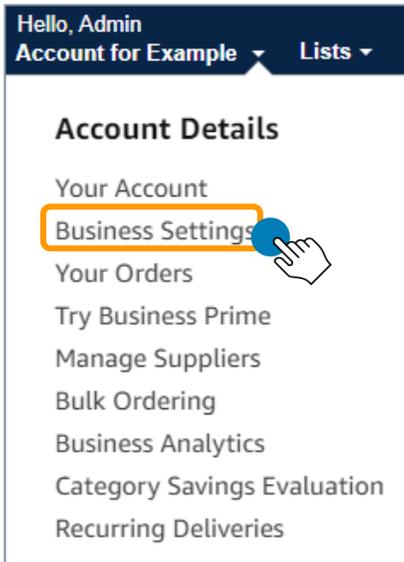


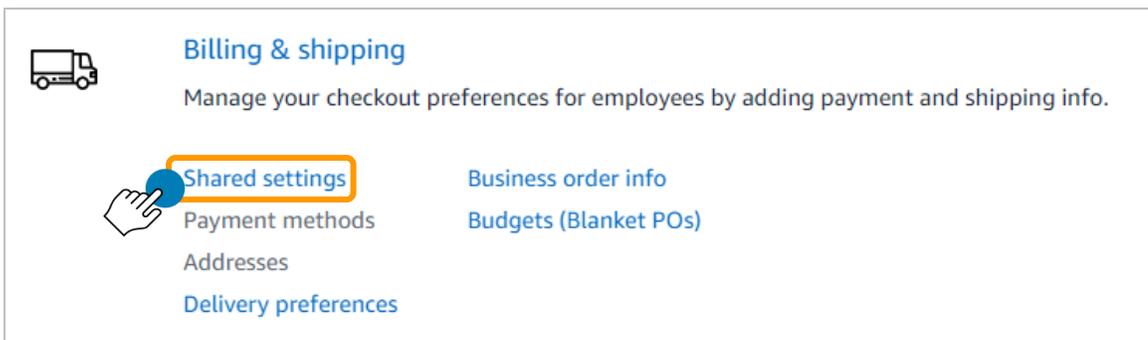
Enabling Shared Settings

Shared settings can be enabled and or updated within the **Business Settings** page of your Amazon Business account.

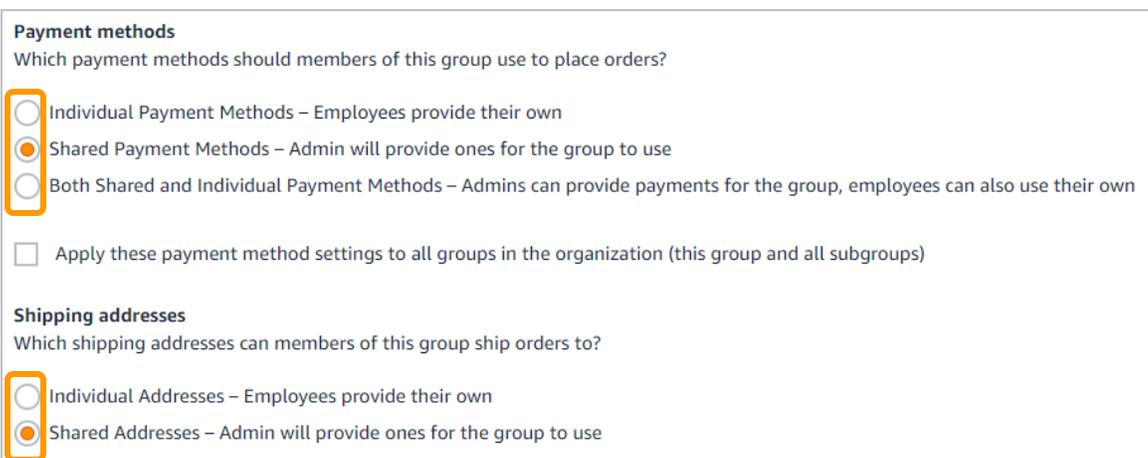
1. Hover over “Hello, NAME” in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Start at the group level you will be enabling shared settings to.
4. Click **Shared settings**, under the **Billing & shipping** section.

