



amazon basics How to download invoices in Amazon Business User Manual

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basics How to download invoices in Amazon Business User Manual

Downloading invoices in Amazon Business can be done in two ways:

- Through “Business Analytics”
- Through “My orders”

Let’s see each of the options separately:

Download invoices through “Business Analytics”

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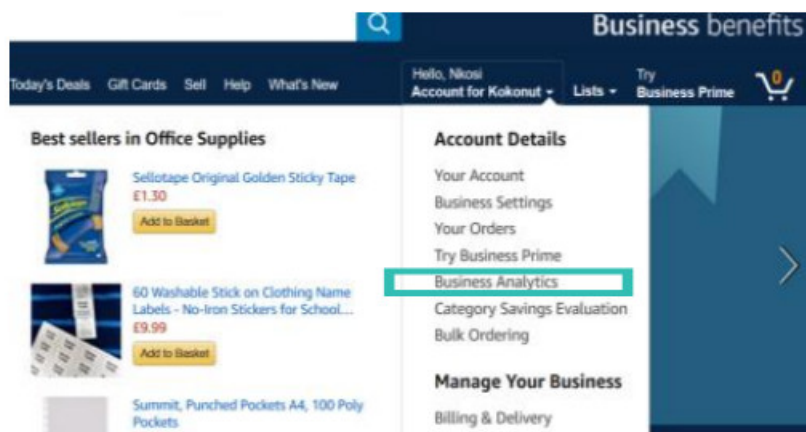
Go to “Hello name, Account for name”



Login to your account and place your cursor over “Hello name, Account for name” in the upper right corner of the page. A menu with different options will be displayed.

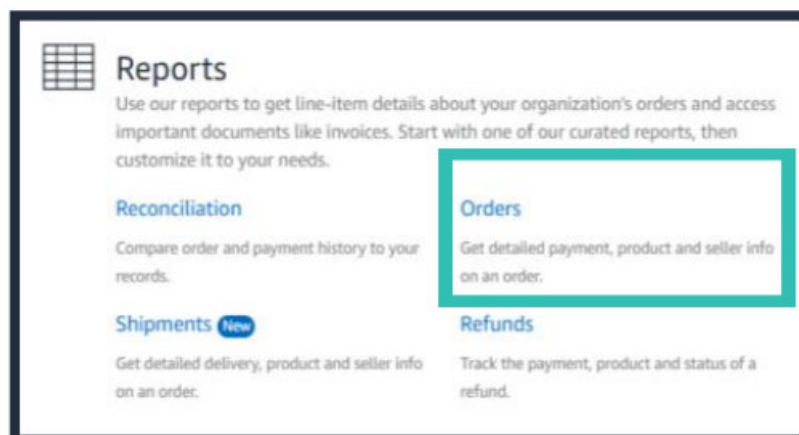
Click on “Business Analytics”

Click on the fifth option: “Business Analytics”.



Click on “Orders”

Within “Business Analytics”, you will find the section “Reports”. Click on the option: “Orders”.



Note: Depending on the type of permission you have on the account, you will either be able to see everyone's orders or only your own. Consequently, the download of invoices will also be linked to the type of permissions you have.

Select a time period

Within "Orders", you will have the option to filter by time period: last 7 days, last 4 weeks, last 12 months... Select the time period that interests you the most.

The screenshot shows the 'Orders report' interface. On the right, a 'Time period' dropdown menu is open, displaying options: 'Month to date', 'Week to date', 'Past 7 days', 'Month to date', 'Past 4 weeks', 'Last month', 'Quarter to date', 'Past 12 weeks', 'Year to date', 'Past 12 months', and 'Custom Range'. The main table lists orders with columns: Order Date, Order ID, Account Group, PO Number, and Order Q.

