

User Management

What is User Management?

This guide contains instructions on how to manage users within your Amazon Business account. This includes adding, , moving, and removing users as well as managing user permissions within your Amazon Business account. Select the links below to view each instructional guide.

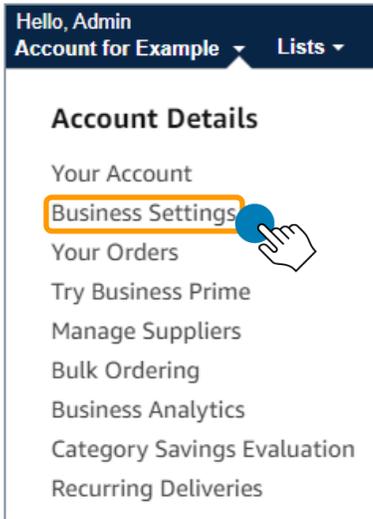


- [Adding a User](#)
- [Updating a User's Role](#)
- [Moving a User](#)
- [Removing a User](#)

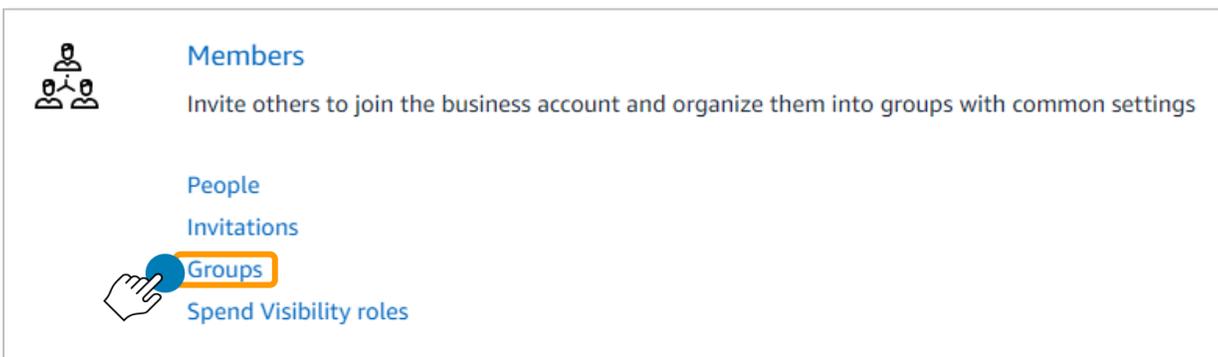
Adding a User

A user can be invited to the Amazon Business account by an account or group administrator from within the Business Settings page of your account.

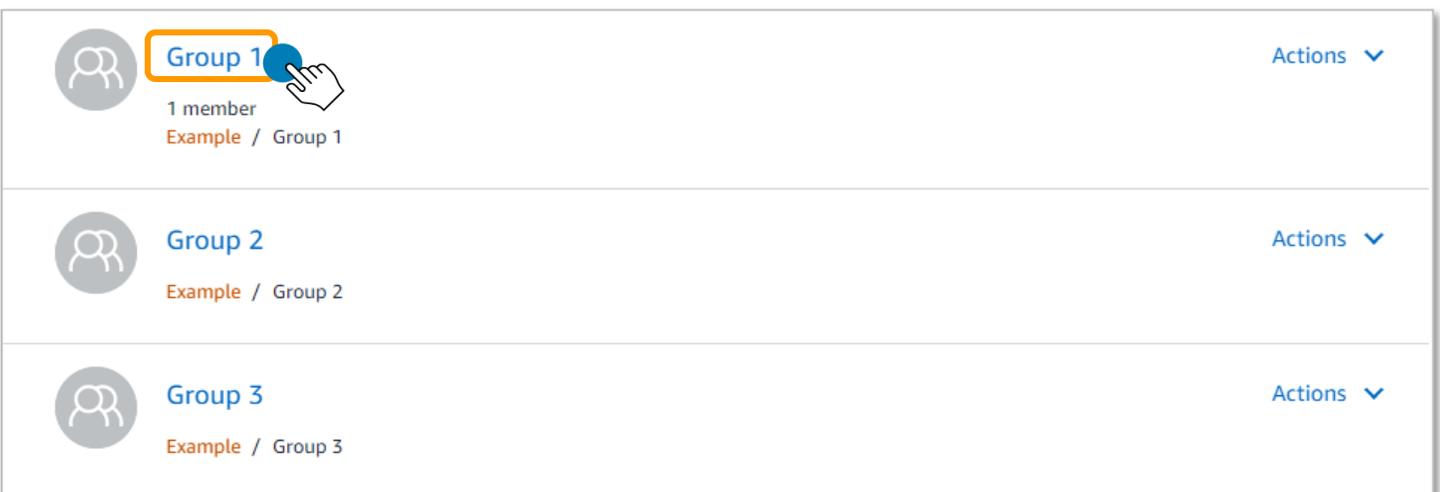
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



