



Amazon Business Analytics

New & Improved Reporting Tool

Note: This document contains active hyperlinks.
Click links to view additional information about Amazon
Business features, functionality & customer support.



Overview

*This guide is designed for **customers interested in spend reports & analytics**. Get the most from Amazon Business and learn about **Amazon Business Analytics**, a new & improved reporting tool. Enhanced account functionality takes the information already available in Order History Reports and lets you to view spending online via dynamic graphs and data tables – making it quicker and easier to track and monitor spend on Amazon Business.*

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- **Business Customer Support & Resources (p. 11)**



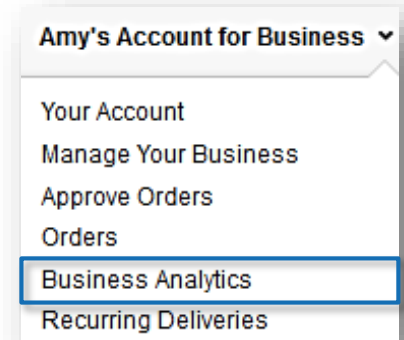
Amazon Business Analytics

Introduction

» What's new?

Amazon Business Analytics is a new and improved reporting tool available for business customers.

- ✓ Aggregate your purchases to compare and track spend over time
- ✓ Organize data by applying additional filters
- ✓ Utilize the table view to get details behind graphical summaries
- ✓ Customize table view to reflect only desired attributes
- ✓ Create & save report templates for fast and easy future reference



- ❖ Administrators and Requisitioners can still see orders placed in **Orders & Order History Reports**. Business users can still access order details & reporting from **Business Analytics**, located in their 'Account for Business' drop-down menu.
- ❖ Business users will still see an expanded drop-down menu on the "View All Orders" page, which displays order details, payment method, and reference number for all purchases.
Note: A group Administrator will see orders placed by Requisitioners for groups they manage.

Get Started with Amazon Business Analytics

- » High-level filters apply to both table and graph view. The **Show** option allows you to select the data view you're interested in: **Orders, Returns, Refunds and Reconciliation**.

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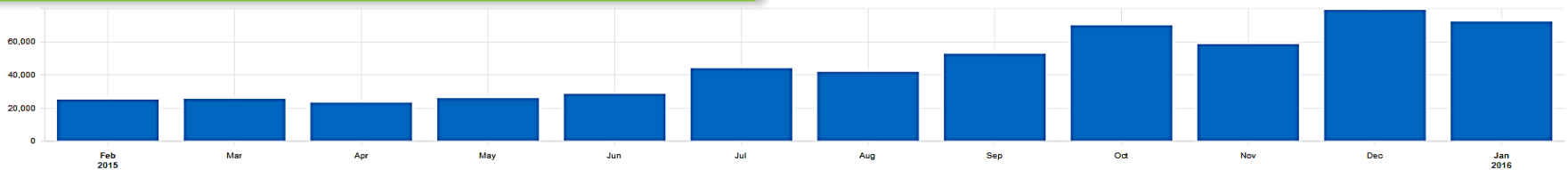
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Show Time Period Organized by For these Account Groups (Up to 4)

Orders Past 12 months Account Groups

Table Bar chart

Show more filters



- » **Time Period** supports a range of default settings (month to date, quarter to date, year to date, etc...) as well as a custom range option.

Show Time Period

Orders Custom Range

Returns

Refunds

Reconciliation

- » **Organized by** allows you to drill down into spend from specific **Account Groups** or **Account Users** or spend towards specific **Product Categories** or **Seller Credentials**. The text box allows you to select from a menu of options or enter text with smart search support.

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Show Time Period Organized by For these Account Groups (Up to 4)

