

Unlock Savings and Efficiency: Streamline Procurement with Amazon Business



Activating Non-Spending Users and
Driving Platform Engagement

What's New at Amazon Business?

Amazon Business is designed specifically for organizations like the University of Washington; built upon the familiar Amazon experience with added features for business needs.

Our goal today: To highlight key features that can drive significant cost savings and operational efficiencies while providing transparency in purchasing at UW.

Focus areas: Account Context, Your Account, Finding Deals



Welcome and Account Context

UW's Amazon Business Journey

- UW and Amazon business started their partnership 10 years ago being one of Amazon Business FIRST customers
- UW has evolved along side Amazon business since 2015
- UW and Ray Hsu will be highlighted on Amazon Business podcast 10th Anniversary episode coming out at the end of May
- Annual Spend with Amazon Business has reached \$5.4M in a calendar year

UW's and Amazon Business Prime

- Are YOU taking advantage?



Keep Purchasing on Track: Tools for Department Heads

Fraud prevention Tools:

- Approval workflows
- Spending controls
- Guided buying controls

Analytics Best Practices for Department Heads

- Monitor key dashboards
- Watch for red flags
- Regular reviews





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?

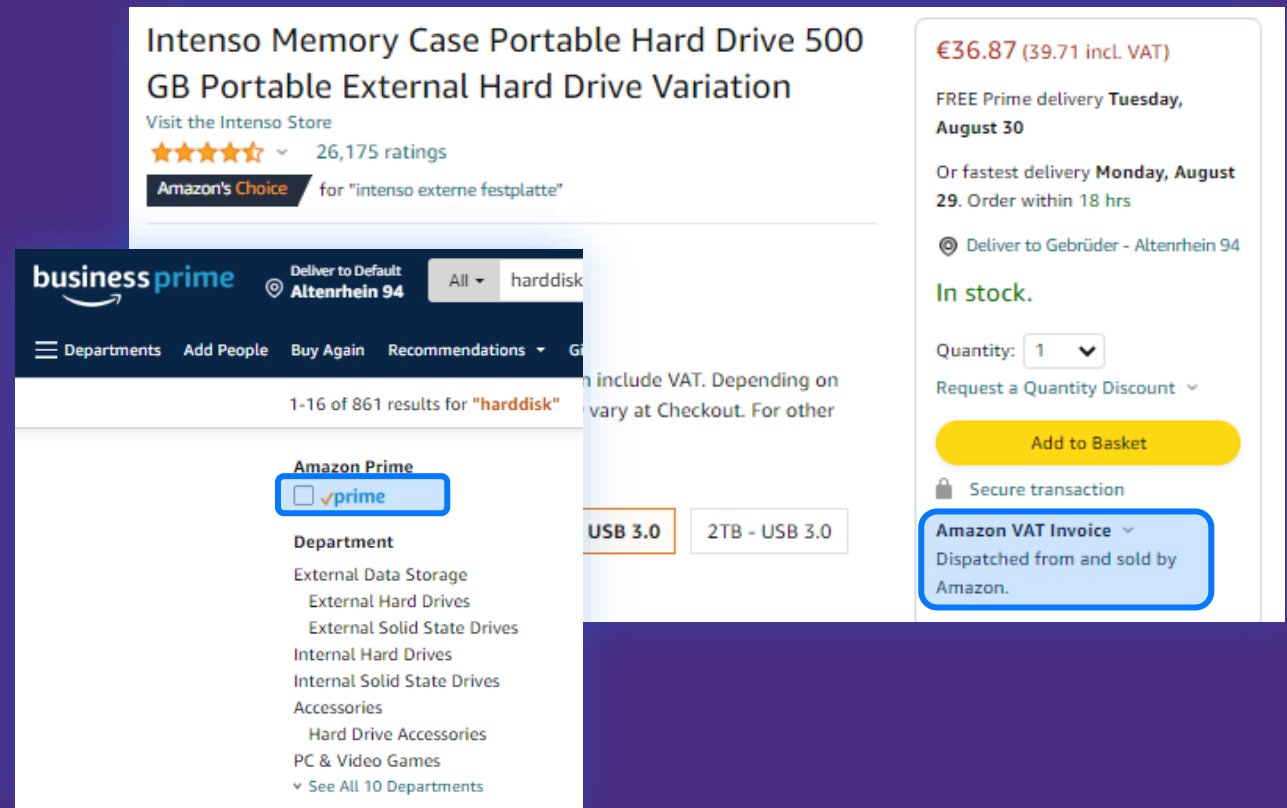
- Amazon Business and Business Prime do not include Prime Video, Prime Music, and Prime Reading benefits or Amazon Fresh and Whole Foods Market items.





