



Pay by Invoice Purchasing Line

Administrator Guide

Pay by Invoice is a payment method that gives approved Amazon Business customers the option to purchase items on net terms. Amazon sends an itemized invoice by email when items ship. The due date and payment information are included in each invoice. This guide is designed to support new Pay by Invoice administrators managing the business account for all users in their organization.

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How it works

A single purchase level invoice is sent once all the items in the purchase are shipped. This invoice will consolidate all line items on a customer's cart which share the same purchase instance. Payment is due to Amazon, per the agreed terms as reflected in the invoice.

Customers will be able to view invoices from the Your Orders page, and the Your Invoices page. You can track invoice status and due dates within the Your Invoices page or with order history reports. You can pay for invoices via Automated Clearing House (ACH), wire transfer, or check.

Availability

Pay by Invoice is currently available for qualified Amazon Business customers, except for those with a primary business address or state of incorporation in South Dakota

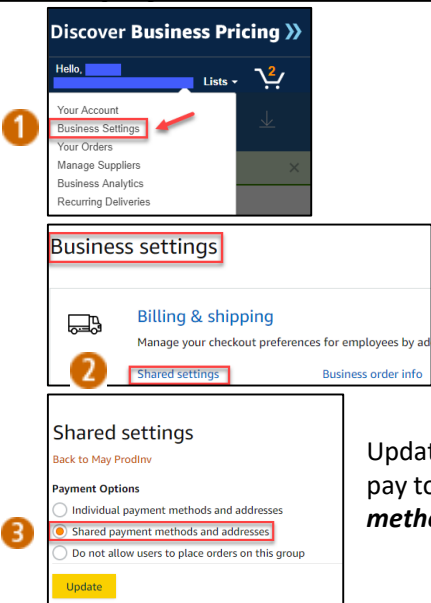
Use Pay by Invoice to:

- Place orders on an open account, rather than using a credit card
- See your invoices, account balances, and payments online in one place
- Simplify account reconciliation with itemized invoices
- Set up multiple buyers and track their spending on Amazon
- Search and download invoices by purchase order, transaction amount, and date
- Generate enhanced reports with built-in analytic tools

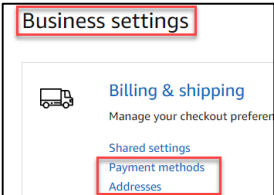
Step 1: Enable Shared Settings

Pay by Invoice only works when [shared settings](#) are enabled. *Shared Settings* include shared payment methods, which are added and managed by Administrators, and can be used by everyone associated with the business or [group](#). However, *all Amazon Business accounts are automatically set up for individual pay*, meaning business users can place orders using their own, individual – rather than *shared* – payment methods.

Set up shared pay for all business users

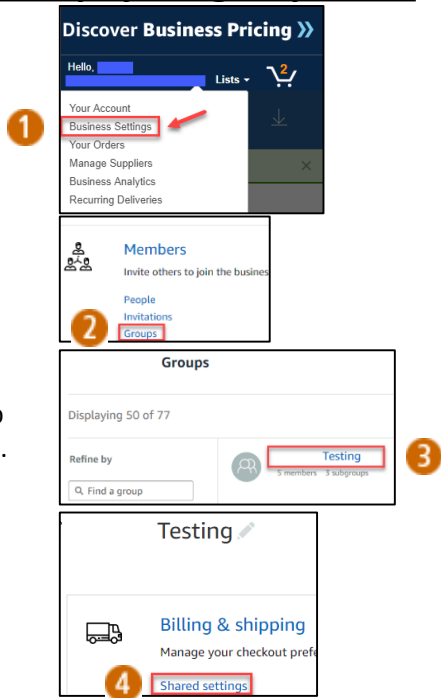


Update settings from individual pay to **shared payment methods & addresses**

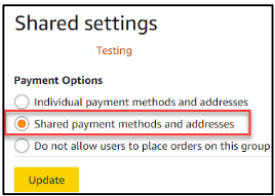


You will notice two additional fields, available in your business Account Settings. Designate the *shared payment methods* and addresses for buyers to choose from at checkout. **Note: An administrator must provide a shared shipping addresses before orders can be placed**

Set up shared pay for group users



Click in to each group to customize settings.



