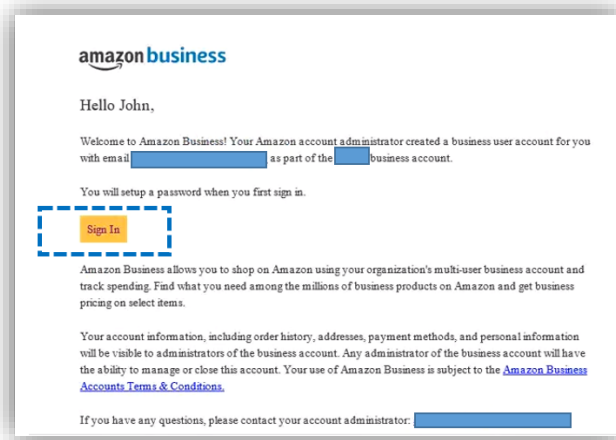


Amazon Business FAQ Library

Accessing Amazon Business

How do I access my Amazon Business account?

Your Amazon Business account Administrator must invite you to join the organization's central account. Once added, you will receive a welcome email to join (see below). Click on the link (or copy and paste) at the "Sign in" text. Note, if you are signed into any other Amazon account on your default web browser, you will need to sign out *before* clicking the link. The first time you access Amazon Business you will be prompted to set up your account via one of the three scenarios in the next section.



What if I haven't received an invitation?

Be sure to check your spam or deleted email folders. The registration email is sent directly from Amazon (business@amazon.com). If you still cannot locate the email, contact pcard@ucr.edu to have it resent.

How do I complete registration as part of the UC Riverside Amazon Business account?

Upon accessing Amazon Business for the first time, you will follow one of three scenarios as described below. Please read the explanations carefully to understand which applies to you. Note, the scenarios pertain ONLY to your first.name.last.name@ucr.edu email address. If you have a separate, Amazon.com personal account tied to a personal (*gmail, yahoo, etc.*) email address, it will not be affected.

Scenario 1

I have never used my first.name.last.name@ucr.edu email address on Amazon.com

The first time you access Amazon Business, you will be prompted to set up an Amazon Business account. Use your first.name.last.name@ucr.edu email address and enter a password. (Please note: your password does not need to be the same as other internal systems).

Scenario 2

I already use my first.name.last.name@ucr.edu email address to make BUSINESS purchases on Amazon.com

If your first.name.lastname@ucr.edu email address is already associated with an Amazon.com account, you will have the option to convert your existing account and transfer any purchase history and pending orders to the central business account.

Scenario 3

I already use my first name.last name@ucr.edu email address to make PERSONAL purchases on Amazon.com

If your first name.last.name@ucr.edu email address is already associated with an Amazon.com account, you will have the option to create a separate account for personal orders. You will be prompted to select “Create a separate business account” and will need to choose a new, personal email address (e.g. gmail.com or hotmail.com) that is NOT tied to another Amazon account.

What if I previously used my first name.last name@ucr.edu email address to register for a verified Amazon Business account?

All previous, stand-alone, Amazon Business accounts will be consolidated under the new, centralized account by **January 15, 2021**. If you previously used your first name.last name@ucr.edu email address to register for an Amazon Business account, you will receive a welcome email to join the official account. Select “Get Started” and follow the prompts to merge your existing account and join the centralized Amazon Business account

When I access Amazon Business for the first time, I am prompted to log in with a password. I do not know my login information.

You are asked to enter a password because you have an existing Amazon account with your first name.last name@ucr.edu email address. If you cannot remember the password, please select the “forgot password” button to reset. If you are still having trouble resetting the password, please call Amazon Business Customer Service at 1-888-281-3847

What should I do if I purchased an individual Prime Membership with my purchasing card?

Our Amazon Business account has Business Prime Shipping that covers all users so your individual Prime Membership is no longer necessary. If the membership was purchased after April 2019, your previous individual membership will be cancelled upon merging into our new central account and a prorated refund will be credited back to your original form of payment (Scenario 2). If the membership was purchased before April 2019, you will need to join our new central account first, and then contact Amazon Business Customer Service at 1-888-281-3847. Once contacting them, a prorated refund will be credited back to your original form of payment.

What should I do if I purchased an individual Prime Membership with my personal card and wish to keep my accounts and purchasing history separate?

If you previously used your business email on a personal Amazon.com account and purchased Amazon Prime, please follow the instructions in Scenario 3 above to separate your accounts. You will need to designate a new personal email for your personal account, your personal history and Prime membership will remain intact and you will be able to join the central Business account with your business email.