The membership fit for your business, complete with fast, FREE shipping, and other benefits.

- Fast, free business delivery.
- Free survey and analytics tools.
- Admins can create policies that automatically direct buyers to products and sellers that satisfy organizational goals.
- Analyze spend with pre-built or custom dashboards with Spend Visibility.



Search results can be filtered based on Business Prime eligibility

Depending on the Business Prime plan, items might be highlighted with the following policy types: Preferred, Restricted, Blocked

Getting Started (or re-started) on Amazon Business



Login and Registration

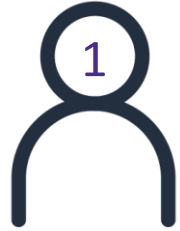
If you are not on the account already, and are a UW Pcard holder:

- Request access to join the account by emailing amazonbusiness@uw.edu
- Your Manager will need to approve this request



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 a single user Amazon 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

Setting up your user profile

- **Your Account**

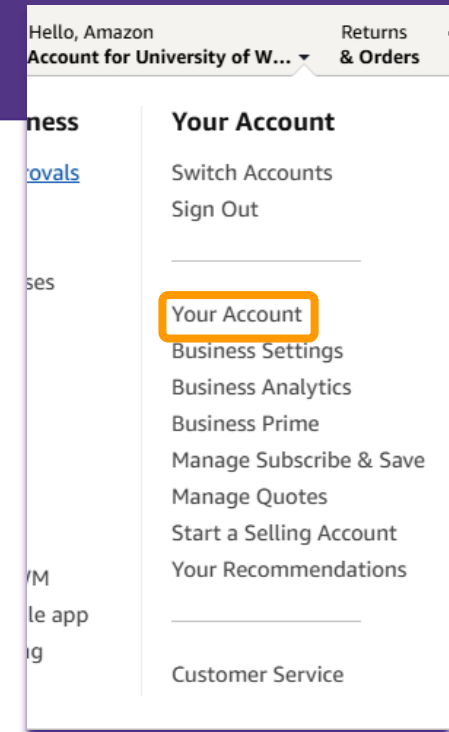
- Login and Security






- Name, email, password

- Your Payments

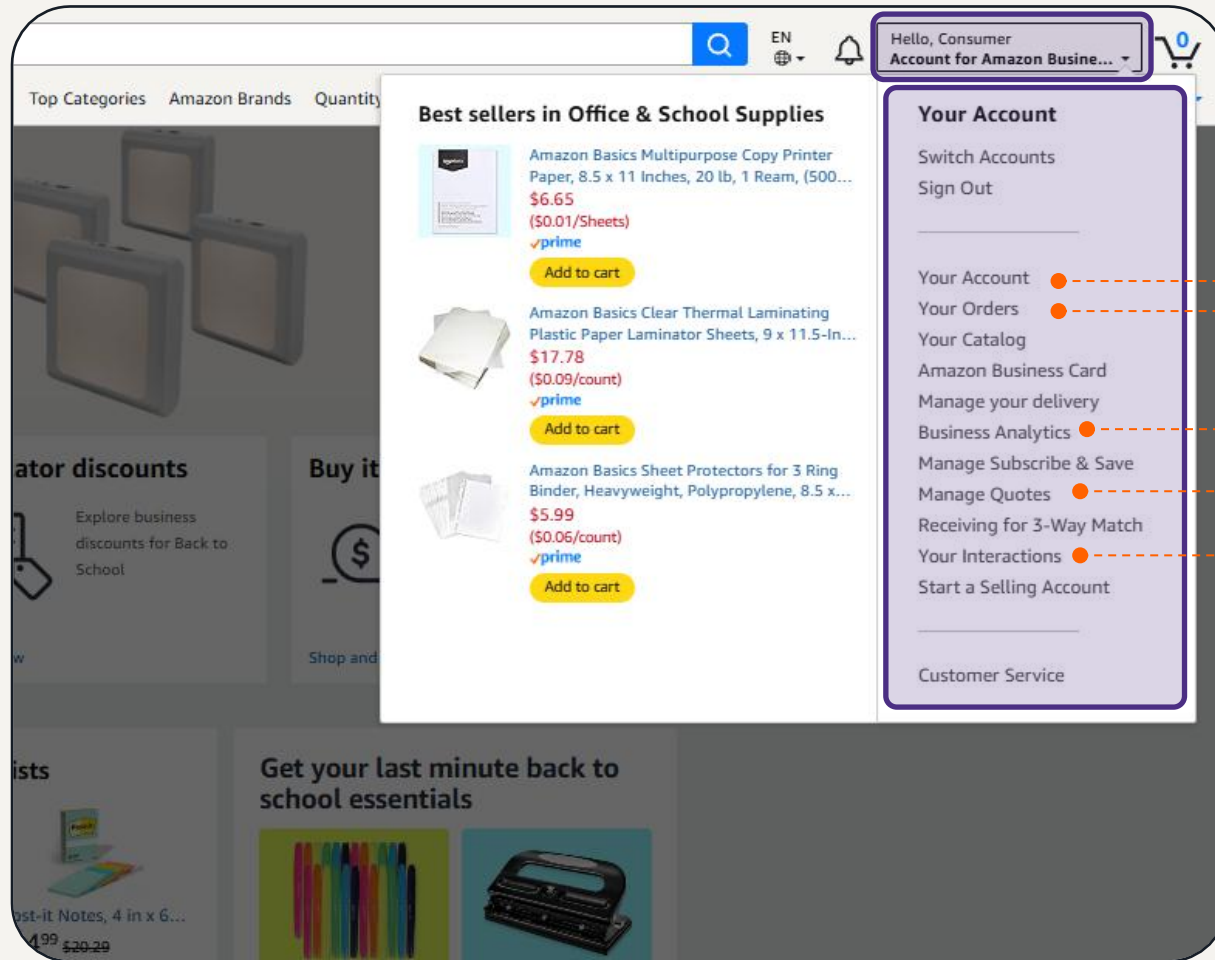
- Your Payments

- Pmt Methods, gift card balances, etc



 Your Orders Track, return, or buy things again	 Login & security Edit login, name, and mobile number
 Amazon Business settings Set up and manage your business	 Your Payments Manage payment methods and settings, view balances and offers
 Business analytics Download order reports and analyze spend	 Gift cards View balance or redeem a card