Orders Past 12 months Account Groups

Table Bar chart

Account Groups

Account Users

Product Categories

Seller Credentials

amazonbusiness

Graph View

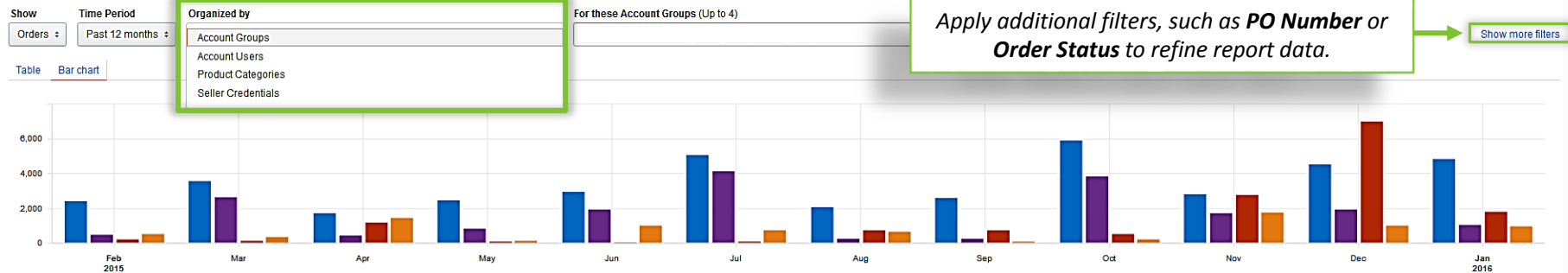
Track Spend Over Time

- » In the graph view, the **Organized by** option determines how the data is aggregated so you can compare and track spending over time.

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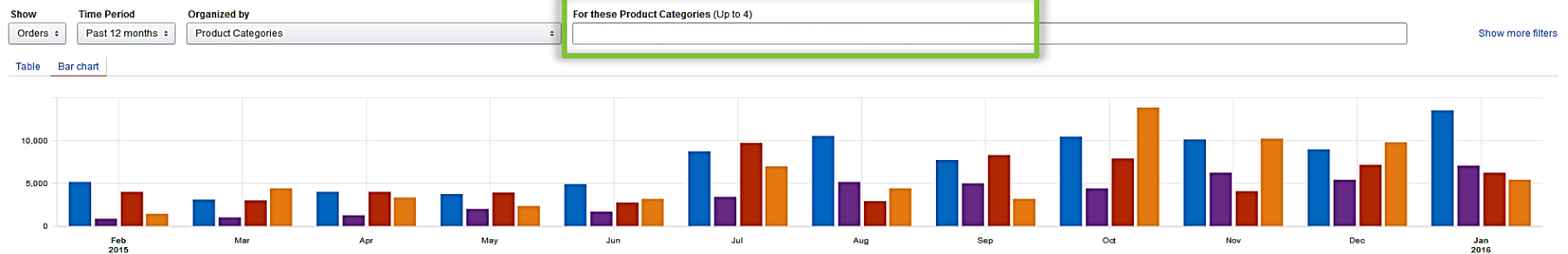


- » Or you can compare how you are spending towards certain product categories on Amazon Business:

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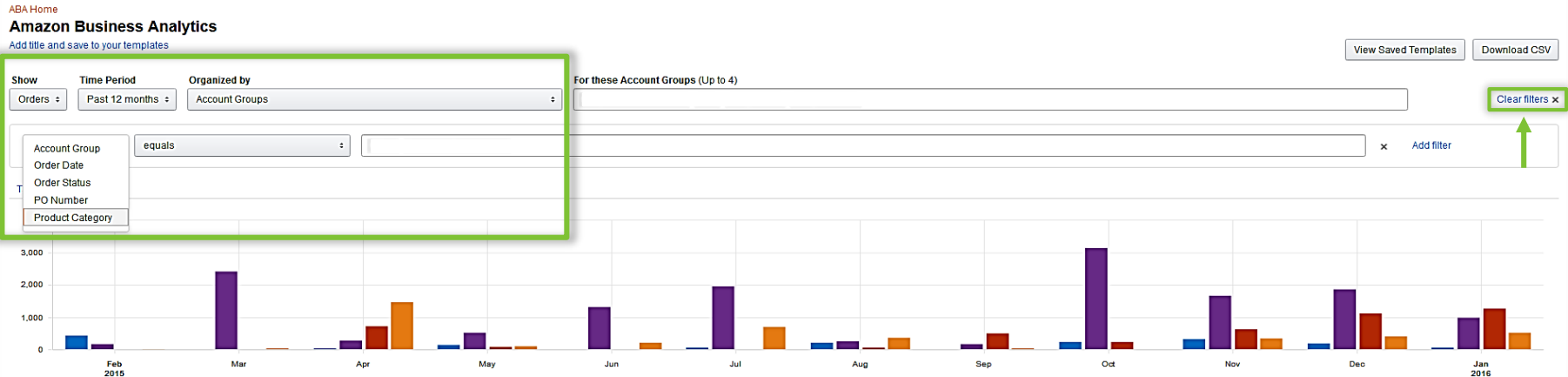
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Customize Data with Filters

- » You can also apply more filters to drill down further. Again, these filters apply to both graph & table view.