Caution: When changing from individual to shared settings, Requisitioners will not be able to:

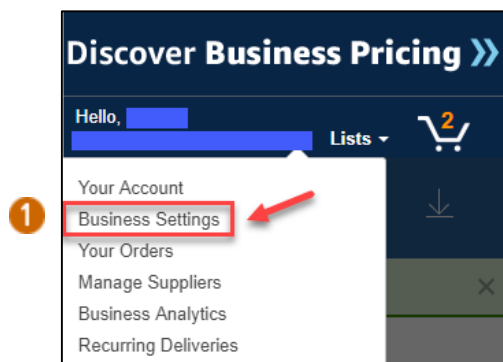
- Use individual payment methods to complete purchase transactions (e.g. their own credit card)
- Edit a designated shipping address or add a shipping address during checkout; only addresses configured by an Administrator be available at checkout.

Step 2: Configure Pay by Invoice

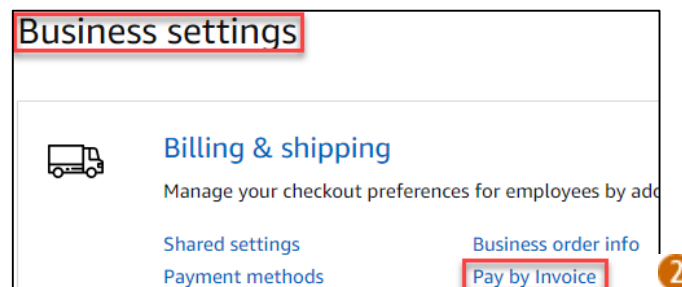
Once you are approved for Pay by Invoice, and after enabling *Shared Settings*, set up your invoicing preferences

Note: Only Business Account Administrators can add or edit Pay By Invoice configuration information

- Navigate to your business management pages by selecting Business Settings from your Account for Business drop-down menu.



- Click on the Pay by Invoice link to start setting up your business account.



Step 3: Add the Bill-To contact info

The Bill-to name and address entered will display on all invoices.

Important: Bill-To contact information should contain the contact details that your Accounts Payable team requires on every invoice, such as entering your business name in the Name field vs. an individual or department.

- Enter the name, phone number, email for Accounts Payable (AP) to provide a point of contact in the event an issue occurs, such as a payment not received.
- Note: the details entered in these fields do not need to be affiliated with an existing Amazon Business user.

Step 4: Specify Delivery Options

- Enter the email address where we will send digital versions (PDF's) of invoices
- Enable this option if you want a copy of digital invoice to be sent to the person who placed the order

To finalize the configuration process, click Finish setup

The screenshot shows the 'Set up Pay by Invoice' form. A progress bar at the top indicates 'You're almost ready to go'. The form is divided into several sections:

- Bill-to information:** This section is highlighted with a red box. It contains fields for Business name, Attention to, Street address, Optional, City, State, Postal code, and Country (set to United States).
- Accounts Payable Contact information:** This section is also highlighted with a red box. It includes '1. Primary Contact' with fields for Name, Phone, Email, and Re-enter email, and '2. Secondary Contact (optional)' with fields for Name, Phone, Email, and Re-enter email.
- Invoice delivery options:** This section is highlighted with a red box. It has a checkbox for 'Email a PDF' and a field for 'Re-enter email'. Below these is a checkbox labeled 'Send a copy of the invoice to the person who placed the order'.
- Configure group settings:** This section is highlighted with a red box. It contains a 'Finish setup' button and a 'Cancel' button. A note states: 'To use Pay by Invoice, groups must have shared payment methods turned on.' A confirmation message at the bottom says: 'By clicking "Finish setup" you confirm that all the above information is correct, you have authorization to apply for credit on behalf of your business, and you agree to the Amazon Business Pay By Invoice Terms and Conditions.'

Red arrows from the text blocks point to the corresponding sections in the form: one arrow points from the 'Important' text to the 'Accounts Payable Contact information' section, another from the 'Specify Delivery Options' list to the 'Invoice delivery options' section, and a third from the 'To finalize the configuration process' text to the 'Finish setup' button.

Receiving invoices

Use invoices to reconcile orders and shipments.

Obtain a single invoice per purchase for all items shipping within five days. You will receive an email that contains an attached PDF copy of your Purchase level invoice. Your emailed invoice summary includes links to access itemized invoiced information and order details.

You can view your invoice by opening the attached PDF or clicking **View invoice**.

Subject: "Amazon invoice available for PO # ABC123"

From: "Amazon Business" <no-reply@amazon.com>

Date: Day, Month 00 2017 00:00:00 -800 (PST)

To: "Recipient" <recipient@anycompany.com>

AmazonBusinessInv...