Account Navigation



Basic information on account (orders, addresses, payments etc.)

View & track own orders. Admins can view all orders.

Create & filter custom reports on orders.

High volume orders via one form entry (up to 49 different items and 999 units each)

View your open & resolved customer support cases.

Checkout

Five quick, easy steps.

1. Select group for which you are purchasing
2. Enter Business Order Information
3. Select Dedicated Delivery Shipping Address
4. Select/Enter Payment Method
5. Review items and Select Shipping Speed and Place your order

The screenshot shows the Amazon Business Prime checkout interface. Five orange callout boxes with numbers 1 through 5 point to specific sections of the page:

- 1. Choose a group:** Points to the 'Group' section showing 'UW Economics Department' and 'Group under University of Washington'.
- 2. Business order information:** Points to the 'Business order information' section with fields for 'PO number' (containing 'No value entered test') and 'Cost center' (containing 'test').
- 3. Delivering to Amazon ProServe:** Points to the shipping address section showing '410 SPOKANE LN NE (SAVERY HALL), ROOM 305, SEATTLE, WA, 98195, United States' and a 'Deliver to multiple addresses' link.
- 4. Paying with Visa 4351:** Points to the 'Paying with Visa 4351' section with a link to 'Use a gift card, voucher, or promo code'.
- 5. Delivery date and shipping options:** Points to the 'Delivery date: Dec. 2, 2021' and 'Choose your Prime delivery option:' section, where 'Thursday, Dec. 2' is selected with 'FREE Dedicated Delivery' highlighted.

