



Amazon Business Buyer Training

Shopping on Amazon Business

Reshape buying for your organization

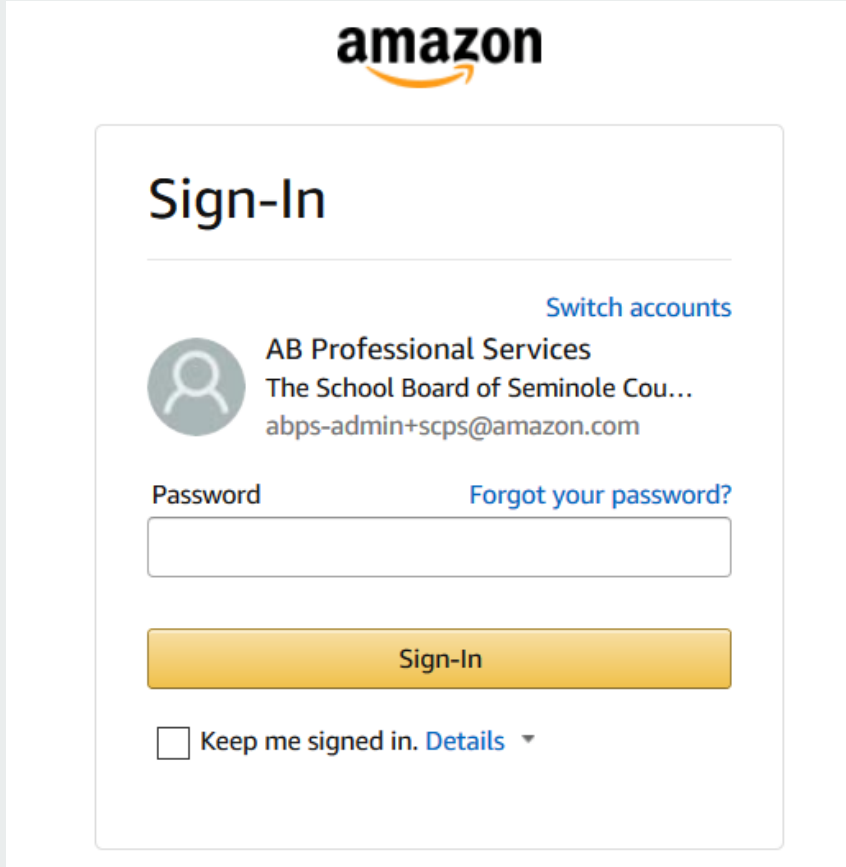
Combine the experience you expect from Amazon, with features that can transform everyday operations.

[Work with us](#)



1) Login to your account using your @scps.k12.fl.us email


<https://business.amazon.com/>



amazon

Sign-In

[Switch accounts](#)

 AB Professional Services
The School Board of Seminole Cou...
abps-admin+scps@amazon.com

Password [Forgot your password?](#)

Sign-In

Keep me signed in. [Details](#) ▾

Pro Tips:

- Follow “Forgot your Password” link if you cannot access.
- Log out of your personal account.
- Consider using a different browser than you normally use (Firefox or Chrome work best)

2) Search and add items to your cart

The screenshot shows the Amazon Business Prime interface. At the top, a search bar is highlighted with a blue border and a white circle containing the number '1'. Below the search bar, the navigation menu includes 'Departments', 'Buy Again', 'Add People', 'PPE for Work', 'Savings Hub', 'Quantity Discounts', and 'Today's Deals'. The main content area displays search results for 'paper towels'. A second search bar at the top of the results page is highlighted with a blue border and a white circle containing the number '3'. The first product listing is highlighted with a blue border and a white circle containing the number '2'. The 'Add to Cart' button for this product is also highlighted with a blue border.

1 Search bar

3 Search results search bar

2 Product listing and Add to Cart button

3) Review your cart items and proceed to checkout



Pay by Invoice

AB, there's **no interest or annual fees** when you **Pay by Invoice**. It only takes a few minutes to set up for 30-day extended payment terms. **Plus, you're already approved!**

Set up Pay by Invoice

Subtotal (2 items): **\$46.62**

This order contains a gift

Proceed to checkout

Shopping Cart



Bounty Quick-Size Paper Towels, White, 8 Family Rolls = 20 Regular Rolls

Price

\$12.00

In Stock

Shipped from: MSR SONS LLC

Gift options not available. [Learn more](#)

Qty: 1

Delete

Save for later

Compare with similar items



Bounty Quick-Size Paper Towels, 16 Family Rolls = 40 Regular Rolls

\$34.62

#1 Best Seller in Paper Towels

In Stock

prime & FREE Returns

This is a gift [Learn more](#)

Qty: 1

Delete

Save for later

Compare with similar items

Subtotal (2 items): **\$46.62**

Sponsored Products related to items in your cart



Dixie to Go Disposable...

★★★★★ 6,144

\$29.94 prime

See all buying options



[200 Pack] Disposable...

★★★★★ 268

\$27.98 prime

See all buying options



MR.SIGA Microfiber...

★★★★★ 36,839

\$11.98 prime

See all buying options



WYPALL - KCC41055...