32.8 KB

amazonbusiness

Invoice available for PO # ABC123

Invoice # 1234-1234-1234 | October 18, 2018

Payment due by

November 17, 2018

Bill to

AnyCompany, Inc

123 Main Street

Anytown, USA

Amount due

\$15.00

Item subtotal

\$15.00

Shipping & handling

\$0.00

Promos & discounts

\$0.00

Sales tax

\$0.00

View invoice

View order details



Subject: "Amazon credit memo available for PO # ABC123"

From: "Amazon Business" <no-reply@amazon.com>

Date: Day, Month 00 2017 00:00:00 -800 (PST)

To: "Recipient" <recipient@anycompany.com>

AmazonBusinessInv...

32.8 KB

amazonbusiness

Credit memo available for PO # ABC123

Credit memo # 1234-1234-1234 | Order # 123-1234567-1234567

Credit issued on

November 9, 2018

Bill to

AnyCompany, Inc

123 Main Street

Anytown, USA

Amount due

(\$15.00)

Item subtotal

(\$15.00)

Shipping & handling

\$0.00

Promos & discounts

\$0.00

Sales tax

\$0.00

View credit memo

View order details



If you return an item and receive a credit to your account, you will receive an email containing credit memo details along with an attached PDF copy of a credit memo



You can view your credit memo by opening the attached PDF or clicking **View credit memo**


Managing invoices

Administrators can access Pay by Invoice balances along with information about invoices, credit memos, payments, and refunds via Your Invoices.

To access to Your Invoices, navigate to your Business Account Settings homepage.

Click on **Your Invoices for Pay by Invoice**

Business settings



Billing & shipping
Manage your checkout preferences for employees by adding payment methods

Shared settings

Payment methods


Addresses

Business order info

Pay by Invoice

Your Invoices for Pay by Invoice

Discover Business Pricing >>

Hello, [User] Lists 

1

Your Account

Business Settings

Your Orders


Manage Suppliers

Business Analytics

Recurring Deliveries


Your Invoices for [Organization]

Account Summary

OUTSTANDING BALANCE 


\$359.70

of which \$288.71 is past due

How do I pay? 

PENDING CHARGES


\$0.00

AVAILABLE CREDIT 

\$29,856.80

TERMS

Net 1

UNAPPLIED FUNDS 

\$1,685.08

Request a refund

Pending Charges


Invoices

Credit Memos


Payments and Refunds

13 invoices

STATUS

Current and past due 

TIME PERIOD

All dates 

INVOICE DATE	INVOICE #		AMOUNT	BALANCE	STATUS
8/1/18	1CVR-KF66-JYR6	PO # 11111111111111111111111111234 Order # 114-0263220-5831442	\$32.99	\$32.99	Past due 92 days
8/1/18	1DTH-9DYX-9DYH	PO # 11111111111111111111111111234 Order # 114-8917386-6091446	\$57.76	\$57.76	Past due 92 days
8/6/18	1NFR-DFJW-4XCP	PO # 11111111111111111111111111234 Order # 113-9002617-1336258	\$12.98	\$12.98	Past due 87 days

- View information about your Pay by Invoice account balances in the **Account Summary** section.
- You can see a list of your organization’s invoices, credit memos, payments, and refunds. You can also click through to see itemized information about your invoices and credit memos.

Reconciling orders using Business Analytics

Simplify the reconciliation process using enhanced reporting functionality, available in your Amazon Business Account.

- 1. Select Business Analytics from your Account for Business drop-down menu.
- 2. On the Business Analytics homepage, click on Orders.
- 3. Now you're ready to aggregate Pay by Invoicing report data.
- 4. Click, Download

Discover Business Pricing >>

Hello, [User]

Lists

Your Account

Business Settings

Your Orders

Manage Suppliers

Business Analytics

Recurring Deliveries

Reports

Use our reports to get line-item details about your organization's orders and access important documents like invoices. Start with one of our curated reports, then customize it to your needs.

Reconciliation

Orders

Compare order and payment history to your records.

Get detailed shipping, product, and seller info on an order.