On the right side of the screenshot, there are four inset panels showing expanded views of the steps:

- 1. Choose a group:** Shows a table of 'Your groups' with columns for 'Addresses' and 'Payment methods'. 'Group 1' is selected.
- 2. Business order information:** Shows input fields for 'PO number (optional)', 'GL code', and 'Cost center'.
- 3. Choose a shipping address:** Shows a 'Keep operating hours up to date' notice and a list of 'Your addresses'.
- 4. Choose a payment method:** Shows 'ABCD Organization line of credit' with 'Pay By Invoice' selected, and 'ABCD Organization credit and debit cards' with 'American Express' selected.

Finding the Best Deals & Savings



Amazon Business Benefits

Savings, selection, and time-saving features that benefit your organization.

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.](#)

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
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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 >](#)

Quantity Discounts

Save more when you buy in bulk with automatic price breaks

- Quantity Discounts are available on the product detail page right above “Add to Cart”
- Quantity discount tiers typically start at 2+ items.
- Not available on ALL products

Sharpie S-Gel Gel Pens, Black Barrel, Medium Point (0.7mm), Black Gel Ink Pens, 12 Count - Home, Office, School, Journaling, Writing, Note-Taking, Teacher Supplies

[Visit the Sharpie Store](#)
4.7 ★★★★★ (46,137) | [Search this page](#)
30K+ bought in past month

\$14⁸⁵ (\$1.24 / count)

✓prime Tomorrow
FREE Returns

Brand	Sharpie
Writing Instrument Form	Ballpoint Pen
Color	Black
Ink Color	Black
Age Range (Description)	Adult

About this item

Smother holder design and wider drive than the leading competitors.

One-time purchase: **\$14⁸⁵** (\$1.24 / count)

✓prime Tomorrow
FREE Returns

FREE delivery **Tomorrow, March 17**. Order within **8 hrs 53 mins**

Shorter shipping distance

Delivering to Snoqualmie 98065 - [Update location](#)

In Stock

Quantity: 1

Add to cart

Need more than 742 units?
[Request for Quote](#)

Secure transaction

Ships from and sold by Amazon.com.

One-time purchase: **\$14⁸⁵** (\$1.24 / count)

✓prime Tomorrow
FREE Returns

FREE delivery **Tomorrow, March 17**. Order within **8 hrs 53 mins**

Shorter shipping distance

Delivering to Snoqualmie 98065 - [Update location](#)

In Stock

1
2
3
4
5

Secure transaction

Ships from and sold by Amazon.com.

Bulk Ordering

Streamline complex orders with many items or large quantities.

- [Create bulk orders](#) when you need more of something.
- You can [Buy in Bulk by Category](#).
- Request custom quotes directly from sellers based on your business needs.
- Search for and Order in Bulk using the following:
 - ASIN or ISBN numbers
 - Amazon URL
 - Keyword
 - Supplier and SKU
 - Manufacturer part number

• [How To Guide: Bulk Ordering](#)

Bulk ordering

Use Create bulk order for orders with large quantities.

[Give us feedback on bulk orders](#) [Create bulk order](#)

Bulk Ordering is now Manage Quotes

Enjoy all the same capabilities as before. Manage your quote requests, save your favorites for later, or start a new quote request for large orders all in one place. Get started and [Browse quoting eligible products](#)

You do not have any bulk orders

[Create bulk order](#)

[Bulk ordering](#) / Request a quote



Request a quote

Manage your existing quotes or start a new quote for orders of \$10,000.00 or 999 units or more. Review offers from suppliers before making your final decision.

