# 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
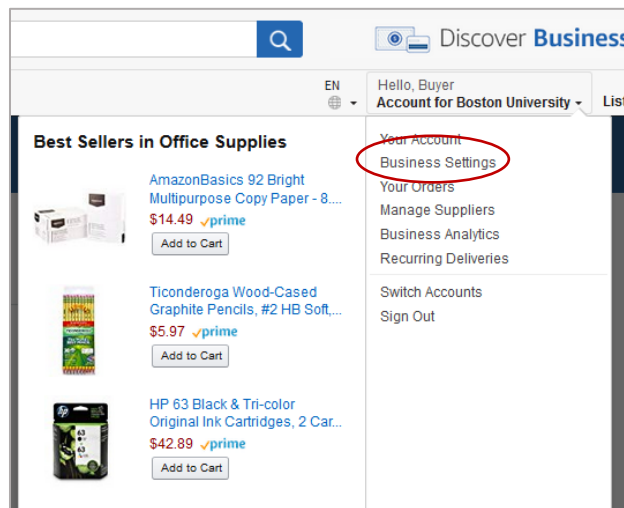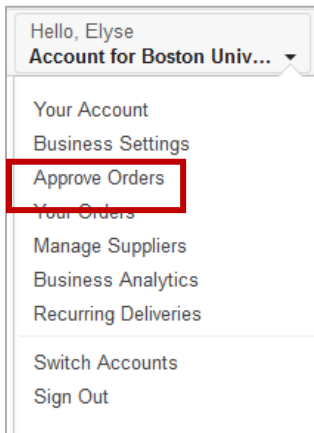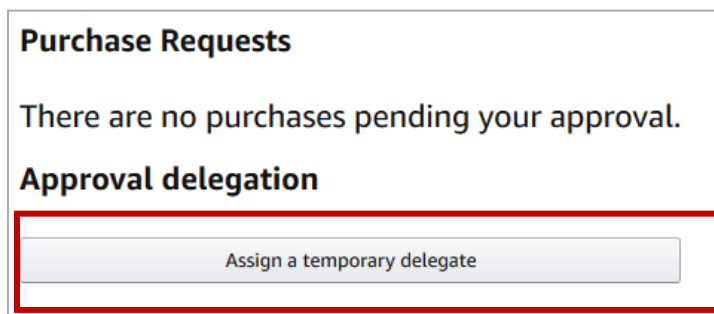
Adding an Approval

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.

Approval delegation

Temporarily route all approval requests for this individual to a delegate. This applies to all groups.

Approver

enryan@bu.edu

Delegate

Enter email

Start date

09/11/2018

End date

Cancel   Save

Second Option to Add an Approver (if available):

1.   Under 'Business Settings' > click 'Approvals'

Business settings

Add an account admin

For the benefit of your organization, we highly recommend adding more than one admin so you always have a safe backup for accessing

Add an admin

Billing & shipping

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

Shared settings
Payment methods
Shipping addresses
Order information

Members

Invite others to join the business account and organize them into groups with common settings

People
Invitations
Groups

Buying policies

Set up approval flows, policies to guide employee buying, and supplier pricing sheets

Catalog curation
Approvals
Negotiated pricing
Related offer reports

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)

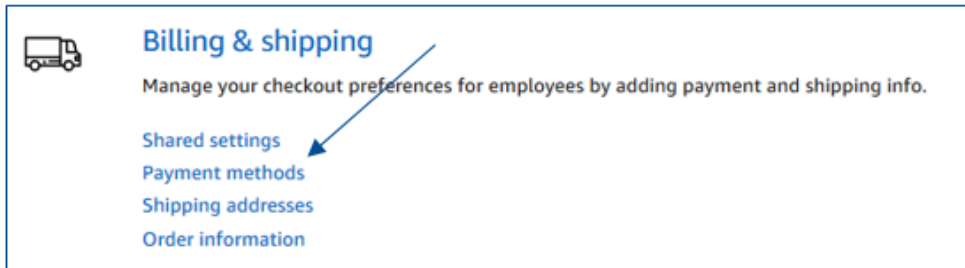3. **Add in your own email address as the approver**.

