



Amazon Business Accounts Payment Methods User Guide

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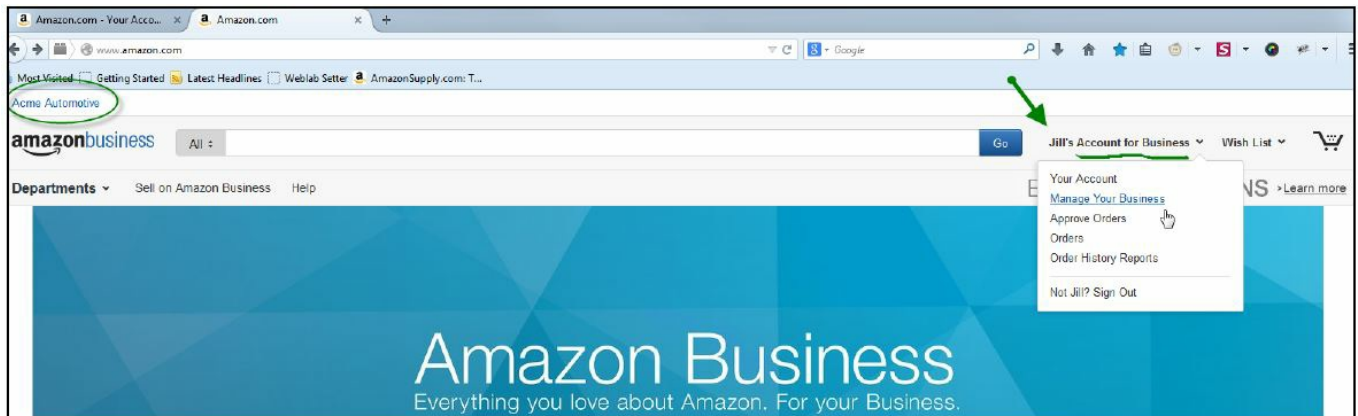


Amazon Business Accounts Payment Methods User Guide

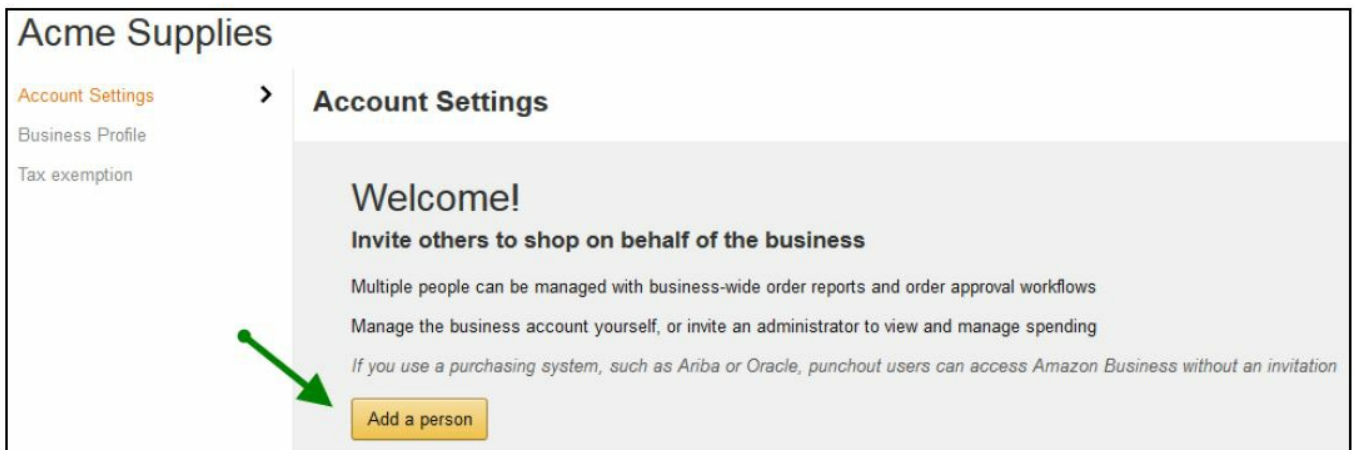
A screenshot of the Amazon.com checkout page, specifically the 'Select a payment method' section. The page shows a promotional offer for an Amazon.com Store Card and a section for adding a payment method with fields for card name, number, and expiration date. The 'Add a Payment Method' section is titled 'Credit or Debit Cards' and lists 'Amazon accepts all major credit and debit cards:'. It includes logos for Visa, MasterCard, Discover, and American Express. There is a link 'Add a Card' and a form to 'Enter your card information:'. The form has three fields: 'Name on card', 'Card number', and 'Expiration date' (set to 01/2015). An 'Add your card' button is at the bottom right. A 'Continue' button is also visible on the right side of the page.