- » In the table view, **additional filters** can be applied to drill down even further. *Please note that table filters will only be reflected in the table view:*

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Show

Time Period

Organized by

For these Account Groups (Up to 4)

Orders

Past 12 months

Account Groups

Clear filters x

Product Category

equals

x

Add filter

Table

Bar chart

☒ Order Info

☒ Customer Info

☒ Payment Info

☒ Shipment Info

☒ Product Info

☒ Seller Info

ASIN

Order ID

Seller Name

Shipment Date

Shipment Status

Title

equals

x

Add filter

Clear table filters x

Results per page

15

		Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total	Order Status	Approver	Account User	Account User Email	Payment Reference ID	Payment Date
01/29/2016	Order ID	IT		2	\$136.90	\$0.00	\$0.00	\$2.56	\$139.46	Closed		Account User	Account User Email	Payment Reference ID	01/29/2016
01/28/2016	Order ID	IT		1	\$17.99	\$4.99	\$0.00	\$2.18	\$25.16	Closed		Account User	Account User Email	Payment Reference ID	01/28/2016

Additional Report Filters

» Overview of all filters supported in each **Show** option:

	Additional graph and table filters supported in this view:	Additional table only filters supported in this view:
Orders	<ul style="list-style-type: none">• Account Group• Order Date• Order Status• PO Number• Product Category	<ul style="list-style-type: none">• ASIN• Order ID• Seller Name• Shipment Date• Shipment Status• Title
Returns	<ul style="list-style-type: none">• Account Group• PO Number• Product Category• Return Date• Seller Credentials	<ul style="list-style-type: none">• ASIN• Account User• Order ID• Return Reason• Seller Name• Title
Refunds	<ul style="list-style-type: none">• Account Group• PO Number• Product Category• Refund Date• Seller Credential	<ul style="list-style-type: none">• ASIN• Account User• Order ID• Refund Reason• Refund Status• Refund Type• Seller Name• Title
Reconciliation	<ul style="list-style-type: none">• Account Group• Order Date• Order Status• PO Number	<ul style="list-style-type: none">• Order ID• Payment Date• Payment Reference ID

Table View

Details Behind Graphical Summaries

- » In the table view, you can also customize to include only the attributes that are relevant to you. You can use the quick refinements to unselect subject matter areas that aren't of interest to you.
- » For example, if you're only interested in **Payment** and **Shipment info**, you can unselect the other subject matter areas:

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Show: Orders Time Period: Past 12 months Organized by: Account Groups For these Account Groups (Up to 4): Clear filters x

Product Category: equals Add filter

Table Bar chart

☒ Order Info ☒ Customer Info ☒ Payment Info ☒ Shipment Info ☒ Product Info ☒ Seller Info

Show more table filters

Results per page 15

Manage columns

Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total	Order Status	Approver	Account User	Account User Email	Payment Reference ID	Payment Date
------------	----------	---------------	-----------	----------------	----------------	---------------------------	-----------------	-----------	-----------------	--------------	----------	--------------	--------------------	----------------------	--------------

- » You can also select **Manage Columns** to unselect/select specific attributes:

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Show: Orders Time Period: Past 12 months Organized by: Account Groups For these Account Groups (Up to 4): Clear filters x

Product Category: equals Add filter

Table Bar chart

☒ Order Info ☒ Customer Info ☒ Payment Info ☒ Shipment Info ☒ Product Info ☒ Seller Info