Reconciliation

Add title and save to your templates

Time period: Month to date

	Transaction Date	Payment Reference ID	Transaction Type
<input type="checkbox"/>	10/09/2018	3LV8X3YSUS1982N9GB2QW68PXGDBOS	Refund
<input type="checkbox"/>	10/08/2018	200Y3K0JALLT1VJCDLQALFPIVZ5YCP	Refund
<input type="checkbox"/>	10/08/2018	6DS253IYFOEO	Charge
<input type="checkbox"/>	10/08/2018	69K77F12JOYO	Charge
<input type="checkbox"/>	10/04/2018	111111111111117NuURiFEUm8jQVY7re2nQ	Refund
<input type="checkbox"/>	10/01/2018	2DJ0TB9KF9TKUCBBRWOU8LWU53J9Q	Refund

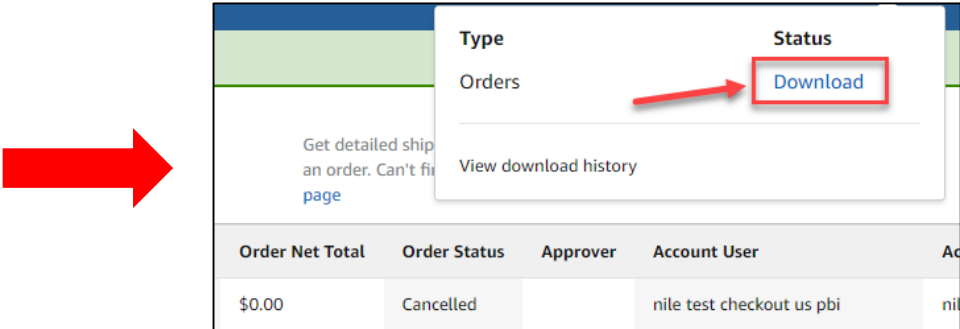
Download CSV

PO Number	Order Status
1234	Closed

Downloading & Viewing Pay by Invoice report data

Messaging on the Order Reports page indicates when your report is complete and you will be prompted to save the report

- To retrieve report data from your Amazon Business account, click on the Download link. Your report contains *6 data columns* that are key to reconciling Pay by Invoice orders.



Name	Details
PO #	Purchase Order Number
Invoice status	Status of the Invoice
Invoice due amount	The amount that customer owes to Amazon Business
Invoice due date	The due date that Invoice needs to be paid by the customer to Amazon Business
Payment reference ID	This is the Invoice number associated with the customer order
Payment Instrument Type	This will say "Pay By Invoice" for orders placed using Pay By Invoice

A	B	C	D	O	P	Q	S	T	W
Order Date	Order ID	Account Group	PO Number	Invoice Status	Total Amount	Invoice Due Amount	Invoice Due Date	Payment Reference ID	Payment Instrument Type
9/26/2018	111-1061507-3380236	InvoiceWithLOC	1234	Past due	\$36.65	\$36.65	9/27/2018	1GNP-16M6-9LXG	Pay by Invoice
9/26/2018	111-1061507-3380236	InvoiceWithLOC	1234	Past due	\$36.65	\$36.65	9/27/2018	1GNP-16M6-9LXG	Pay by Invoice

Paying your invoices

We currently accept ACH funds transfer, wire, or check. Cash, money order, debit and credit cards are not supported. All payments must be made in US dollars. **Note:** Do not make payment to any other bank account provided via email or phone, even if request looks like it's from an Amazon employee.

Payment can be made to the following bank:

Remit to (ACH or wire):

Account name: Amazon Capital Services, Inc.

Bank name: Wells Fargo Bank

Bank location: 420 Montgomery, San Francisco, CA

Bank account # (DDA): 4122416308

ACH routing # (ABA): 121000248

SWIFT code: WFBIUS6S

Lockbox address for Check Payment:

Amazon Capital Services

PO Box 035184

Seattle, WA 98124-5184

Remittance advice

Send remittance advice with each payment. Remittance advice is an instruction that informs Amazon which invoices you are paying for.







We cannot apply your payment to invoices without receiving remittance advice and invoices will remain unpaid.

You can send remittance advice in one of 3 ways:

- 1) Include Amazon invoice numbers and amounts in the description area of your electronic funds transfer payment (ACH or wire).
- 2) Attach a stub with your check payment that includes Amazon invoice numbers
- 3) Email your invoice number and the corresponding amount to the following email address: ar-businessinvoicing@amazon.com

Pay by Invoice resources

[Watch this video tutorial](#) to learn how to set up Pay By Invoice. Looking for more [Amazon Business](#) information? Check out the [Amazon Business FAQ / Help pages](#). If you have questions or need assistance, please contact [Amazon Business Customer Service](#) directly.

Amazon W-9	Amazon Supplier Information Form	Bank Affirmation Document	Sample Invoice	Sample Credit Memo	Sample Reconciliation Order History Report
					

- [Pay by Invoice Terms & Conditions](#)
- [Pay by Invoice Policies](#)
- [Amazon Business Accounts Terms & Conditions](#)