Payment method options

With Amazon Business, you can set up individual and shared payment methods to purchase for your business on [Amazon.com](https://www.amazon.com). To edit or set up payment method options, select the Manage your Business link, located in your Account for Business drop-down menu, as displayed below. This business menu displays whenever you are logged into Amazon with your business user account.



After an administrator adds one or more people to the account, from the Account Settings page, they can choose to either:



- keep individual payment methods—the default setting
- enable shared payment methods

Individual payment methods and shipping addresses allow requisitioners to use any payment method or address they choose. Individual payment methods and addresses are either added in Your Account, or during checkout. Administrators can also choose to enable shared payment methods and addresses, such as credit or debit cards, or an [Amazon.com](https://www.amazon.com) Corporate Credit Line that all requisitioners can use to purchase on behalf of the business. Requisitioners can only see the last 4 digits of a shared payment method during checkout. If your business, or group, is set up to use shared payment method options, requisitioners purchasing on behalf of your business, or the group, can only use these shared payment methods and addresses.

Tip

To allow requisitioners to choose from both individual and shared payment methods, enable groups and set up group-specific payment methods. Each group can be set up to use individual or shared payment methods. See [Enable groups](#) below.

Initial setup- individual payment method..ds

After business registration, the business account is automatically defaulted to individual payment methods.

Your Account › Acme Supplies

Acme Supplies

Account Settings >

Business Profile

People (1)

Invitations (1)

Tax exemption

Account Settings

Enabled Settings

FEATURE	STATUS
Shared settings	No sharing - individual payment methods and addresses in use

With individual payment methods, requisitioners— not administrators— can add a payment method at any time. Individual payment methods are added or edited in either of two locations:

- during checkout
- in Your Account, accessed from the Your Account for Business drop-down menu

Note about Shipping Addresses

If you use individual payment methods, you are also automatically using individual shipping addresses. A shipping address may have been specified during Business registration.

During checkout

after you choose (or add) a shipping address, and then choose a shipping speed option, the Select a payment method page displays. Enter your payment method, select Continue, choose the shipping address, and select Place your order.

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Select a payment method

Get \$10 off Mary, Your cost could be **\$29.11 instead of \$39.11!** Open an **Amazon.com Store Card** and you'll **automatically get \$10.00 off instantly as a gift card.**

Enter how you'd like to pay below, and we'll save it as an option.

Continue

You can review this order before it's final.

Add a Payment Method

Credit or Debit Cards

Amazon accepts all major credit and debit cards:

▶ [Add a Card](#)

Enter your card information:

Name on card Card number Expiration date

01 2015 **Add your card**

Individual payment methods for groups

You can also enable groups for the business, and use the default shared payment methods setting for each group (more on enabling shared payment methods below). When you enable groups, a Group Settings page displays for each group. Payment method options are group-level settings. Be sure to navigate to the specific group to allow

individual payment methods. For more information about groups, see the Groups guide— which is available on the Amazon Business Accounts FAQ home page.

Enabling shared payment methods

When a business has multiple people, administrator(s) can choose to share payment methods and addresses by editing the business payment method options from individual to shared so that anyone who is added to the business can use the shared payment methods.

