

## Scenario 2

### Migrate your existing Amazon Account

‡ If you already have an Amazon account tied to your work email address and utilize this account solely for business purchases, you can migrate this existing account to your Amazon Business account.

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## The Business Marketplace

You will find a number of new tools and features, including:

- Business -only pricing
- Chat with a live expert
- Quantity discounts

## Business Shipping

When shopping on the Business Account, you will receive FREE 2-Day shipping on eligible orders of \$49 or more. These Items are either:

- ‡ Prime Items
- ‡ Items shipped and sold by Amazon.com

Items that are eligible for business shipping are clearly identified next to the price.

## Your Cart

As you shop on Amazon.com you can continue to add to your cart. You can view the contents of your cart anytime at the top right of the screen.

- ‡ Click the card to proceed to check out.
- ‡ Before checking out you may edit quantities, remove items or save for later.

## Shipping & Payment

You will be asked to enter your shipping address and purchasing card information when you check out for the first time.

- ‡ Your shipping & payment information will be saved for all purchases moving forward.
- ‡ If you ever need to change or update this information

## Reporting and Reconciliation

### Your Orders

To access this view of your order history, hover over **(User)'s Account** for Business > Orders .

To print individual invoices, select Order Details > View or Print Invoice .

### Business Analytics

To view spend-analytics reports, hover over **(User)'s Account for Business > Business Analytics** .

- ‡ Choose an option to show Orders, Returns, Refunds, or Reconciliation details.
- ‡ Select the time period you would like to view.

- ‡ View orders in either Bar Chart or Table view.
  - ‡ The bar chart view is recommended for reviewing your purchases over time.
  - ‡ Table view provides order detail and can be downloaded as a CSV.