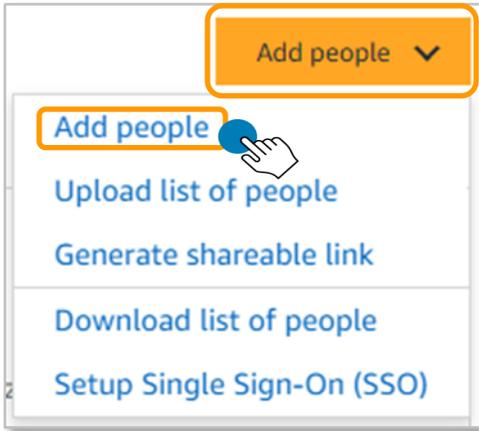
3. Start at the group level you will be adding a user to. To navigate to a group, select **Groups**, under the **Members section**.



4. Select the group you will be add the user to.



5. Click **Add people** in the right hand corner of the business or group settings page. Select **Add people** from the drop down menu.



6. Enter the user's email address in the space provided and select which role(s) they will be assigned.

Add People to Example

Invite by email Upload a spreadsheet Share an invite link

Enter their email addresses

user@email.com X

Assign their roles

Role	Able to
<input checked="" type="checkbox"/> Buyer (requisitioner)	Place orders or request order approvals.
<input type="checkbox"/> Punchout buyer	Uses an organization's procurement (punchout) catalog.
<input type="checkbox"/> Admin	Manage people and approvals. Perform Finance and Tech roles.
<input type="checkbox"/> Tech	Set up system integrations.
<input type="checkbox"/> Finance	Access order history, invoices, and credit notes.

Tip - You can change people and roles at any time on the People page.

Invite people

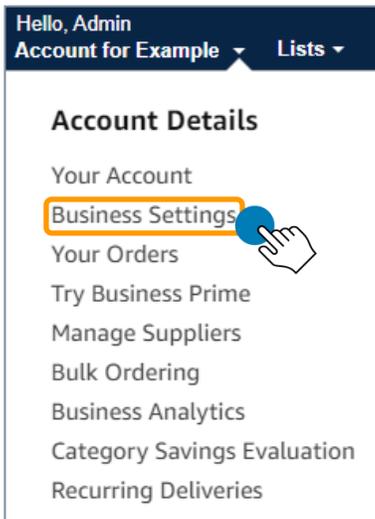
7. Click **Invite people**.



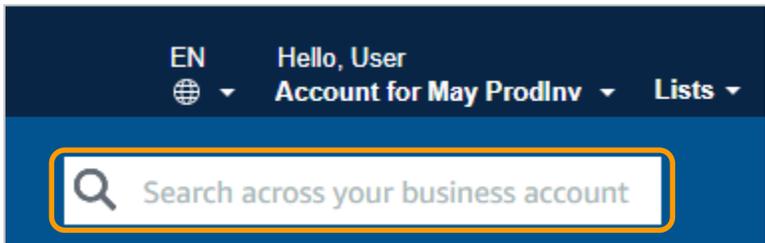
Updating a User's Role

A user's role can be updated by an account or group administrator from within the Business Settings page of your account.