Add items Enter quote details

Add up to 49 different items using product information

Enter item ASIN or ISBN number Quantity [Add Item](#)

Item	Quantity	Buy now price
 <p>HP OfficeJet 8015e Wireless Color All-in-One Printer, 6 months of Instant Ink included</p> <p>★★★★☆ 8,834</p>	<input type="text" value="33"/>	<p>\$5,158.89 (\$156.33/Unit)</p> <p> FREE delivery: Thursday, Feb 6</p> <p>Order within 10 hrs and 27 mins Details</p> <p>Add to cart</p> <p>Ships from Amazon.com and sold by MichaelElectronics2 (We Record SN).</p>

[Manage item](#)

Hello, User

Account for Amazon Business...

[2](#)

Your Account

Switch Accounts

Sign Out

Your Account

Your Orders

Business Settings

Your Catalog

Amazon Business Card

Business Analytics


Your Interactions

Business Prime

Manage Quotes

Customer Service

Current item (4 offers)



HP OfficeJet 8015e Wireless Color All-in-One Printer, 6 months of Instant Ink included


★★★★☆

ASIN: B0D0W7LTSP

Condition: New

\$5,158.89 In Stock Ships from Amazon.com and sold by MichaelElectronics2 (We Record SN).


\$156.33 each

 **FREE delivery: Thursday, Feb 6**

Order within 10 hrs and 27 mins [Details](#)

\$5,279.67 In Stock Ships and sold by Amazon.com.

\$159.99 each

 **FREE One-Day delivery: Tomorrow**

Order within 4 hrs and 27 mins [Details](#)

Request for Quotes

Get quotes directly from sellers on orders of 999+ units for \$10,000+— with typical savings of 10%

- [Custom Quotes](#) let you leverage your buying power to negotiate discounted rates on large orders directly from sellers.
- Receive back multiple quotes from pre-vetted bulk suppliers within a few business days.
- Select winning bid and checkout—all within Amazon Business.
- Typical savings of 10%.
- [How To Guide: Request for Quote](#)

Request for Quote
Streamline quoting for smart business buying

Access thousands of pre-vetted bulk suppliers | Custom offers tailored to your business needs | Typical savings of 10%

How to request for quote:

- Step 1: Select "Request Quote for XXXX" link on product page
- Step 2: Fill in details, then click "Request a quote"
- Step 3: Check status by selecting "Bulk Ordering" under your Account Details
- Step 4: Select one or multiple winning bids and proceed to checkout

\$169⁰⁰
prime Overnight
FREE Returns
FREE delivery **Overnight 7 AM - 11 AM**
Order within 11 hrs 5 mins
Shorter shipping distance
Deliver to Purchasers - Austin 78758
In Stock
Qty: 1
Request quote for 60+
Add to Cart
Buy Now
Secure transaction
Ships from and sold by Amazon.com
Return policy: 15-day refund/replacement
Support: Product support included

Request a quote
Manage your existing quotes or start a new quote for orders of \$10,000.00 or 999 units or more. Review offers from suppliers before making your final decision.

Add items | Enter quote details

Quote name
Apple AirPods Pro 2 Wireless Earbuds (2)

Expected purchase by date
MM-DD-YYYY

Deliver by date
MM-DD-YYYY

Country or Region
United States

Delivery zip code

Can we share your business name with suppliers?
Your business' contact information will not be shared.
 Yes (Recommended) No

Items for quote request summary | Add more items

Item	Quantity	Target price/ea	Price range	Total
Apple AirPods Pro 2 Wireless Earbuds, Active Noise Cancellation, Hearing Aid Features, Bluetooth Headphones, Transparency, Personalized Spatial Audio, High-Fidelity Sound, H2 Chip, USB-C Charging	60	\$ 169 Current Amazon Business price: \$169.00	+/- 2%	\$10,140.00 Delete
Total: 1 items and 60 units				\$10,140.00

