Amazon Business Accounts

Payment Methods

Setting up payment methods to purchase on Amazon
Payment Methods

Table of Contents

Payment method options
Initial setup - individual payment methods
Enabling shared payment methods
Adding groups to allow both shared and individual payment methods
Checking out using shared payment methods
Amazon.com Corporate Credit Line
Quick tips

Payment method options

With Amazon Business, you can setup individual and shared payment methods to purchase for your business on Amazon.com.

To edit or set up payment method options, select the Manage your Business link, located in your Account for Business drop-down menu, as displayed below. This business menu displays whenever you are logged into Amazon with your business user account.
After an administrator adds one or more people to the account, from the Account Settings page, they can choose to either:

A.) keep **individual** payment methods— the default setting
B.) enable **shared** payment methods

Individual payment methods and shipping addresses allow requisitioners to use any payment method or address they choose. Individual payment methods and addresses are either added in Your Account, or during checkout.

Administrators can also choose to enable shared payment methods and addresses, such as credit or debit cards, or an Amazon.com Corporate Credit Line that all requisitioners can use to purchase on behalf of the business. Requisitioners can only see the last 4 digits of a shared payment method during checkout. If your business, or group, is setup to use shared payment method options, requisitioners purchasing on behalf of your business, or the group, can only use these shared payment methods and addresses.

**Tip:** To allow requisitioners to choose from both individual and shared payment methods, enable groups and set up group-specific payment methods. Each group can be setup to use individual or shared payment method. See *Enable groups* below.

**Initial setup- individual payment methods**

After business registration, the business account is automatically defaulted to individual payment methods.
With individual payment methods, requisitioners-- not administrators-- can add a payment method at any time. Individual payment methods are added or edited in either of two locations:

A.) during checkout

OR

B.) in Your Account, accessed from the your Account for Business drop-down menu

**Note about Shipping Addresses:** If you use individual payment methods, you are also automatically using individual shipping addresses. A shipping address may have been specified during Business registration.

During checkout-- after you choose (or add) a shipping address, and then choose a shipping speed option, the Select a payment method page displays.
Enter your individual payment method, select *Continue*, choose the shipping address, and select *Place your order*.

**Individual payment methods for groups**

You can also enable groups for the business, and use the default shared payment methods setting for each group (more on enabling shared payment methods below). When you enable groups, a Group Settings page displays for each group. Payment method options are group-level settings. Be sure to navigate to the specific group to allow individual payment methods.

For more information about groups, see the *Groups guide*-- which is available on the Amazon Business Accounts FAQ home page.

**Enabling shared payment methods**

When a business has multiple people, administrator(s) can choose to share payment methods and address by editing the business payment method options from individual to shared, so that anyone who is added to the business can use the shared payment methods.

1. Go to the Account Settings page and select *Edit* to enable shared settings.
2. Change the payment options from Individual to Shared payment methods. Select *Update* to save shared payment methods.
After you enable shared settings, you may need to add a shared (also called Group) payment method to enable users to place requisitions at checkout.

From the Payment method page, select *Add a payment method*. 
Enter a payment method and a billing address for all users who are part of the business to share.

**Enter payment method**

- Payment methods may be accessed by other registered business associates.
  - Payment type:  
    - Credit or debit card
    - Amazon corporate credit line

  **Credit or debit card number**

  **Cardholder name**

  **Expiration date** 04 2015

  [Next] [Cancel]

**Enter billing address**

- Full name
- Address line 1
- Address line 2 (Optional)
- City
- State/Province/Region
- Zip
- Country: United States
- Phone number

[Back] [Add payment method] [Cancel]
You can edit the business back to individual payment methods from business settings at any time. If you have enabled groups, purchase options are specified for each group. These can be edited from individual or shared on the group settings page.

If a shipping address has not yet been entered, an administrator needs to add one from the Account Settings page before the account can place orders. You can choose to import and address from your account, if orders have been placed using the email associated with your account.

**Shared payment methods for groups**

You can also enable groups for the business, and specify shared payment methods for each group. When you enable groups, the Business settings page no longer displays. Instead, group settings display. Be sure to navigate to the specific group to set shared payment methods.

For more information about groups, see the *Groups guide* -- which is available on the Amazon Business Accounts FAQ home page.
Adding groups to allow both shared and individual payment methods

Instead of selecting individual or shared payment methods for your entire business, you have the option to enable groups, and set different payment method options for each group.

For example, if you want everyone in the Seattle office to use a shared payment method, you can call the group ‘Seattle-shared’... or just ‘Seattle’ since you enable shared payment methods for the whole group, anyway. Either Shared or Not enabled status displays in the management pages.

To allow Requisitioners to choose from both individual and shared payment methods, enable groups and set up group-specific payment methods:

1. Create multiple groups.
2. Set up one group to use shared payment methods, and a different group to use individual payment methods.
3. Add the user(s) to both groups.

After this option is established, requisitioners will be able to choose between shared and individual payment methods at checkout.

Similar to Business settings, you can edit a group back to individual settings at any time.

Look on the Amazon Business Accounts FAQ for guides and screenshots about Groups and Approvals.

Checking out using shared payment methods

When a requisitioner has access to shared payment methods, the last 4 digits of the shared payment method that the administrator has added in the management pages displays during checkout.

If multiple shared payment methods have been added by the administrator— in the business or groups settings page— all of the shared options display.
Amazon.com Corporate Credit Line

If you have an Amazon.com Corporate Credit Line, it may be used for individual or shared payment methods. For information visit Amazon.com Corporate Credit Line.
Quick tips

• When a business sets up shared payment methods, it is also automatically setting up shared shipping addresses.
• Requisitioners who use individual payment methods can update the payment method and shipping addresses during checkout.
• All updates to shared payment methods and shipping addresses must be done by an administrator in the Business settings (Manage your Business) page.
• Requisitioners cannot add a new shipping address or any form of payment method during checkout if the administrator chose shared payment method.
• When a group or business is using individual payment methods, the requisitioner must update their payment methods and shipping addresses in the Your Account page; not from the Account Settings (Mange your Business) page.
• You can allow requisitioners to use both individual and shared payment methods and shipping addresses. Set up a group with shared payment methods, and set up another group with individual payment methods. Requisitioners select the group during checkout, and group-specified payment methods will be supported.

If you have questions please visit the Business Accounts FAQ home page, or contact Business Customer Service.

Thank you for choosing Amazon Business.