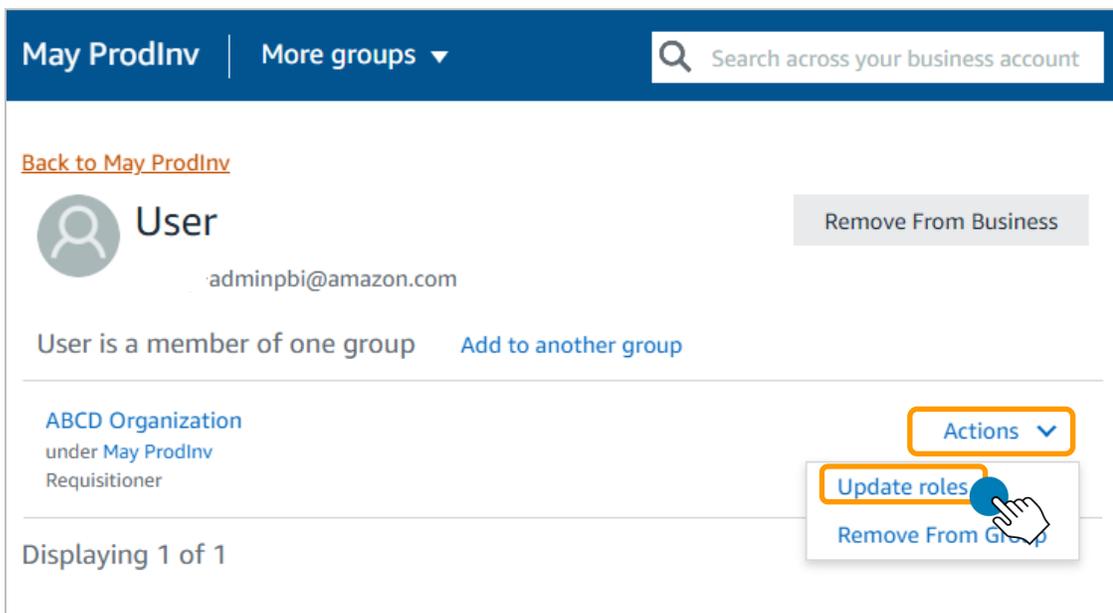
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Enter the users email address in the search bar and select their name when it appears.



4. Click **Actions** and **Update roles** from the drop down menu.



5. Select the user role(s) and click **Update roles**.

Update roles for User

Assign their roles within the group:

Ordering Roles:

- Requisitioner
Place orders or submits order requests for approval
- PunchOut User
Make requests through Amazon PunchOut.

Account Management Roles:

- Administrator
Manage people, groups, roles and approvals. View orders. Run order reports.
- Finance
Access invoices, credit notes, analytics, and order history.
- Tech
Set up system integrations with the programs used at work.

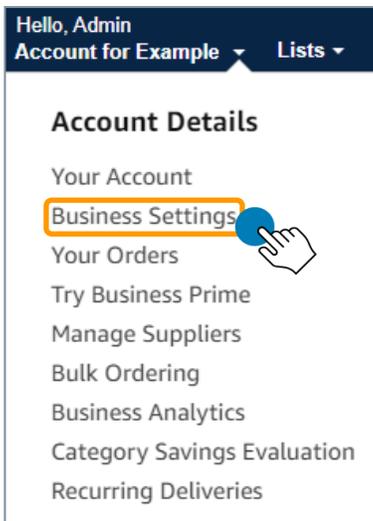
6. Once completed, you will receive a notification at the top of your screen notifying you that you have successfully updated the users role and permissions.



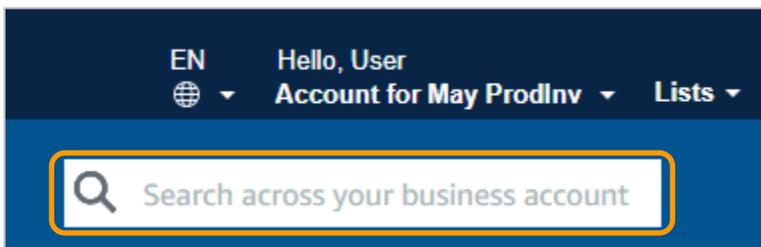
Moving a User

A user can be moved to another group within the Amazon Business account by an account or group administrator from within the Business Settings page of your account. If moving a user to a new group and removing the user from their existing group, always move the user to the new group prior to removing them from their existing.