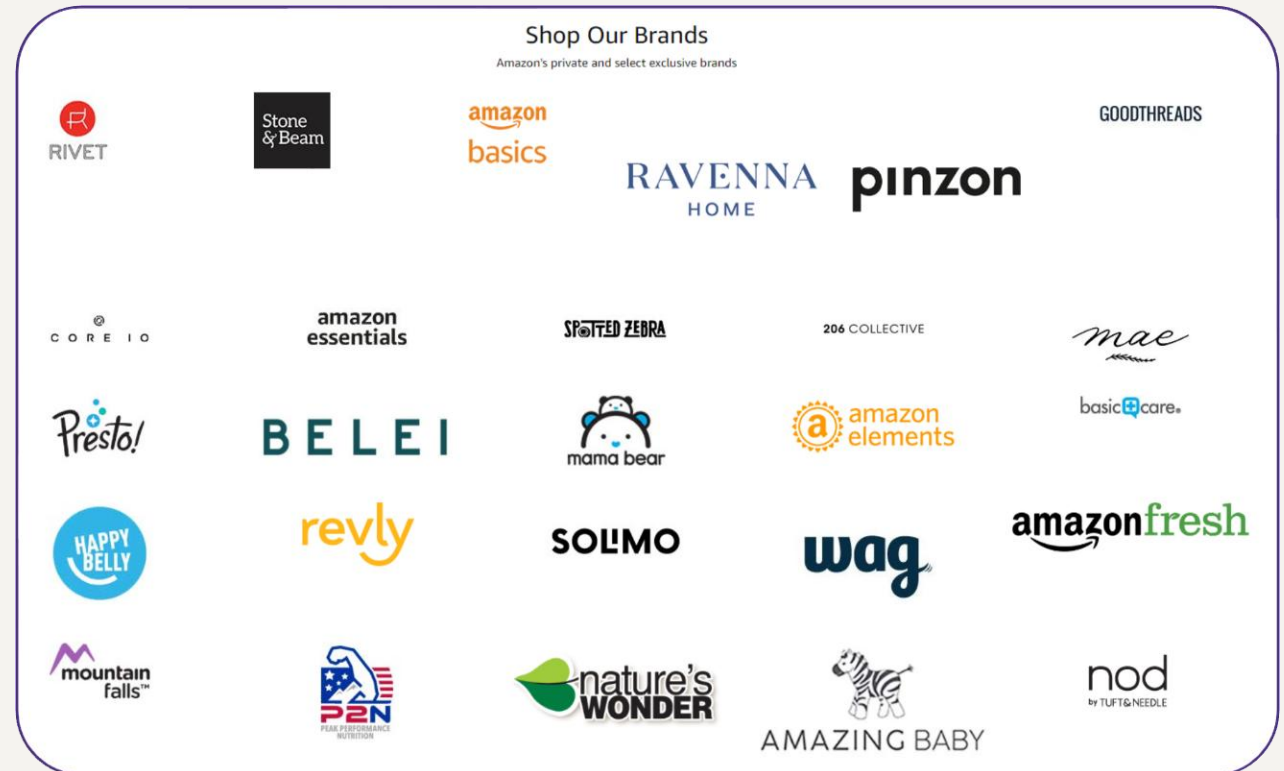
[Read more about Amazon Business Spot Buy return policy](#)

Request quote | [Cancel](#)

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



From Our Brands

< Clear

Our Brands

[Learn more in this video.](#)

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 **Aventis Systems**
Sold by **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

Amazon Business Approvals

Full, detailed purchasing history in customizable and downloadable reports.

Maintaining compliance with your organization's purchasing policies and procedures can be tough, but with Amazon Business' smart business buying features, it doesn't have to be. Approvals allows organizations to maintain control over spending without the bottlenecks. Create policies to set spending limits on orders, and add approval workflows, when needed.



Reduce rogue spend

- Set spend limits on orders, ensuring your buyers to stay within budget
- Approvers can provide comments to clarify why they approve, reject, or ask for adjustments to requests