Order Date	Order ID	Account Group	PO Number	Order Q
24/09/2020	026-5607073-0834757	Birchstreet - PunchOut		1
17/09/2020	203-6766640-3995511	Amazon Business Test account	WFH 2020 post-Covid	1
16/09/2020	205-8230471-4325950	Jon GD	test	1
10/09/2020	026-6810110-1347503	Case Workers	5345	1
10/09/2020	026-4130634-5222762	Case Workers	5730	1
10/09/2020	026-6967845-8545113	Case Workers	3857	1
09/09/2020	205-5276547-0800332	Jon GD	fhggj	1
08/09/2020	026-4943997-0525933	Case Workers	58745237598	1

Select the orders for which you want to download the invoice

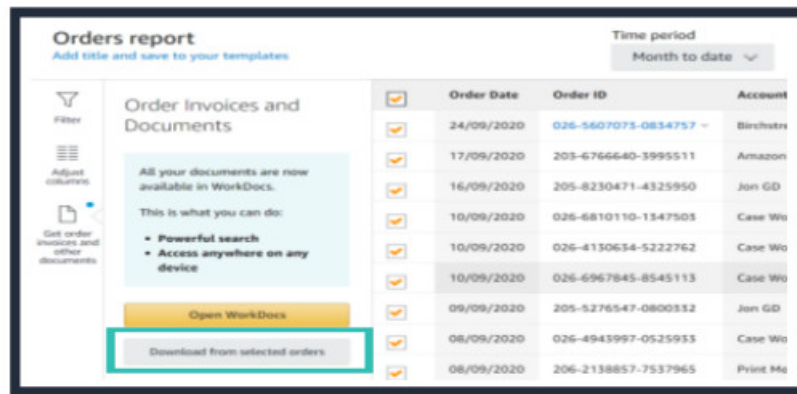
You will see a table with all the orders made within the selected time period. Select the orders for which you want to download the invoice by clicking on their corresponding squares.

The screenshot shows the 'Orders report' interface with checkboxes selected for downloading invoices. A red box highlights the checkboxes in the first column of the table.

Order Date	Order ID	Account Group	PO Number
24/09/2020	026-5607073-0834757	Birchstreet - PunchOut	
17/09/2020	203-6766640-3995511	Amazon Business Test account	WFH 2020 post-C
16/09/2020	205-8230471-4325950	Jon GD	test
10/09/2020	026-6810110-1347503	Case Workers	534534
10/09/2020	026-4130634-5222762	Case Workers	5730843
10/09/2020	026-6967845-8545113	Case Workers	38575
09/09/2020	205-5276547-0800332	Jon GD	fhggj

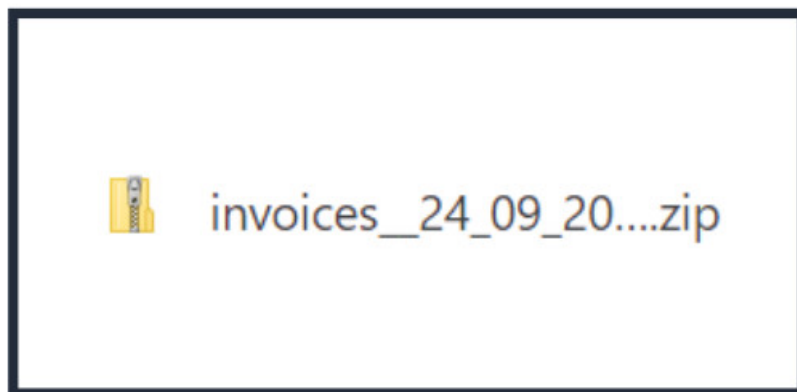
Click on "Download from selected orders"

Once the orders have been selected, click "Download from selected orders".



Click on the compressed file

On your computer, you will find a **ZIP file**. Click on the file to see all the invoices selected above. Each invoice will be available in a folder with its corresponding order number.



All ready to see the invoices!

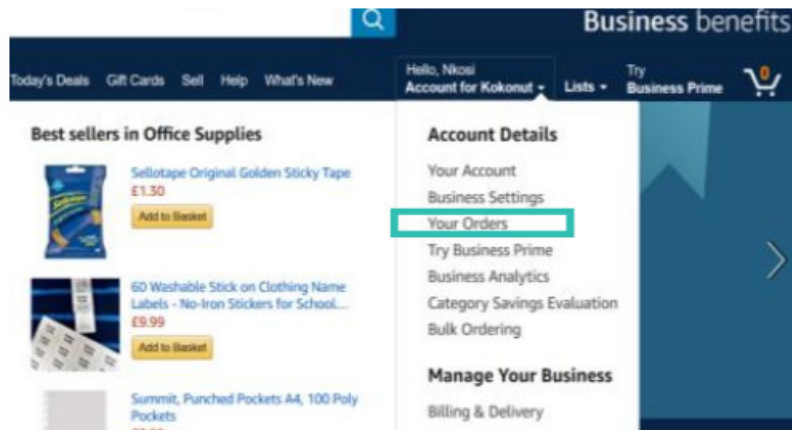
Click on a folder to access the invoice. Finally, click on the invoice to view it.