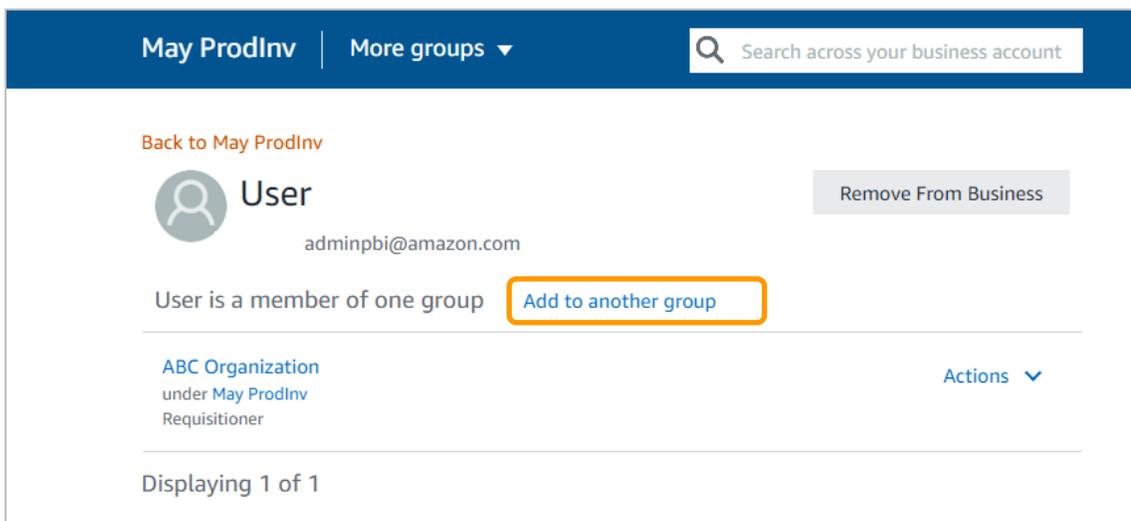
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Enter the users email address in the search bar and select their name when it appears.



4. Click **Add to another group**.



5. Enter the name of the group you wish the user to be added to. Once entered, select the users role(s), and click **Add to group**.

NOTE: If adding to another group, the group will need to exist within your business account before you can move the user. If you need to create a group, click [HERE](#) for a guide on how to create a group.

[Back to May Prodlv](#)

Add User to a group

Find a group(s):

Assign their roles within the group:

Ordering Roles:

Requisitioner
Place orders or submits order requests for approval

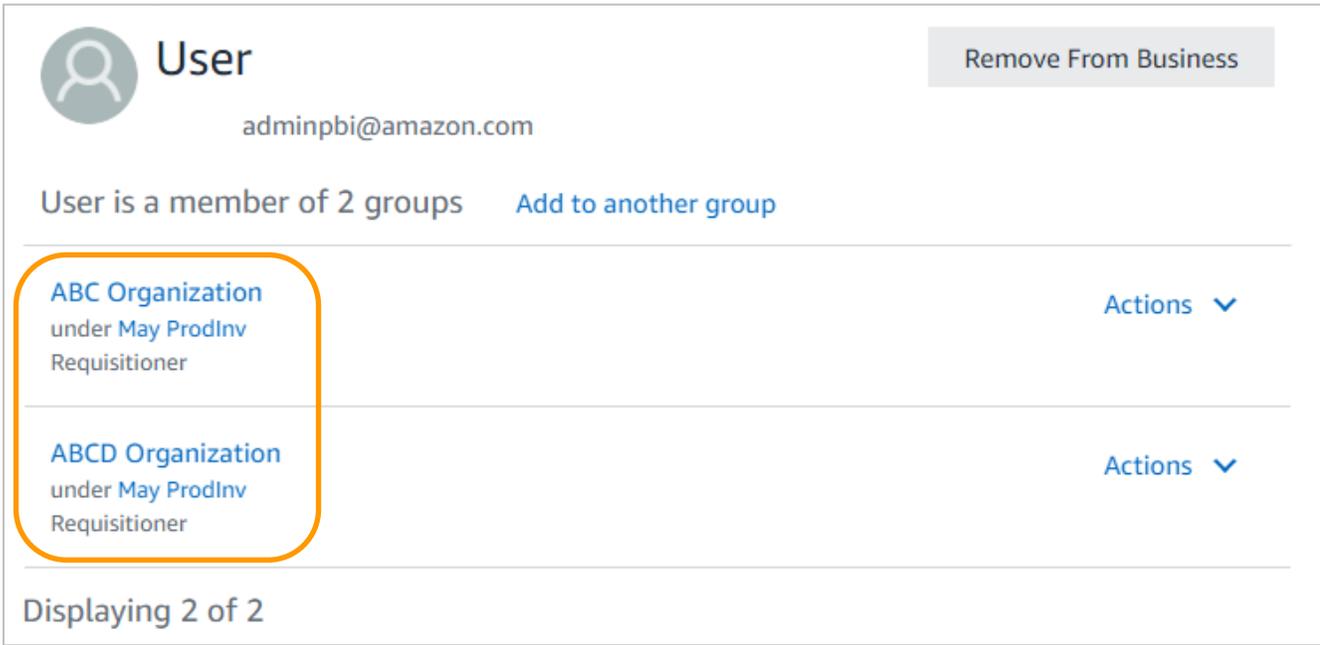
Account Management Roles:

Administrator
Manage people, groups, roles and approvals. View orders. Run order reports.

