



# Pay by Invoice Purchasing Line

User Guide

**Pay by Invoice is a payment method** that gives approved Amazon Business customers the option to purchase items on net terms. Amazon sends only one invoice per purchase if all the items in the purchase are shipped by five days after the first item is shipped. The due date and payment information are included in each invoice.

This guide is designed to support business users, purchasing on behalf of their employer's business account. Learn how to place orders on an open account, manage your invoices, access account balances, and view payments online.

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## Placing an order with Pay by Invoice

At checkout multiple payment methods may be available for you to choose from.

### Verify desired payment method:

- 1 Select **Pay by Invoice** as the method of payment for your order.
- 2 Click **Continue** to review order information.
- 3 You will be directed to a summary of your order. **Review Your Order** and update any order detail.
- 4 To complete your purchase transaction, select **Place your order**.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

### Select a payment method

B2B Invoicing Corp credit and debit cards		Name on card	Expires on
<input type="radio"/>	Amazon.com Store Card ending in 9198 Special Offers available ( <a href="#">Learn more</a> )	Picasso Customer	Does not expire
<b>B2B Invoicing Corp line of credit</b>			
<input checked="" type="radio"/>	<b>Pay by Invoice</b>		

[Continue](#)

You can review this order before it's final.

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

### Review your order

By placing your order, you agree to Amazon.com's [privacy notice and conditions of use](#).

<b>Payer</b> (Acme Business Supplies) <a href="#">Change</a>	<b>Payment method</b> <a href="#">Change</a> Pay by Invoice	<b>Promotional Codes:</b> <input type="text" value="Enter Code"/> <a href="#">Apply</a>
<b>Shipping address</b> <a href="#">Change</a> Jane Doe 555 Main Street Seattle, WA 98121 United States Phone: 555-555-5555		

[Place your order](#)

#### Order Summary

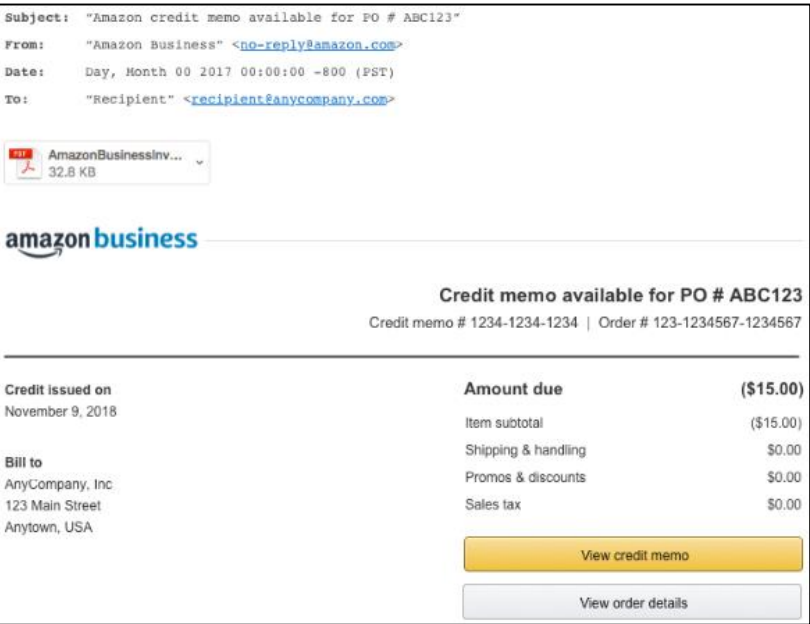
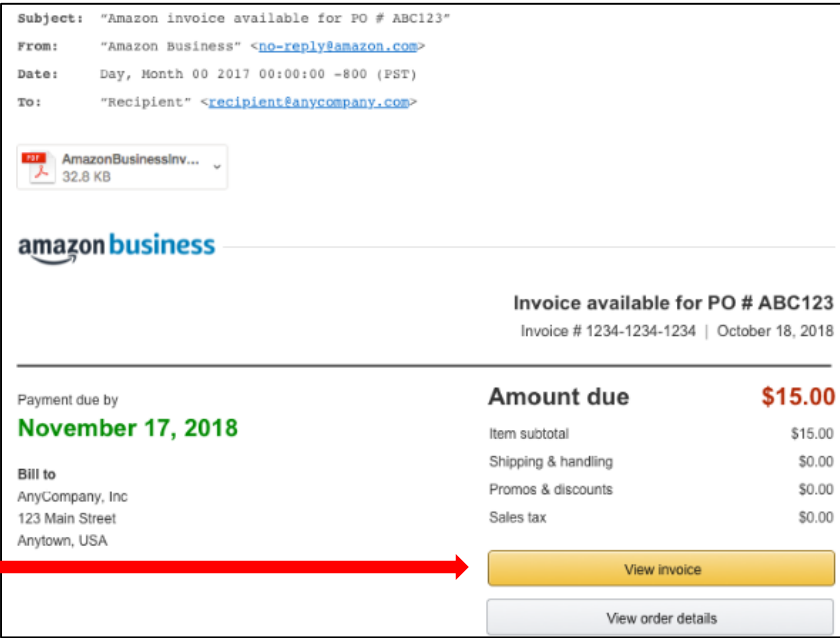
Items:	\$68.49
Shipping & handling:	\$12.72
Free Shipping:	-\$12.72
Total before tax:	\$68.49
Estimated tax to be collected:	\$6.58
<b>Order total:</b>	<b>\$75.07</b>

# 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**.



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**

# 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

1

Business Analytics

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

Compare order and payment history to your records.

2

Orders

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

Reconciliation

Add title and save to your templates

Time period

Month to date

Filter

Adjust columns

Schedule

Get order documents

Transaction Date	Payment Reference ID	Transaction Type
10/09/2018	3LV8X3YSUS1982N9GB2QW68PXGDBOS	Refund
10/08/2018	200Y3K0JALLT1VJCDLQALFPIVZ5YCP	Refund
10/08/2018	6DS253IYFOEO	Charge
10/08/2018	69K77F12JOY0	Charge
10/04/2018	111111111111117NuURiFEUm8jQVY7re2nQ	Refund
10/01/2018	2DJ0TB9KF9TKUVCBBRWOU8LWU53J9Q	Refund

3

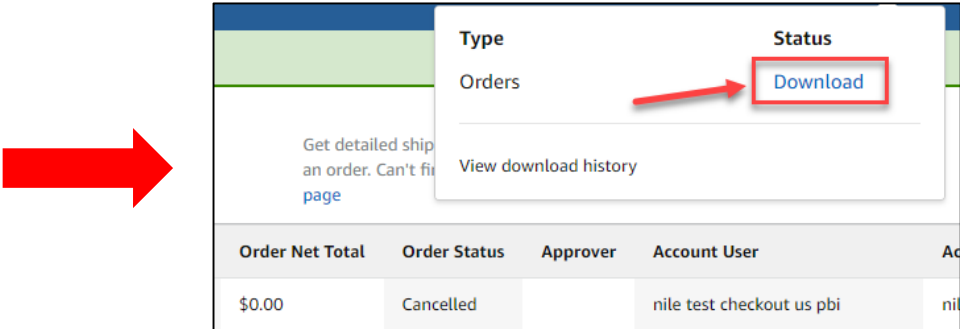
Download CSV

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

## Pay by Invoice resources

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

Sample Invoice	Sample Credit Memo	Sample Reconciliation Order History Report
		

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