



Amazon Business Accounts

Order History Reporting

Order history reporting
for the business

Order History Reporting



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Introduction

With Amazon Business, you can generate reports to suit your business needs. Administrators can use the Reconciliation Report to match charges on their credit card to items in a shipment(s). Administrators and requisitioners can use the Orders and Shipment Report to track their orders. Requisitioners can use the Items Report to check on the status of their order and verify which items have been approved. Many options are available.

Orders vs. download history report

- *Orders* only displays the orders that you, as a user, have placed through the business account.
- *Order History Reports* allows administrators and users to download .csv reports of orders. Administrators will be able to download reports for all orders placed for the

business. Requisitioners will only be able to download reports for orders that they have placed for the business.

Report information

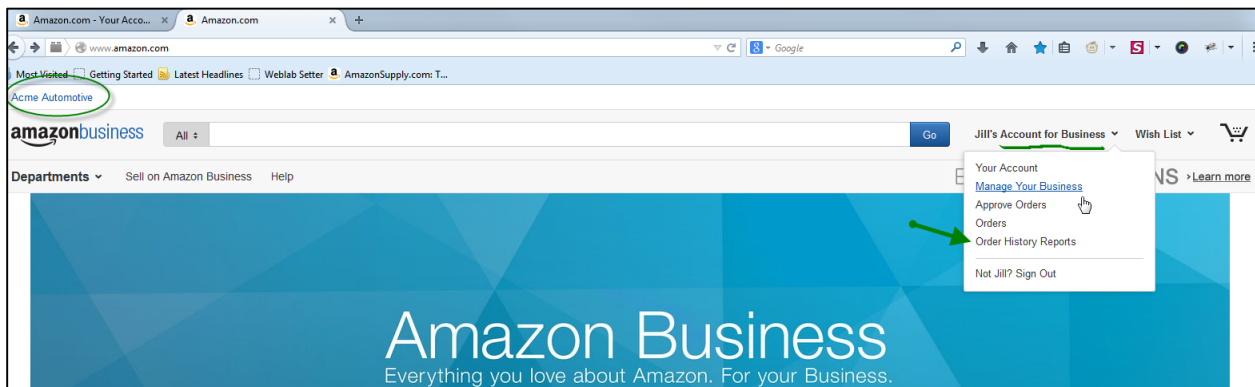
Administrators can see all order and payment information used for each order, or item, depending upon which report type they select. Examples of payment information include: charge amount, last 4 digits of payment method (credit card or Amazon.com line of credit), charge reference number, etc...

For the administrative view of all orders placed for the business, go to Account for Business and select *Order History Reports* from the drop-down menu. Administrators can specify if they want to generate a report for orders they've placed or all orders placed for the business using the 'Filter' drop down. This option is only available for administrators. Administrators can also specify if they want a report for orders placed for all groups or a specific group using the 'Purchase Group' drop down.

Requisitioners can select *Orders* or *Order History Reports* from the drop-down menu of your Account for Business. If generating a report, requisitioners can specify if they want a report for orders places for all groups they are a part of or a just a specific group using the 'Purchase Group' drop down.

Generate a report

To generate an order history report, administrators and requisitioners can go to Account for Business and select *Order History Reports* from the drop-down menu.



Reporting options

Five types of downloadable reports are available.

1. Reconciliation- items purchased with product, shipment, approval, and charge detail-- so that you can match each charge on your credit card to each item in a shipment
2. Items- items purchased with product, shipment, and approval detail
3. Orders and Shipments- orders placed with shipment and approval detail
4. Refunds
5. Returns

Your Account > Your Orders > Order History Reports

[< View Order History](#)

Request Order History Report

Filter Show All Orders ▾

Purchase Group Acme Supply

Report Type Reconciliation ▾

Start Date Month ▾ Day ▾ Year ▾

End Date Month ▾ Day ▾ Year ▾ [Use today](#)

Report Name April 19 & 20 orders Optional-for Identification

[Request Report](#) [Clear](#)

Quick Set Options

[Last Month \(March\)](#)

[Last 30 Days](#)

[Last Year \(2014\) *](#)

[Year to Date *](#)

