

FAQs: Payments

1) What form of payment should I use to make Amazon Business purchases?

- a) All Amazon Business purchases *must* be made using your procurement card.

2) How do I enter my P-Card information?

- a) Amazon Business requires you to put your P-Card information into their system. You can either enter it during the first time you check out or add it when you first log in by going to **Your Account** and then **Payment Options**.

3) How do I obtain a copy of my receipt after payment?

- a) There are two ways to retrieve your receipt, one is best for single receipts, and one is best for multiple:
 - I. Single Receipts: Hover over your name at the top right, select **Your Orders** and find the correct order and select **Print Packing Slip**. This will download a PDF copy to your computer.
 - II. Multiple Receipts: Hover over your name at the top right and select **Business Analytics**. Then click **Orders** and you can retrieve receipts for a particular time frame. This will show all your orders, including cancelled orders. Any completed order will have a blue link and allow you to download a copy of the receipt.

4) What Product Categories are available to purchase?

- a) Amazon Business includes all items that are available on Amazon.com, plus additional business-specific products. As a P-card cardholder, you are responsible for complying with P-card policies and guidelines.