Finance
Access invoices, credit notes, analytics, and order history.

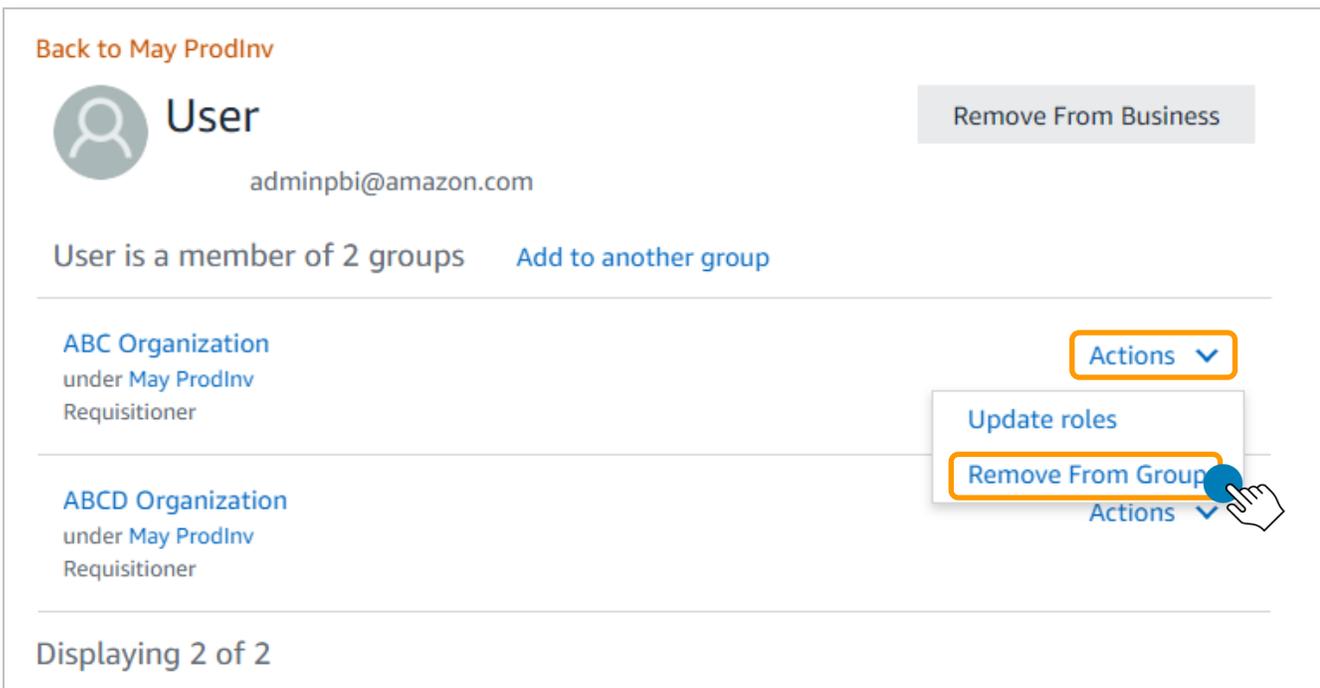
Tech
Set up system integrations with the programs used at work.

6. Once completed, you can see that the user will now show as a member of their existing group and the new group.



The screenshot shows a user profile for 'User' (adminpbi@amazon.com) with a 'Remove From Business' button. Below the profile, it states 'User is a member of 2 groups' with a link to 'Add to another group'. Two group entries are listed: 'ABC Organization' and 'ABCD Organization', both under 'May ProdlInv' as 'Requisitioner'. Each entry has an 'Actions' dropdown menu. An orange box highlights the first two group entries. At the bottom, it says 'Displaying 2 of 2'.

7. If the user will be removed from their initial group, select **Actions** and **Remove From Group** in the drop down menu.

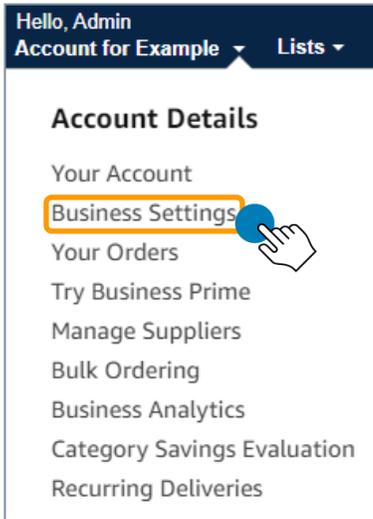


The screenshot shows the same user profile as above. The 'Actions' dropdown menu for the first group, 'ABC Organization', is open, and the 'Remove From Group' option is highlighted with an orange box. A hand cursor is pointing at this option. The 'Remove From Business' button is still visible. The rest of the page content is identical to the previous screenshot.