1. Go to the Account Settings page and select Edit to enable shared settings.

Your Account > Acme Supplies

Acme Supplies

Account Settings >

Business Profile

People (1)

Invitations (1)

Tax exemption

Account Settings

Enabled Settings

FEATURE	STATUS	
Shared settings	No sharing - individual payment methods and addresses in use	Edit Learn more
PO number settings	PO numbers are enabled but not required. Requisitioners can choose to add a PO number during checkout.	Edit Learn more

Customize your Account

FEATURE	DESCRIPTION	
Add approvals	Establish approval workflows to manage your business spend on Amazon	Add Learn more
Add groups	Organize your people into groups and customize payment options and approval workflows	Add Learn more

2. Change the payment options from Individual to Shared payment methods.

Shared Settings

Payment Options

☐ Individual payment methods

☒ Shared payment methods

☐ Do not allow users to place orders on this group

[Update](#) [Cancel](#)

Select Update to save shared payment methods.

Your Account › Acme Supplies

Acme Supplies

Account Settings >

- Business Profile
- People (1)
- Invitations (1)
- Payment methods (0)
- Shipping addresses (0)
- Tax exemption

Account Settings


Messages (1)

Additional information needed 7/23/15

⚠ Your account is not yet ready to place orders:

- Please add a payment method.
- Please add a shipping address.

Enabled Settings

FEATURE	STATUS	
Shared settings	Sharing payment methods and shipping addresses	<div> Edit Learn more</div>
PO number settings	PO numbers are enabled but not required. Requisitioners can choose to add a PO number during checkout.	<div>Edit Learn more</div>

Customize your Account

FEATURE	DESCRIPTION	
Add approvals	Establish approval workflows to manage your business spend on Amazon	<div>Add Learn more</div>

After you enable shared settings, you may need to add a shared (also called Group) payment method to enable users to place requisitions at checkout.

Your Account › Acme Supplies

Acme Supplies

Account Settings >

- Business Profile
- People (1)
- Invitations (1)
- Payment methods (0)
- Shipping addresses (0)
- Tax exemption

Account Settings

Messages (1)

Additional information needed

⚠ Your account is not yet ready to place orders:

- Please add a payment method.
- Please add a shipping address.

Enabled Settings

From the Payment method page, select Add a payment method.

Your Account > Acme Supplies

Acme Supplies

Account Settings
Business Profile
People (1)
Invitations (1)
Payment methods (0) >
Shipping addresses (0)
Tax exemption

Payment Methods for Acme Supplies

[Add a payment method](#)

People can place orders on this Account using only the following payment methods.

There are no associated payment methods

* Requisitioners purchasing digital-related products, subscriptions, and Amazon services such as Amazon Web Services are required to enter a payment method. [Learn more](#)

Enter a payment method and a billing address for all users who are part of the business to share.

Enter payment method

⚠ Payment methods may be accessed by other registered business associates.

Payment type

☒ Credit or debit card
☐ Amazon corporate credit line

Credit or debit card number

Cardholder name

Expiration date

[Next](#) [Cancel](#)

You can edit the business back to individual payment methods from business settings anytime. If you have enabled groups, purchase options are specified for each group.

