[Add an additional approver?](#)

Continue

Submit order for approval

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Items (2): \$37.28

Shipping & handling: \$5.99

Total before tax: \$43.27

Estimated tax to be collected:* \$4.36

Order total: \$47.63

[How are shipping costs calculated?](#)

[Why didn't I qualify for free shipping?](#)

Review and Finalize Order

When you've reviewed your order details, click Place your order to begin the fulfillment process.

Place your order

Order total: \$11.39
By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

Place your order

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

Order Summary

Items:	\$10.72
Shipping & handling:	\$0.00
Total before tax:	\$10.72
Estimated tax to be collected:	\$0.67
Order total:	\$11.39

[How are shipping costs calculated?](#)
Prime shipping benefits have been applied to your order.

Update Account Name to Include Department

The screenshot displays the Amazon Business account management interface with four numbered steps indicating the process to update the account name:

- 1**: The top left navigation area shows the account name "Hello, Amazon Account for Colorado College" with a dropdown arrow. Below it, the "Your Account" section is visible, containing links for "Switch Accounts" and "Sign Out". At the bottom of this section, the "Your Account" link is highlighted with a red box.
- 2**: The "Login & security" section is shown, featuring a padlock icon and the text "Edit login, name, and mobile number".
- 3**: The "Login & Security" section displays the current "Name" as "Amazon Admin". To the right of the name is an "Edit" button, which is highlighted with a red box.
- 4**: The "Change your name" section is shown, providing instructions: "If you want to change the name associated with your Amazon customer account, you may do so below. Be sure to click the **Save Changes** button when you are done." Below the instructions, there is a "New name" input field containing "Anne Corley - Finance" and a yellow "Save changes" button.

Additional Resources

Amazon Business Registration Support

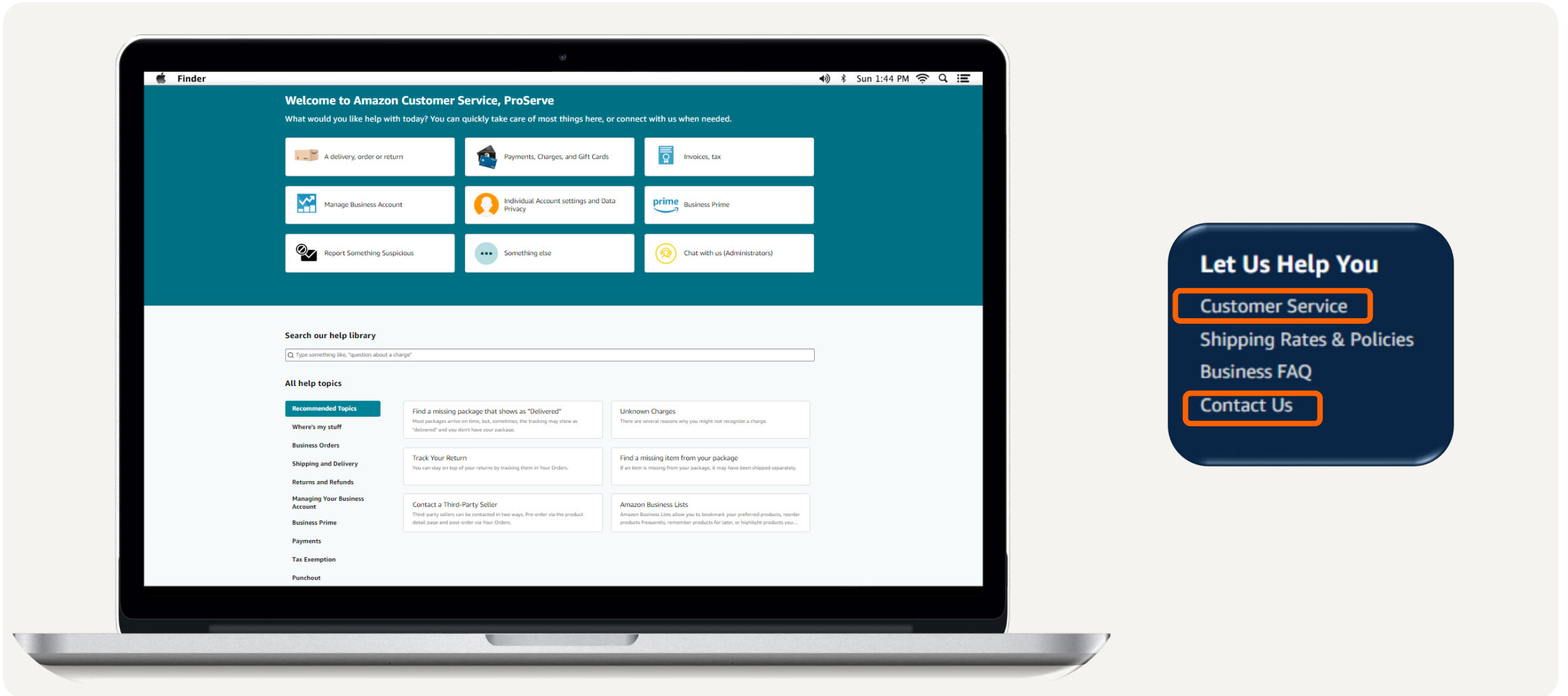
Amazon has a dedicated customer service group that helps with registration and lock out issues. Please reach out to the Amazon team to help resolve your issue.

Option 1: Use this [LINK](#) to get a phone call from an agent on a pre-authenticated line.

Option 2: Call the registration team directly at **844-428-3060** for assistance.

Amazon Business Customer Support

Track your order history, check order status, get shopping info, request returns/refunds, and more.



Common Support Questions

Quick resolutions to frequently asked questions and contact information for support resources.



Contact Business Customer Support: [CLICK HERE](#) or call 866-486-2360

- Call, email, or live chat.
- Get support for orders, transactions, charges, or shipments/deliveries.



Support when Joining the Account: [CLICK HERE](#) or call 844-428-3060

- Contact a dedicated support team for assistance with joining your account.

Cancel an Individual Prime Membership

- Your Account > Manage My Prime Membership > End Membership
- Follow these steps to receive a prorated refund



Request a Tax Exemption Refund

- Your Orders > Locate Order > Contact Seller > Request refund through email (Remove if no tax exemption)

How-To Guides & Helpful Resources

Bookmark these resources for easy reference.

Self-Service Resources

User Guides



New User Registration:
Direct Access



New User Registration:
Punchout



Creating and Sharing
Lists



Request for Quote

Training Videos

Training Videos

amazon business

A portfolio of videos tailored for building the capabilities customers need to create a successful, data-driven procurement program.

Colorado College Hub



COLORADO
COLLEGE

Buyer
Resource Hub



Sign in to Amazon
Business

Please use your work email to log-in.

Contact Information

Amazon Registration Support: 844-428-3060

Amazon Customer Service: 866-486-2360

Colorado College Dedicated Account Rep:
Beth Menezes

bmenez@amazon.com

Thank you!

Learn more at business.amazon.com