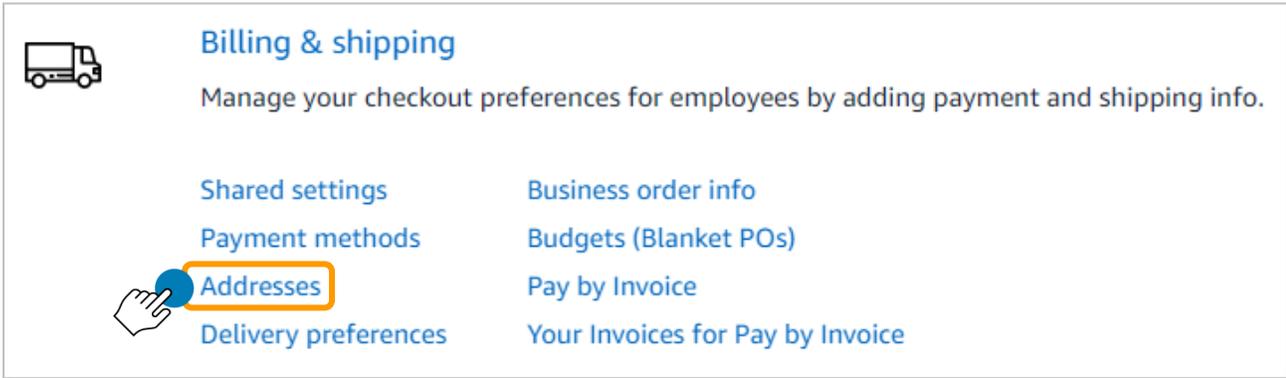


5. Select to share payment methods and/or addresses.



Adding Shared Addresses

1. Start within the group you will be sharing addresses to.
2. Click **Addresses**, under the **Billing & shipping** section.



Billing & shipping
Manage your checkout preferences for employees by adding payment and shipping info.

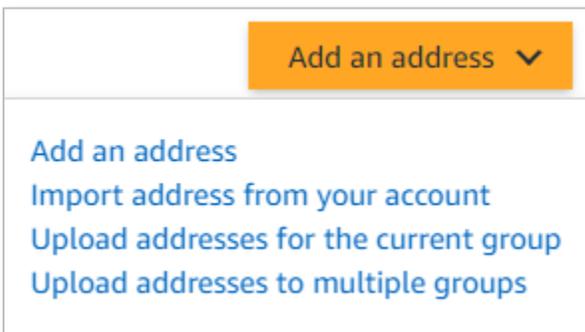
- Shared settings
- Business order info
- Payment methods
- Budgets (Blanket POs)
- Addresses**
- Pay by Invoice
- Delivery preferences
- Your Invoices for Pay by Invoice

3. Click **Add an address**.



Add an address ▾ Actions ▾

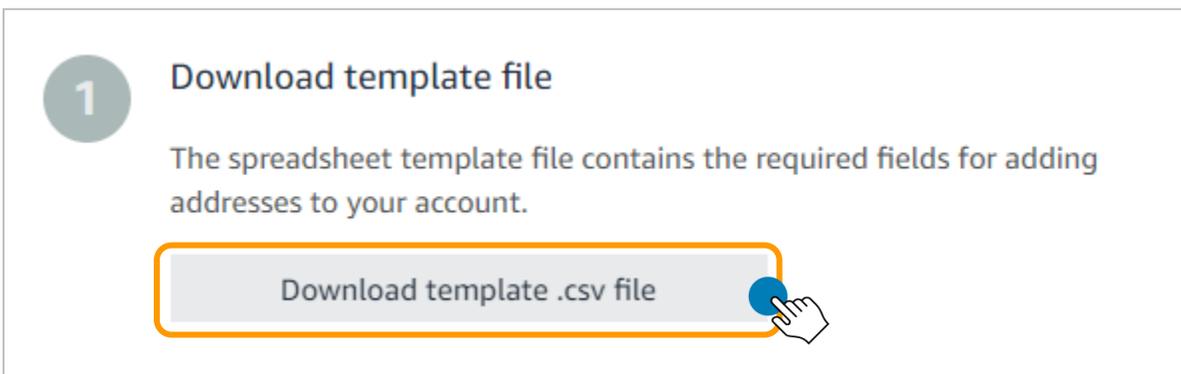
4. Click **Add an address** to manually enter a single shipping address. To upload a list of addresses, select **Upload addresses for current group** or **Upload addresses to multiple groups**.



Add an address ▾

- Add an address
- Import address from your account
- Upload addresses for the current group**
- Upload addresses to multiple groups

5. Click **Download template .csv file** for a formatted excel template that can be used to upload the list of addresses.



1 Download template file

The spreadsheet template file contains the required fields for adding addresses to your account.

Download template .csv file

6. Input shared addresses within the excel .csv file template.

| | A | B | C | D | E | F | G | H | I | J |
|---|-----------|----------------|----------------|------|---------------------------|----------|-----------------------------|--------------|----------|------------|
| 1 | Full name | Address line 1 | Address line 2 | City | State / Province / Region | Zip Code | Country/Region (ISO format) | Phone number | Group ID | Group Path |
| 2 | | | | | | | | | | |

6.a. If sharing addresses across multiple groups, **Download available groups file** to receive a list of Group IDs and Group Paths to be input within the shared address template. (Column I & J in the screen capture above). To make an address visible to more groups, duplicate the address line and enter the other group IDs and group paths.

Note: When sharing addresses with multiple groups, each of those groups will need Shared Addresses enabled at the group level.