Download invoices through “Your orders”

Click on “Your orders”

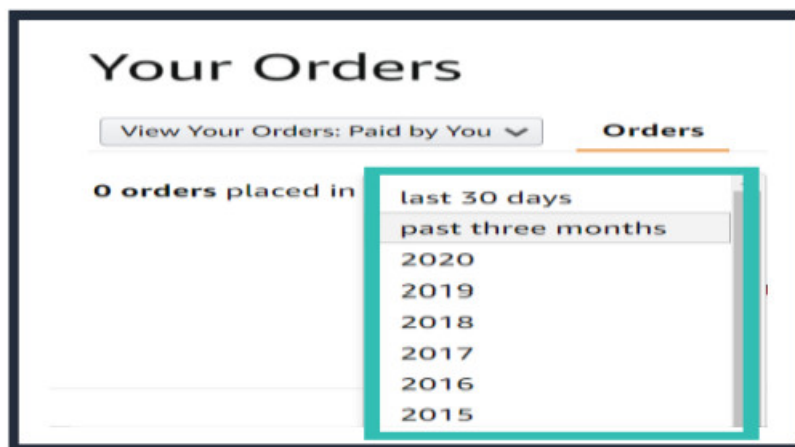
Go to “Hello name, Account for name” in the upper right corner of the page. Click on the third option: “Your orders”.



Note: Depending on the type of permission you have on the account, you will either be able to see everyone's orders or only your own. Consequently, the download of invoices will also be linked to the type of permissions you have.

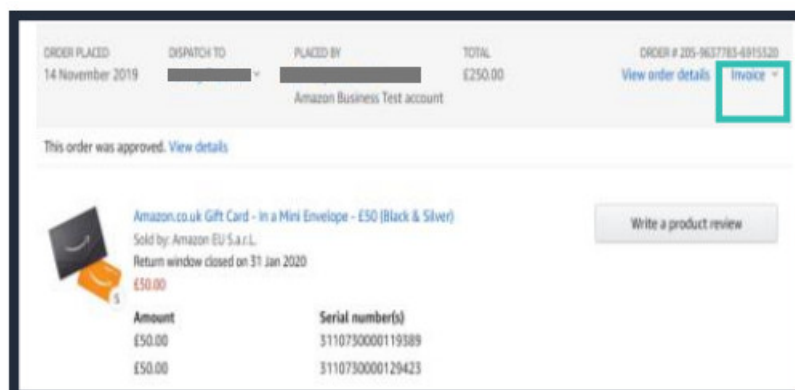
Select a time period

Within "My Orders", you will have the option to filter by time period: last 30 days, last 6 months, 2019... Select the time period that interests you the most.



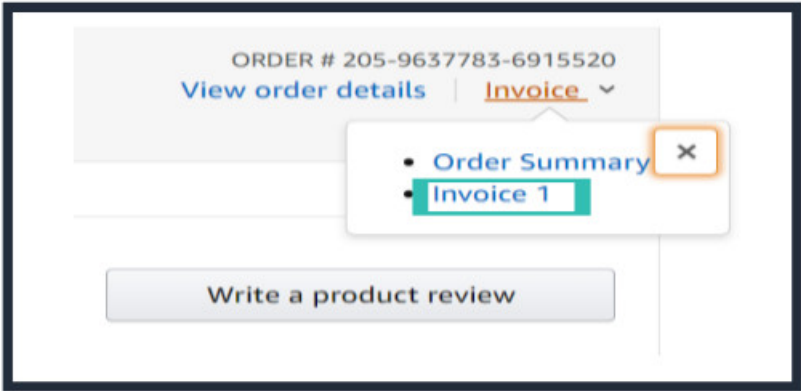
Click on "Invoice"

You will see all the orders you have made in the selected time period. Click on "Invoice" in the upper right corner of the order.




Click on “Invoice 1”, and ... done!

By clicking on “Invoice”, a menu with two options will be displayed. Click on the second option: “Invoice 1”. Next, a tab will open with the invoice.



amazonbusiness.com

Documents / Resources

	<p>amazon basics How to download invoices in Amazon Business [pdf] User Manual</p> <p>How to download invoices in Amazon Business</p>
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