Enter billing address

Full name

Address line 1 Street address, P.O. box, company name, c/o

Address line 2 Optional

City

State/ Province/ Region

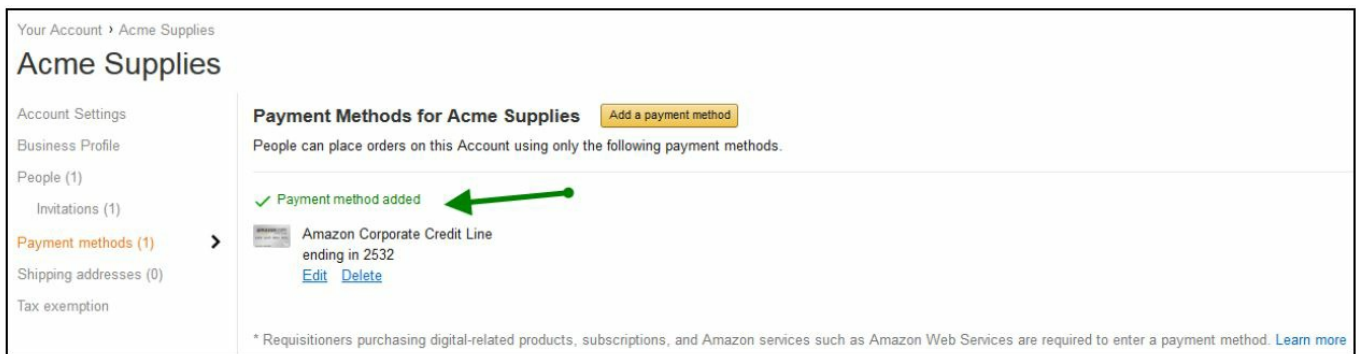
Zip

Country

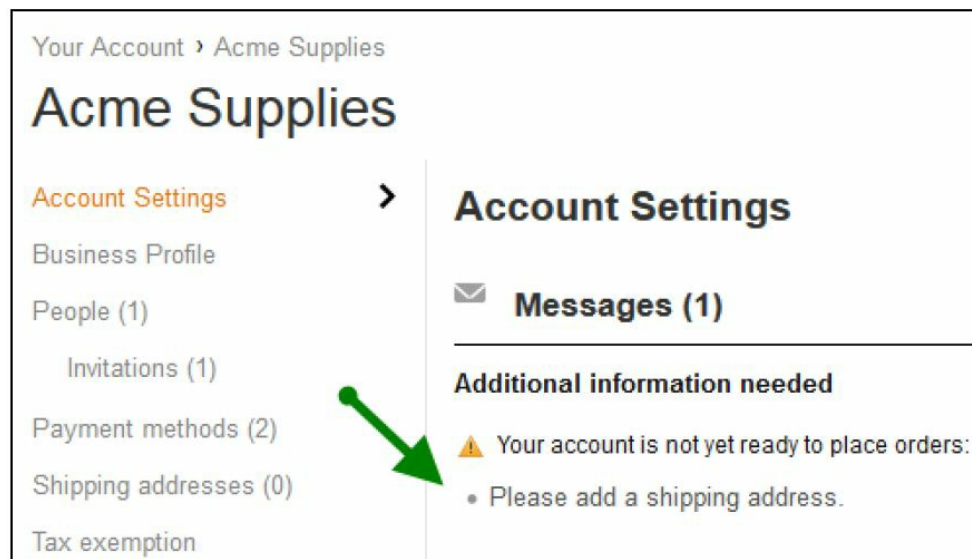
Phone number

[Back](#) [Add payment method](#) [Cancel](#)

These can be edited by individuals or shared on the group settings page.



If a shipping address has not yet been entered, an administrator needs to add one from the Account Settings page before the account can place orders. You can choose to import an address from your account, if orders have been placed using the email associated with your account.



Shared payment methods for groups

You can also enable groups for the business, and specify shared payment methods for each group. When you enable groups, the Business settings page no longer displays. Instead, group settings display. Be sure to navigate to the specific group to set shared payment methods. For more information about groups, see the Groups guide — which is available on the Amazon Business Accounts FAQ home page.

Adding groups to allow both shared and individual payment methods

Instead of selecting individual or shared payment methods for your entire business, you have the option to enable groups and set different payment method options for each group.

For example, if you want everyone in the Seattle office to use a shared payment method, you can call the group 'Seattle-shared'...or just 'Seattle' since you enable shared payment methods for the whole group, anyway. Either Shared or Not enabled status displays in the management pages.