Can I use the new Amazon Business account for PERSONAL use?

No. The central Amazon Business Account must be used for business purchases only, in accordance with our purchasing policies. The purchasing team will have access to all purchasing history made through the Amazon Business account.

I forgot my password for my Business account and am unable to reset the password.

Please contact Amazon Business Customer Service at 1-888-281-3847

I already have an Amazon Web Services (AWS) account with my work email, so I can't use the same email again for Amazon Business.



Please contact Amazon Business Customer Service by clicking [Contact Us](#) and they will help troubleshoot this issue for you.

How do I contact Amazon Business Customer Service?

For questions regarding registration, contact Amazon Business Customer Service at 1-888-281-3847. For all other questions related to Amazon Business, Amazon Business Customer Service can be reached by clicking [Contact Us](#) from within your account.

Payment Method

What form of payment should I use to make Amazon Business purchases?

Enter your purchasing card information. This can be entered ahead of time in 'Your Account' or during the checkout process. Payment instruments are visible to your account administrator and can be audited.

My order will not process, what should I do?

If your order will not go through please validate that your purchasing card is not expired and your billing address is correct. Check with your account administrator regarding any purchasing card transaction limits.

Buying Policies

Approvals

Why does my order need to be approved?

Your administrators have set up workflow approvals for certain orders based on a dollar amount and/or buying policies. If your order exceeds established thresholds, or it may not meet policy guidelines or contains restricted items, it will require a review for approval.

How do I know if my order has been approved?

You will receive an email notification immediately after you place your order and again once your order has been approved. Please note, your order will not be fulfilled and shipped until it is approved.

Orders

How will I know when I will receive an order?

The person who placed the order will receive a confirmation email that will state the order's estimated delivery date and shipping speed.

How do I see the orders I placed after joining the Amazon Business Account?

From within your account, navigate to **Your Orders**. The default view will display all orders "Paid For By You". If your organization is utilizing a central payment method (i.e. not your individual purchasing card), select "View All Orders" from the drop-down menu.

How do I track my Amazon Business delivery?

You can view real-time delivery details for all pending orders, including estimated delivery date and carrier information. From within your account, navigate to **Your Orders > Track Package**.

Can I save products I purchase frequently?

Yes, create Lists! To begin, hover over **Lists** in upper right corner of your screen and select **Create a List**

1. Select **This list is for: you** from the dropdown menu
2. Select list type: **Shopping List** or **Reorder List**
3. Name the list
4. Privacy: **Private**
6. Create List

Delivery

What address should I be using?

You are responsible for adding your site address the first time you check out, or you can add it to your account settings prior to the first time you check out. Go to Your Account > Your Addresses > Add Address > Enter in Site name in “Full Name” section. When you check out, you will be able to add a user name, or department name, so that it is clearly labeled on the shipping label.

Returns

How can I return or cancel an item?

To return an item, access your Amazon Business account. Navigate to “Your Orders” to find the item(s) you want to return. From Your Orders:

1. Select Return or Replace items
2. Choose a reason for return
3. Print label and authorization
4. Prepare package and return label

Items shipped and sold by Amazon.com can be returned within 30 days of receipt of shipment. Return policies, and timeframes, can vary if purchase was made from a 3rd party seller.

Business Prime

What items are eligible for Business Prime Shipping?

Millions of products are eligible for Business Prime Shipping and are designated with the Prime logo. You'll be charged applicable shipping fees for items not eligible for Business Prime Shipping ([Learn more](#)).

Are there other benefits besides Free Two-Day Shipping with Business Prime?

Besides Free Two-Day Shipping on millions of eligible items, Business Prime Shipping provides all employees on your business account access to Prime Early Access and Prime Day deals. Business Prime Shipping currently does not include consumer programs such as Prime Pantry, Fresh, Music, or Video.

Can I use Business Prime Shipping benefits on my personal Amazon.com account, too?

No. Business Prime Shipping benefits can only be used with your business account. You are welcome to purchase an individual Prime membership for your separate personal Amazon.com account.

Customer Service and Feedback

How do I contact Amazon Business Customer Service?

Amazon Business Customer Service can be reached by clicking [Contact Us](#) from within your Amazon



Business account. Please use this team for anything relating to an order, transaction, shipment, and general Amazon related inquiries as well.

Amazon Business Resource Center

Amazon Business Getting Started Resource Center

- Benefits of Business Prime
 - Fast, FREE business delivery
 - Spend Visibility
 - Guided Buying
 - Member-Only Offers