4. Click save.
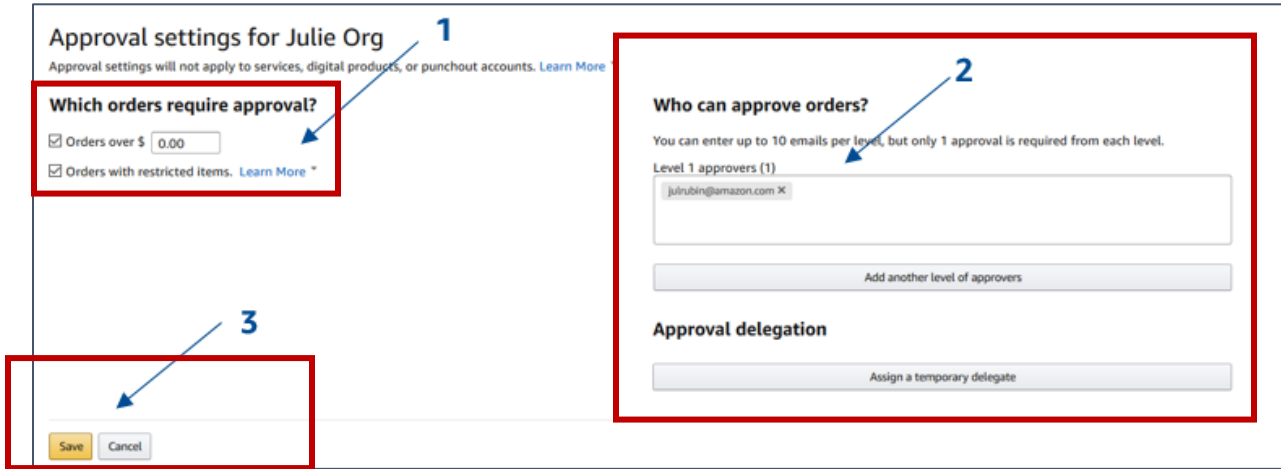
Adding in a Payment Method

Add a payment method for the group, so all Requisitioners are using the same P-Card to purchase their items.
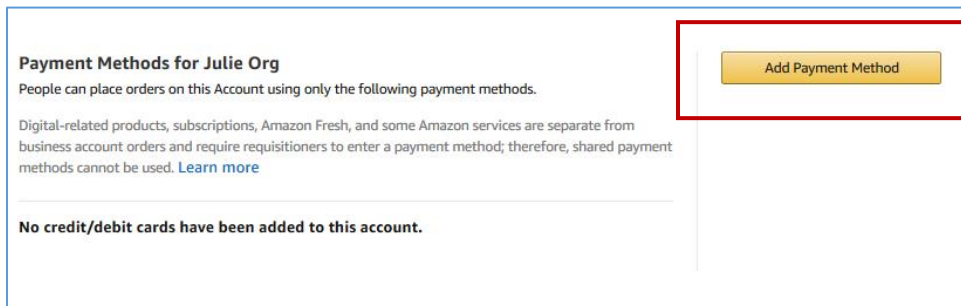
1. Hover over the 'Hello, NAME' > click 'Business Settings'
2. Under 'Billing & Shipping,' > click 'Shared settings'
3. Select 'Shared payment methods and addresses' and click 'Update'
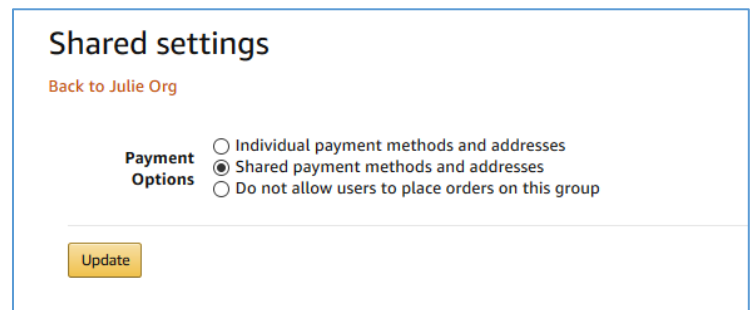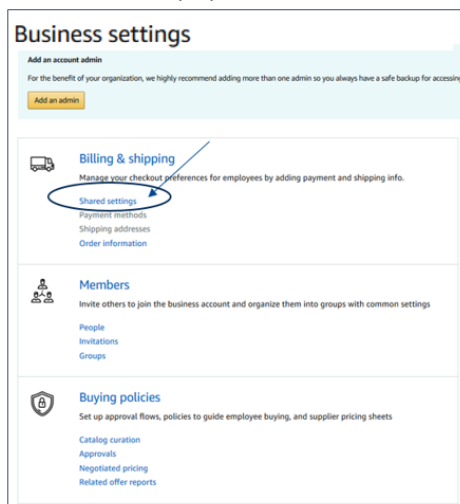
4. Under 'Billing and Shipping' >click 'Payment Methods'.

Billing & shipping

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

Shared settings
Payment methods
Shipping addresses
Order information

5. Click the yellow button 'Add Payment Method.'

Payment Methods for Julie Org

People can place orders on this Account using only the following payment methods.

Digital-related products, subscriptions, Amazon Fresh, and some Amazon services are separate from business account orders and require requisitioners to enter a payment method; therefore, shared payment methods cannot be used. Learn more

No credit/debit cards have been added to this account.

Add Payment Method

6. Fill out the payment method and billing address

Enter payment method

⚠ This payment method and any eligible reward points will be available to other group members

Payment type ◉ Credit or debit card
⚪ Amazon corporate credit line

Credit or debit card number [   ]

Cardholder name [   ]

Expiration date [8 ∨] [2018 ∨]

Next   Cancel

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.