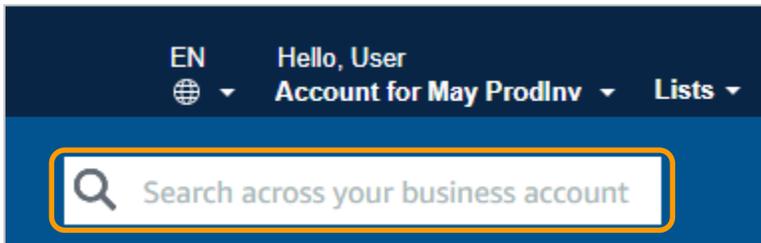
Removing a User

A user can be removed from the Amazon Business account by an account or group administrator from within the Business Settings page of your account.

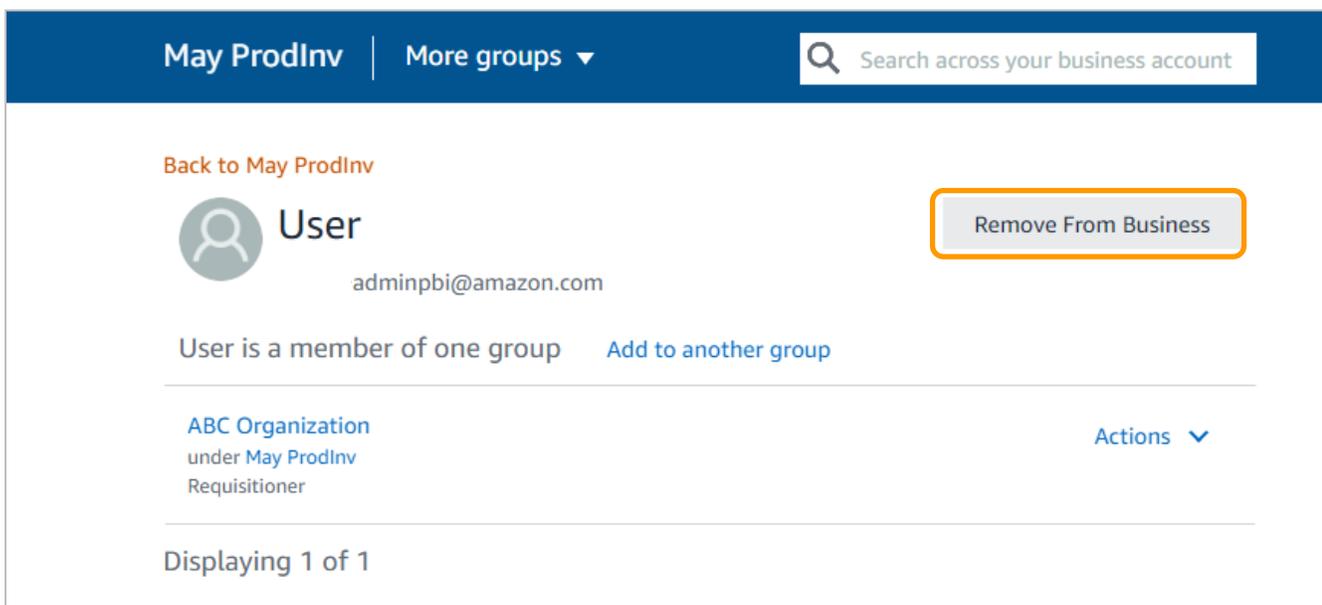
1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Business Settings** from the drop down menu.



3. Enter the users email address in the search bar and select their name when it appears.



4. Click **Remove from Business**.



5. You will receive a pop up notification informing you that the individual will be fully removed from the business account. Click **Remove From Business** once more to complete the process.

Remove User ✕

The **User** account will no longer be associated with May ProInv and will be converted to a personal account.

User can continue to purchase on Amazon using the account with their own payment methods but will not have access to any shared payment methods.

User cannot access information on any orders placed using shared payment methods, but can access orders placed using individual (their own) payment methods.

[Remove From Business](#)

NOTE: When a user is removed from an Amazon Business account, they will receive an email that informs them that they have been removed from the account. The users account will be converted into a consumer Amazon.com account. Users who are removed from an Amazon Business account will not have access or visibility into the order history or settings of the Amazon Business account.



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