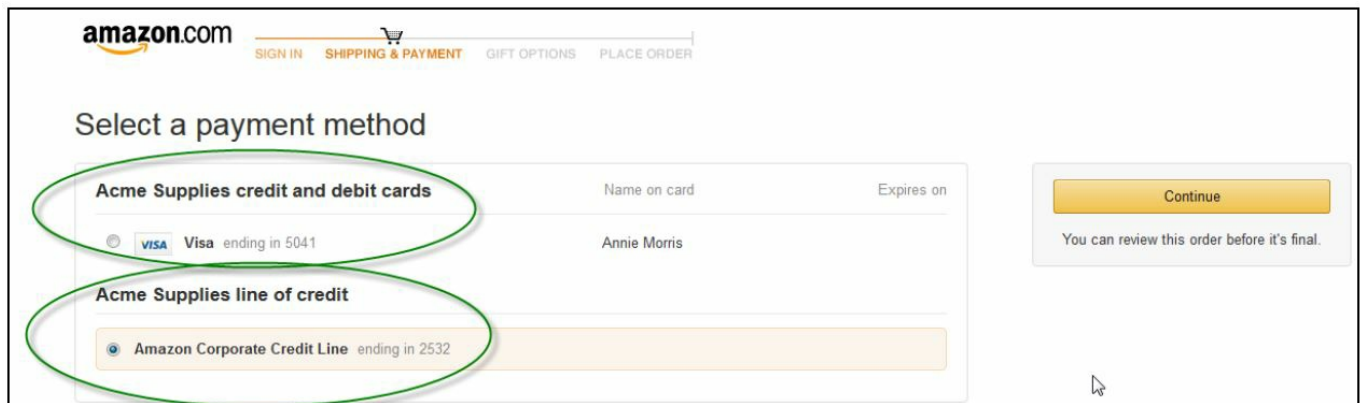
To allow Requisitioners to choose from both individual and shared payment methods, enable groups and set up group-specific payment methods:

1. Create multiple groups.
2. Set up one group to use shared payment methods, and a different group to use individual payment methods.
3. Add the user(s) to both groups.

After this option is established, requisitioners will be able to choose between shared and individual payment methods at checkout. Similar to Business settings, you can edit a group back to individual settings at any time. Look on the Amazon Business Accounts FAQ for guides and screenshots about Groups and Approvals.

Checking out using shared payment methods

When a requisitioner has access to shared payment methods, the last 4 digits of the shared payment method that the administrator has added in the management pages display during checkout. If multiple shared payment methods have been added by the administrator— in the business or groups settings page— all of the shared options display.

The screenshot shows the Amazon.com checkout page with the title "Select a payment method". At the top, there are links for "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER". Below the title, there are two main sections. The first section, "Acme Supplies credit and debit cards", is circled in green and contains a radio button next to a "VISA" card ending in 5041. The second section, "Acme Supplies line of credit", is also circled in green and contains a radio button next to the "Amazon Corporate Credit Line" ending in 2532. To the right of these sections, there are fields for "Name on card" (Annie Morris) and "Expires on". A yellow "Continue" button is located on the right side of the page, with a note below it: "You can review this order before it's final." A mouse cursor is visible near the bottom right of the page.

Amazon.com Corporate Credit Line

If you have an Amazon.com Corporate Credit Line, it may be used for individual or shared payment methods. For information visit [Amazon.com Corporate Credit Line](#).

Quick tips

- When a business sets up shared payment methods, it also automatically sets up shared shipping addresses.
- Requisitioners who use individual payment methods can update the payment method and shipping addresses during checkout.
- All updates to shared payment methods and shipping addresses must be done by an administrator on the Business Settings (Manage your Business) page.
- Requisitioners cannot add a new shipping address or any form of payment method during checkout if the administrator chooses a shared payment method.
- When a group or business is using individual payment methods, the requisitioner must update their payment methods and shipping addresses in the Your Account page; not from the Account Settings (Manage your Business) page.
- You can allow requisitioners to use both individual and shared payment methods and shipping addresses.
- Set up a group with shared payment methods, and set up another group with individual payment methods. Requisitioners select the group during checkout, and group-specified payment methods will be supported.

If you have questions please visit the [Business Accounts FAQ](#) home page, or contact Business Customer Service. Thank you for choosing Amazon Business. Copyright ©2015 [Amazon.com](#) | Amazon Business Accounts-Payment Methods guide | Version 1.1, 07.22.15. Confidential. All Rights Reserved. Do not distribute without consent from an authorized Amazon representative.

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References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)