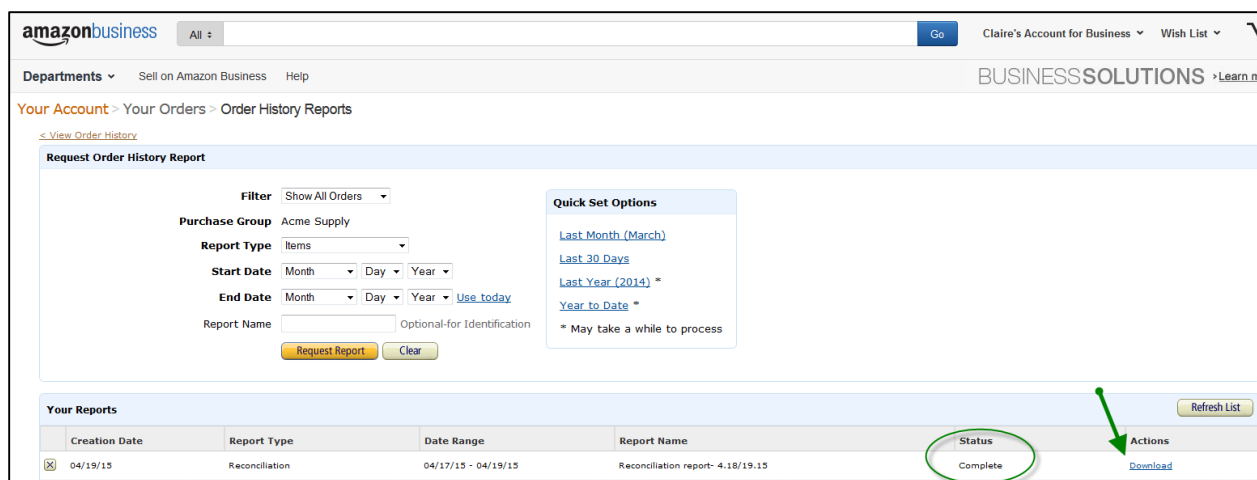
* May take a while to process

Steps:

- 1) Filter: If an administrator, select if you want a report for all orders or just your own. This option is only available for administrators.
- 2) Purchase Group: Select if you want a report for all orders placed under all groups you're a part of or just a specific group.
- 3) Report Type: Select the report type you want.
- 4) Date: select start and end dates or use the *Quick Set Options*

After you select Request Report, the report status displays on the same page. Most reports display within a few seconds. Whether you stay on the page or leave the page, you receive an email notification when your report is ready to download.

Download an order history report



The link in the email takes you back to the *Order History Reports* page where you'll notice the status is *Complete* and ready to download. The report will download as a .csv file.

View report details

The type of report you select and how you configure your business settings determines what information displays in the report.

Track and reconcile spend

Order history reports include business-specific fields such as: Purchase Order (PO) number-- if you choose to enter it during checkout--, last 4 digits of payment method, and requisitioner (buyer) name. Administrators can also view approver name, group name, and tax exemption data-- if these options have been configured for the business settings.

If you have a corporate credit card or P-card which displays item-level data, you can match each charge on your credit card to each item in a shipment(s) using the Reconciliation report. Match the charge reference number field in Amazon's report against a column on your credit card statement to reconcile that charge. Your credit card company may use similar terminology for the column name.

Customers using the Amazon.com Corporate Credit Line can match the invoice number against the charge reference number field in Amazon reports.

Example reconciliation report

This is an item level report that will allow customers to match a charge on their credit card statement to items in a shipment(s). Please note that as this is an item level report. The fields

that relate to the shipment/charge will be duplicated for all items within a shipment/charge – you are NOT being charged this amount multiple times.

The key field in the report is the Charge Reference # field. Customers can match this number against a column on their credit card statement to reconcile charges. Current customers using the Amazon.com Corporate Credit Line can match the invoice number against the Charge Reference #.

The Shipment ID, Carrier Name, and Tracking Number fields will also help you track receipt of your orders. The Shipment ID will correspond to the number that appears on the pack slip that arrives with your shipment. It will display under the barcode on the upper right hand corner of the pack slip.

Note: The two images below represent different views of the same report.