Show more table filters

Results per page 15

Manage columns

Edit displayed columns

1. <input checked="" type="checkbox"/> Order Date	17. <input checked="" type="checkbox"/> Payment Amount	33. <input checked="" type="checkbox"/> Product Condition
2. <input checked="" type="checkbox"/> Order ID	18. <input checked="" type="checkbox"/> Payment Instrument Type	34. <input checked="" type="checkbox"/> Listed PPU
3. <input checked="" type="checkbox"/> Account Group	19. <input checked="" type="checkbox"/> Payment Identifier	35. <input checked="" type="checkbox"/> Purchase PPU
4. <input checked="" type="checkbox"/> PO Number	20. <input checked="" type="checkbox"/> Shipment Date	36. <input checked="" type="checkbox"/> Item Quantity
5. <input checked="" type="checkbox"/> Order Quantity	21. <input checked="" type="checkbox"/> Shipment Status	37. <input checked="" type="checkbox"/> Item Subtotal
6. <input checked="" type="checkbox"/> Order Subtotal	22. <input checked="" type="checkbox"/> Carrier Tracking #	38. <input checked="" type="checkbox"/> Item Shipping & Handling
7. <input checked="" type="checkbox"/> Order Shipping & Handling	23. <input checked="" type="checkbox"/> Shipment Quantity	39. <input checked="" type="checkbox"/> Item Promotion
8. <input checked="" type="checkbox"/> Order Promotion	24. <input checked="" type="checkbox"/> Shipping Address	40. <input checked="" type="checkbox"/> Item Tax
9. <input checked="" type="checkbox"/> Order Tax	25. <input checked="" type="checkbox"/> Shipment Subtotal	41. <input checked="" type="checkbox"/> Item Net Total
10. <input checked="" type="checkbox"/> Order Net Total	26. <input checked="" type="checkbox"/> Shipment Shipping & Handling	42. <input checked="" type="checkbox"/> PO Line Item Id
11. <input checked="" type="checkbox"/> Order Status	27. <input checked="" type="checkbox"/> Shipment Promotion	43. <input checked="" type="checkbox"/> Tax Exemption Applied
12. <input checked="" type="checkbox"/> Approver	28. <input checked="" type="checkbox"/> Shipment Tax	44. <input checked="" type="checkbox"/> Tax Exemption Type
13. <input checked="" type="checkbox"/> Account User	29. <input checked="" type="checkbox"/> Shipment Net Total	45. <input checked="" type="checkbox"/> Tax Exemption Opt Out
14. <input checked="" type="checkbox"/> Account User Email	30. <input checked="" type="checkbox"/> Product Category	46. <input checked="" type="checkbox"/> Seller Name
15. <input checked="" type="checkbox"/> Payment Reference ID	31. <input checked="" type="checkbox"/> ASIN	47. <input checked="" type="checkbox"/> Seller Credentials
16. <input checked="" type="checkbox"/> Payment Date	32. <input checked="" type="checkbox"/> Title	

Cancel OK

Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total	Order Status	Approver	Account User	Account User Email	Payment Reference ID	Payment Date
------------	----------	---------------	-----------	----------------	----------------	---------------------------	-----------------	-----------	-----------------	--------------	----------	--------------	--------------------	----------------------	--------------

Saved Report Templates

» If you'll need to revisit this customized view in the future, you can **save this as a template**:

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Show Time Period Organized by For these Account Groups (Up to 4)

Orders Past 12 months Account Groups

Product Category equals

Table Bar chart

☒ Order Info ☒ Customer Info ☒ Payment Info ☒ Shipment Info ☒ Product Info ☒ Seller Info

Shipment Status equals


For these Account Groups (Up to 4)

View Saved Templates

Search Results per page 5

Title	Type	Time period	Actions
1/5-1/28	Refunds	Custom Range	View x
9/29/15 test	Orders	Custom Range	View x
Date Test	Orders	Past 12 months	View x
Order Save	Orders	Past 7 days	View x
Past 12W	Orders	Past 12 weeks	View x

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Reporting & Reconciliation

- » Simplify the reconciliation process by matching corporate credit card or P-card charges on your credit card to each item in a shipment.
 - Match the “**Payment Reference ID**” in the Amazon Business Analytics report against a column on your credit card statement. Your credit card company may use similar terminology for the column name.
 - Note: Customers using the Amazon.com Corporate Credit Line can match the invoice number against the “Payment Reference ID” in Amazon Business Analytics reports.
- » Roll-up support and enhanced formatting in the web user-interface (UI) enables easier reconciliation for multi-shipment/multi-charge orders:

Order Date	Order ID	Payment Reference ID	Payment Date	Payment Amount	Payment Instrument Type	Payment Identifier	Product Category	ASIN	Title
02/08/2016	108-XXXXXX-XXXXXX	12345678901112	02/08/2016	\$199.98	Line of Credit	1234	Personal Computer	B00D78QCYK	ViewSonic VA2
02/08/2016	108-XXXXXX-XXXXXX	12345678901112	02/08/2016	\$199.98	Line of Credit	1234	Personal Computer	B00D78QCYK	ViewSonic VA2
02/08/2016	108-XXXXXX-XXXXXX	12345678901112	02/08/2016	\$17.99	Line of Credit	1234	CE	B001F42MKG	Logitech Track
02/07/2016	108-XXXXXX-XXXXXX	N/A	N/A	N/A	N/A	1234	Health and Beauty	B000VEDK66	Renew Life Die
02/04/2016	106-XXXXXX-XXXXXX	12345678901112	02/07/2016	\$221.87	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com I
							CE	B001D5RPEK	StarTech.com
		12345678901112	02/08/2016	\$17.95	Line of Credit	1234	CE	B001D5RPEK	StarTech.com
		12345678901112	02/04/2016	\$34.02	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com I
		12345678901112	02/06/2016	\$83.07	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com I
02/04/2016	108-XXXXXX-XXXXXX	12345678901112	02/04/2016	\$13.75	Line of Credit	1234	CE	B002VY53ZK	StarTech.com
02/03/2016	107-XXXXXX-XXXXXX	12345678901112	02/03/2016	\$330.00	Line of Credit	1234	Software	B00ZSHDJ40	Microsoft Wind

Get Help!

Business Customer Support & Resources

» Dedicated Business Customer Service

Need Help?

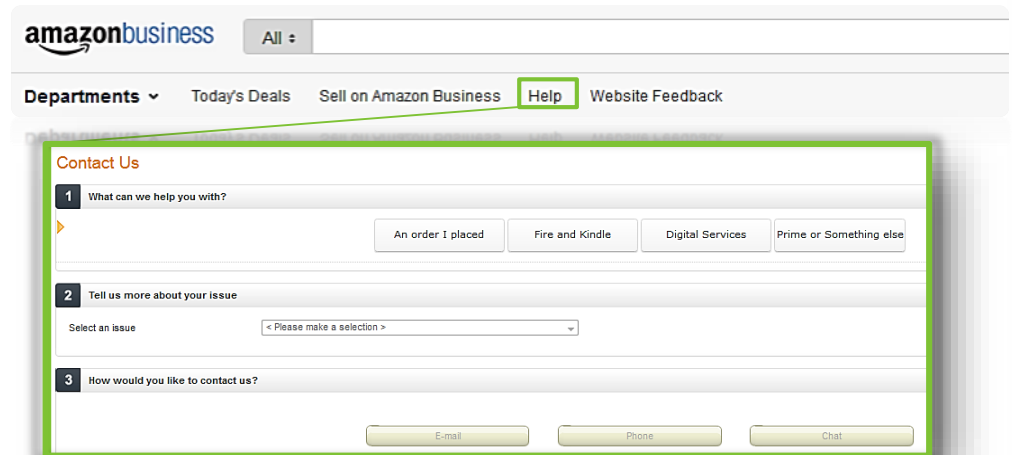
Contact Business Customer Service

Talk with us by email, phone, or chat.

Available M-F 8am-10pm EST,

Sat. & Sun. 8am-5pm EST

[Learn more](#) in the
Help Guides for
Amazon Business Accounts

A screenshot of the Amazon Business 'Contact Us' form. The form is titled 'Contact Us' and has three numbered steps. Step 1 is 'What can we help you with?' with buttons for 'An order I placed', 'Fire and Kindle', 'Digital Services', and 'Prime or Something else'. Step 2 is 'Tell us more about your issue' with a dropdown menu labeled 'Select an issue' and a placeholder '< Please make a selection >'. Step 3 is 'How would you like to contact us?' with buttons for 'E-mail', 'Phone', and 'Chat'. The 'Help' link in the top navigation bar is highlighted with a green box, and a green line connects it to the 'Contact Us' form.

» Not Sure? Learn More.

Click [Learn More](#) for insight on business benefits, available deals, product details, account features, new functionality, etc.

» Business Account Support

Looking for help with spend reports & analytics? Check out the [Amazon Business Analytics FAQ page](#). For more information on business set up, account settings and order management, visit the [Amazon Business FAQ page](#).

» Amazon Business Webinars

Get the most from Amazon Business and attend a training webinar. Session topics are tailored for new users, administrators, customers interested in tax-free purchases and enhanced reporting. We hope you can join us!

