Administrator Set-up Guide

Now that you are up and running on Amazon Business, it is important to set up your group in compliance with the BU Amazon Business Account. Please follow the steps below to get started:

**Business Settings**

Your home page is going to look very similar to Amazon.com. The main changes are going to be around one area: ‘Business Settings.’ This area will be crucial to remember because it is where you will continue to go, to set up your account.

On the top right, hover over the area that says, ‘Hello, NAME,’ and click ‘Business Settings’
Adding an Approval

In ‘Business Settings,’ add the approval workflow for your group.

As an administrator, you will also be an approver for your group and approving all orders for your shoppers.

1. Under ‘Approve Orders’ > click ‘Assign a temporary delegate’

2. Click ‘Assign a temporary delegate’

3. Enter the employee’s email, the start and end-date of the approval delegation.
Second Option to Add an Approver (if available):

1. Under ‘Business Settings’ > click ‘Approvals’
2. Once in Approvals, check off which type of orders require an approval. Please check off both boxes:
   - **Check the box: Orders over $0.00**
     Keep the dollar amount at $0.00
   - Orders with restricted items (items that BU does not want users buying on Amazon)
3. Add in your own email address as the approver.

4. Click save.

Adding in a Payment Method

Add a payment method for the group, so all Requisitioners are using the same P-Card to purchase their items.

1. Hover over the ‘Hello, NAME’ > click ‘Business Settings’
2. Under ‘Billing & Shipping,’ > click ‘Shared settings’
3. Select ‘Shared payment methods and addresses’ and click ‘Update’

5. Click the yellow button ‘Add Payment Method.’

6. Fill out the payment method and billing address

**Add the Shipping Addresses**

Similarly to the payment methods, Requisitioners will only be able to ship their purchases to the shipping addresses available in the group, so it is important to add in only shipping addresses that you want available to your Requisitioners.

1. Under ‘Billing and Shipping’ > click ‘Shipping Addresses’
2. Click ‘Add an address’ to enter your first shipping address.
3. Fill out the shipping address and delivery preferences provided.

4. If you only have one address to add in, you are all set. You can also continue to add additional shipping addresses* if need be.

* BU addresses are the only addresses that be can be entered.