A	B	C	D	E	F	G	H	I	J	K	L
Charge Date	Order ID	Purchase Order Number	PO Line Number	Payment Id	Charge Reference #	Shipment Id	Carrier Name & Tracking Number	Shipment Subtotal	Shipment Tax	Item Delivery Charge	Charge
11/24/2014	108-3332932-7076222	75897960133		XXXX	F1XL78BUM0E8	SDWr8tk8zN	FEDEX(612569245555)	649.99	0	11.98	661.97
11/24/2014	108-7500631-9241060	22486960135		XXXX	KZJK1N3TPVP	SD71SqfBnf	FEDEX(619765734732)	449.99	43.89	11.98	505.86
11/24/2014	108-0211695-8435419	5427960135		XXXX	LT7UF1BTELIL	SDstp1D8PK	UPS(1ZEE6E4991308199444)	449.99	0	11.98	461.97
11/24/2014	119-0619211-9678635	67506960139		XXXX	OKBS57LAL22	SDw4x1CHPK	USPS(9400111723561056699061)	8.68	0	5.95	14.63
11/24/2014	119-9630903-0428657	2832960139		XXXX	H63CVBVGEOAN	SDd3LPITDN	USPS(9400111899561056690127)	13.73	1.9	9.9	25.53
11/24/2014	119-9630903-0428657	2832960139		XXXX	H63CVBVGEOAN	SDd3LPITDN	USPS(9400111899561056690127)	13.73	1.9	9.9	25.53
11/24/2014	119-8947926-4061836	89057960130		XXXX	QSAUO9RHR4CO	SDHf2r0B2k	USPS(927489998707767361943)	20.99	0	4.99	25.98
11/24/2014	106-5456141-2585015	60537960130		XXXX	N2AEOED0Y1TNM	SD1kxVjBBB	UPS(1HJ42A571329874022)	429.99	0	11.98	441.97
11/24/2014	106-7450966-2850624	97317960134		XXXX	BPDM8V0BMEJ1	SFG5HrZBBk	UPS(1ZW22A571365915988)	399.99	28.84	11.98	440.81
11/24/2014	106-2987521-5254620	31991760130		XXXX	ZJZVZKW7WRL7	SDB5fxZNPR	UPS(1ZW22A121529915031)	399.99	25	11.98	436.97

M	N	O	P	Q	R	S	T
ASIN/ISBN	Title	Quantity	Item Subtotal	Item Tax Amount	Item Currency	Charge Currency	Charge/Refund
B00I21WUN0	Samsung Galaxy S5, Black 16GB (Sprint)	1	649.99	0 USD	USD	USD	Charge
B00G829C30	LG G2, Black 32GB (Sprint)	1	449.99	42.75 USD	USD	USD	Charge
B00G9FV910	LG G2, White 32GB (Sprint)	1	449.99	0 USD	USD	USD	Charge
B002MPU0IE	800mAh Battery For LG VX5600, Accolade, UN150 Envoy, MN270 Beacon, VN271, VN570	1	8.68	0 USD	USD	USD	Charge
B00KC4SLY	OEM Samsung Galaxy S5 SM-G900 Battery Door Back Cover Replacement - Shimmery White (Samsung Logo)	1	1.63	0.13 USD	USD	USD	Charge
B00KYVMY11	Samsung OEM 2800 mAh Standard Battery for Samsung Galaxy S5 - Non-Retail Packaging - Black	1	12.1	0.97 USD	USD	USD	Charge
B00NQA7EA	Ship from USA New replacement Battery for Toshiba Satellite L75D-A7268NR	1	20.99	0 USD	USD	USD	Charge
B00EKXDL0E	Samsung Galaxy Mega, Black 16GB (AT&T)	1	429.99	0 USD	USD	USD	Charge
B00G091BW4	Samsung Galaxy S4 Mini, Black 16GB (Verizon Wireless)	1	399.99	28 USD	USD	USD	Charge
B00D30K4RO	BlackBerry Q10, Black 16GB (Verizon Wireless)	1	399.99	25 USD	USD	USD	Charge

The rows outlined in green represent two items that were delivered in one shipment. You'll notice that-- for these two rows-- columns A through L have repeated values. This is because these fields correspond to the shipment/charge. Since these two items were delivered in the same shipment, they have the same values. Again, you are not being charged this amount multiple times.

Columns M through T provide the item-level detail including the individual cost for each item. The row outlined in orange represents one item that was delivered in one shipment.

If you have questions please visit the [Business Accounts FAQ](#) home page, or contact [Business Customer Service](#).

Thank you for choosing Amazon Business.