★★★★★ 751

\$55.04 prime

See all buying options

4) Select “TCS Program 2021-2022 under “PO Number” & add your First and Last Name. Click on Continue

The screenshot shows the Amazon Business 'Business order information' page. At the top, the Amazon logo and navigation links 'SIGN IN', 'SHIPPING & PAYMENT', 'GIFT OPTIONS', and 'PLACE ORDER' are visible. The main heading is 'Business order information'. Below this, a prompt reads: 'Complete the following to ensure accurate routing and reporting of your order. [Change group](#)'. Three orange callout boxes with numbers 1, 2, and 3 highlight key elements: 1. A dropdown menu for 'PO number' with 'TCS Program 2021-2022' selected. 2. A text input field for 'First and Last Name' containing 'Amazon Business'. 3. A yellow 'Continue' button. A progress bar below the PO number shows '\$250.00 budget allocation' with '\$0.00 spent' and '\$250.00 remaining'.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Business order information

Complete the following to ensure accurate routing and reporting of your order. [Change group](#)

1 PO number
TCS Program 2021-2022

2 First and Last Name
Amazon Business

3 Continue

\$250.00 budget allocation
\$0.00 spent \$250.00 remaining

5) Add “Deliver to” Recipient name, search for your address and select the ship to address

amazon.com

SIGN IN

SHIPPING & PAYMENT

GIFT OPTIONS

PLACE ORDER

Select a shipping address

Sending items to more than one address?
[Ship to multiple addresses](#)



Keep operating hours up to date

If your hours ever change at an address, click **Edit delivery preferences** to update them.

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button. Or you can [enter a new shipping address](#)

1

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To

This will be applied to only this order.

4

Deliver to this address

2

3

Group Purchasing Group addresses



Altamonte Elementary School 0561 525 Pineview Street, **Altamonte** Springs, FL, 32701, United States, Phone: 407-746-2950 [Edit address](#) | [Edit delivery preferences](#)

Services

6) Confirm delivery dates and click on “Continue”

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Choose your shipping options

Continue

Shipment 1 of 2

Shipping from MSR SONS LLC [\(Learn more\)](#)

Shipping to: Altamonte Elementary School 0561, 525 Pineview Street, Altamonte Springs, FL, 32701 United States

- Bounty Quick-Size Paper Towels, White, 8 Family Rolls = 20 Regular Rolls**
\$12.00 - Quantity: 1
Sold by: MSR SONS LLC

[Change quantities or delete](#)

Choose a delivery option:

- Tuesday, Aug. 17 - Thursday, Aug. 19**
\$28.89 - Delivery

Shipment 2 of 2

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Altamonte Elementary School 0561, 525 Pineview Street, Altamonte Springs, FL, 32701 United States

- Bounty Quick-Size Paper Towels, 16 Family Rolls = 40 Regular Rolls**
\$34.62 - Quantity: 1
Sold by: Amazon.com Services LLC

[Change quantities or delete](#)

Choose your Prime delivery option:

- Overnight 7 AM - 11 AM**
\$2.99 - Fastest Delivery
- Tomorrow, Aug. 12**
FREE One-Day Delivery
- Monday, Aug. 16**
FREE Amazon Day Delivery
Set Amazon Day as your default delivery option and get money back [Edit options](#)

Continue

7) Confirm default credit card payment method and click on “Continue”

amazon.com

SIGN IN  SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method


Purchasing Group credit and debit cards

Name on card

Expires on



Visa ending in 4292

 Provided by your organization

Reference number (optional):

Teacher Supply Prgm

07/2022

Continue

You can review this order before it's final.

8) Confirm all your order details and click on “Place your order”

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

Review your order

i Save your checkout settings as the default for future orders
 Use the selected group, shipping address, and payment method as my checkout defaults.

i There are 2 important messages about your order.
▶ If your hours ever change at an address, click [Edit delivery preferen...](#)
▶ If tax exemption is applied to this order, you acknowledge your tax exemption...

Group Purchasing Group (The School Board of Seminole County) Change	Payment method Change VISA ending in 4292	Promotional Codes: Enter Code Apply
Shipping address Change Altamonte Elementary School 0561 525 Pineview Street Altamonte Springs, FL 32701 United States Phone: 407-746-2950 Edit delivery preferences Ship to multiple addresses	Billing address Change Teacher Supply Prgm 400 East Lake Mary Boulevard Sanford, FL 32773 United States	

Business order information [Change](#)

PO number	TCS Program 2021-2022
First and Last Name	Amazon Business

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 (2):	\$46.62
Shipping & handling:	\$28.89
Total before tax:	\$75.51
Estimated tax to be collected:*	\$0.00
Order total:	\$75.51

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))

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](#). You can also call 888-281-3847*

Departments - Buy Again Savings Hub Quantity Discounts Today's Deals Business Plus Add People Gift Cards **Help** EN

Fixing things is quick & easy

The bot quickly fixes your problem or connects you to someone who can.

[Start chatting now](#)

Need help over phone? [We can call you.](#)

Messaging Assistant - Customer Service

So sorry it never showed up

I'll go ahead and send another one to the same address you had the last one sent, OK?

Hey, I never received my Fire table

Yes, sounds good

Messaging Assistant - Customer Service

OK, we just put in the replacement order. It should arrive in a couple of days.

Gift Cards Help **Contact Us**

The bot quickly figures out what you need help with.

It fixes your issue, or connects you with a human if you need more help.

You're on your way!

Here are a few things you can take care of on your own

- Check on an order
- Returns & Refunds
- Manage content & devices
- Get help with Prime
- Update payment info
- Account settings

amazon business