Avoid bottlenecks

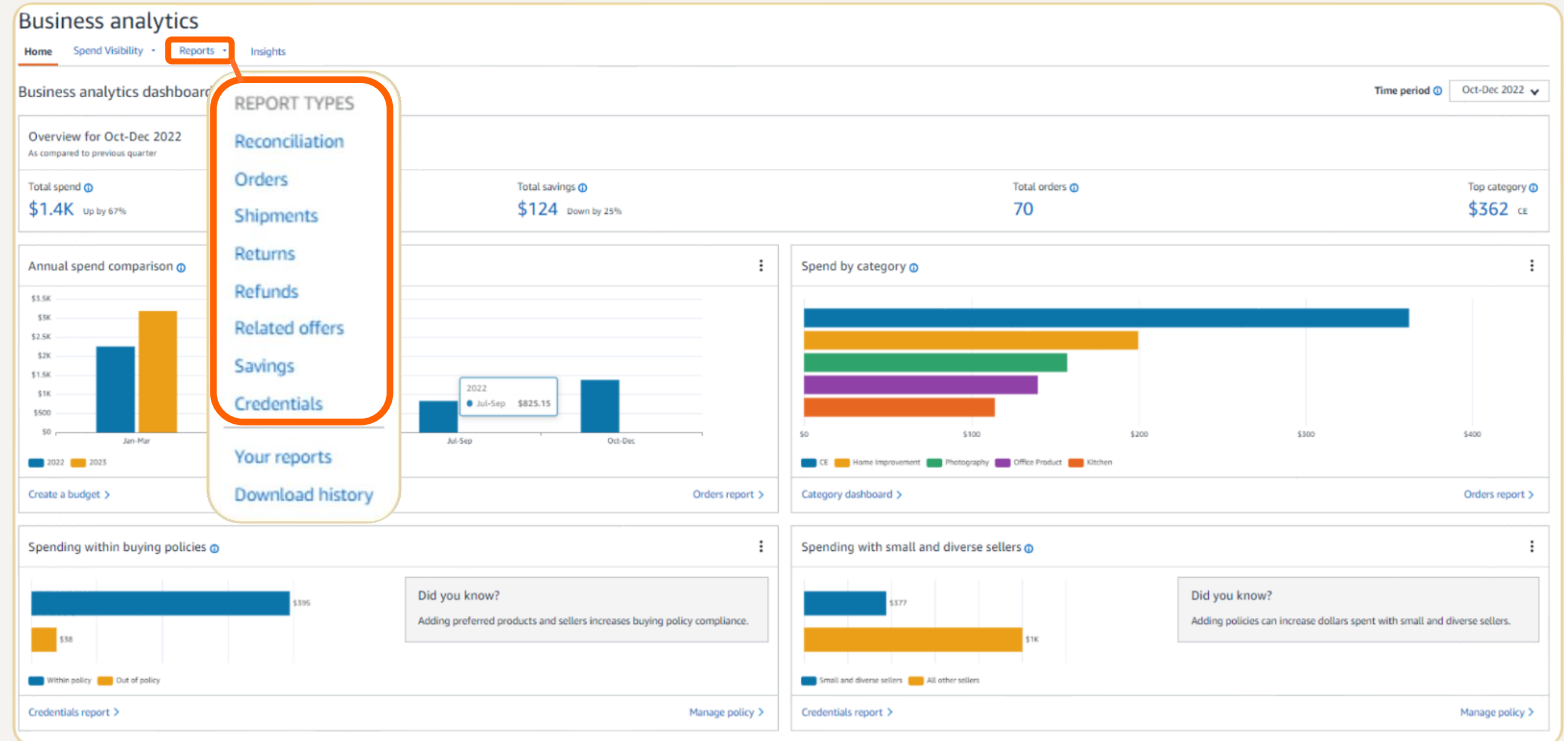
- Identify the right approvers for each policy
- Enable buyers to get what they need, when they need it



Amazon Business Analytics – Live Demo of Reconciliation

Full, detailed purchasing history in customizable and downloadable reports.

- Aggregate purchases to compare and track spend over time.
- Monitor and track 70+ data fields including customer info, shipment info, payment info, and seller info.
- Customize and save report templates to meet business needs.
- Download CSV files to analyze your data in excel.



Resources

- [University of Washington Resource Hub for Amazon Business](#)
- UW Amazon Business Account Executive
 - Katelyn Potasky
 - Kpotasky@amazon.com



Scan this QR code to email Katelyn directly.



Questions?



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Thank you!

Learn more at business.amazon.com