2 Download available groups file

This groups information file contains the groups available for your account. Use the group ID's contained in this file to populate the group column at the new address template.

[Download groups .csv file](#)

| | A | B |
|---|--|---|
| 1 | Group ID | Group Path |
| 2 | amzn1.account.AGIQBBNIR3GTGS7NOA463YSZTUDQ | AAA Organization/AAA Organization/Group 1 |
| 3 | amzn1.account.AEVKW6R6ODRUS4WJO27UCGLSD4IA | AAA Organization/AAA Organization/Group 2 |

7. Browse and import the filled shared address template .csv file.

3 Import and upload the filled file

Save the edits on the template file and select the file below to upload it.

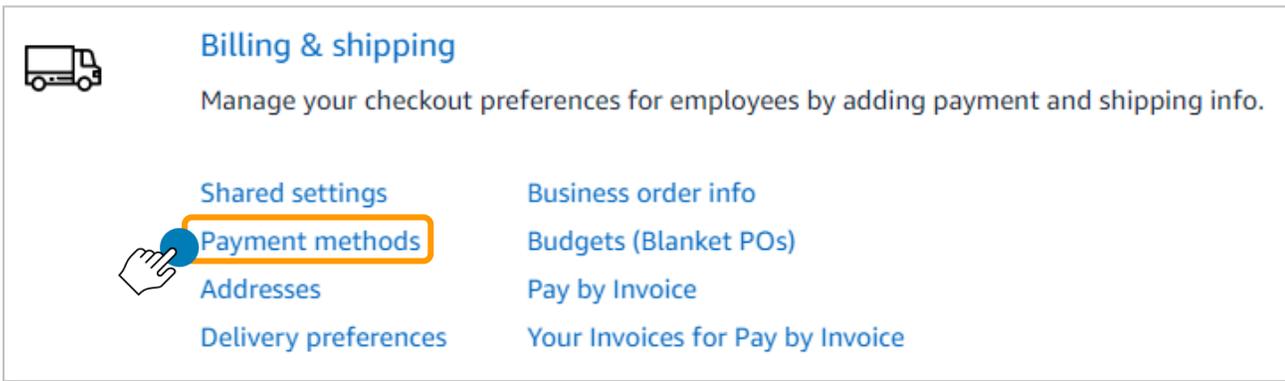
[Browse](#)

8. Click **Upload**.

[Go back](#) [Upload](#)

Adding Shared Payment Methods

1. Start within the group you will be sharing the payment method(s) to.
2. Click **Payment Methods**, under the **Billing & shipping** section.



 **Billing & shipping**
Manage your checkout preferences for employees by adding payment and shipping info.

| | |
|--|--|
| Shared settings | Business order info |
| Payment methods | Budgets (Blanket POs) |
| Addresses | Pay by Invoice |
| Delivery preferences | Your Invoices for Pay by Invoice |

3. Click **Add payment method**.

Manage all your payment details in one place. Add and share cards and accounts with others in your organization so they can place orders.

Add payment method

4. Click **Add a credit or debit card**.

Add a card or account

You'll be able to:

- Add a new card or account as a payment method
- Share it with others so they can place orders

Credit or debit cards

Amazon accepts major credit and debit cards.

Add a credit or debit card

5. Enter the card information in the spaces provided and click **Add your card**.

Enter your card information:

| | | | | |
|----------------------|----------------------|------------------------|--------|---|
| Name on card | Card number | Expiration date | | Add your card |
| <input type="text"/> | <input type="text"/> | 01 ▾ | 2021 ▾ |  |

6. Enter the card billing address and click **Use this address**.

Full name

Address Line 1

Address Line 2

City

State / Province / Region

ZIP

United States ▾

Phone number

Use this address



7. If sharing the payment method with multiple groups or subgroups, select which groups can use the payment method for ordering. (Note: You can add up to 20 groups at one time).

Who can use this for ordering

[What's a group? ▾](#)

Add a group

You can add up to 20 groups at one time

8. Click **Finish**.

Shared Settings FAQ

| Question | Answer |
|--|---|
| What are the required address fields needed to add or upload a shared address? | The required fields to input are Full Name, Address line 1, City, State/Province/Region, Zip Code, Country and Phone Number. If uploading a list of shared address to multiple groups, Group ID and Group Path will also be required. |
| Is it possible to enable more than 1 shared payment method or address? | Yes, multiple payment methods and/or addresses can be shared within a group or across the account. A maximum of 1000 addresses can be added in a bulk upload but there is no limit to the number of shared addresses within a group or on an account. |
| What happens if no shipping address has been set on a group or subgroup with shared addresses enabled? | If no shared addresses have been set on a group with shared address settings enabled, any user attempting to place an order will receive an error during checkout that states, "Orders cannot be placed with this group because there is no valid shipping address available. Your administrator can remedy this situation by going to Business Settings and configuring the addresses for this |



Did you find this guide to be helpful? Please complete [this short survey](#) to provide feedback.