



amazon business



Amazon Business CSUBUY Training

The logo for The California State University (CSU), consisting of the letters "CSU" in white, bold, sans-serif font inside a red square.

**The California
State University**

Chris Tousant

Sr. Customer Success Manager

Table of Contents

- Organization's Goals
- Joining the Amazon Business Account
- Purchasing Experience
- Your Orders
- Business Analytics
- Business Customer Support

Goals for Amazon Business

- Cost Savings
- Better End User Experience
- Spend Visibility
- Compliance

Joining the Amazon Business Account

Logging to CSUBUY to access Amazon Business

The screenshot shows the CSUBUY website interface. At the top, there is a navigation bar with links for RESOURCES, SERVICES, ORGANIZATIONS, INITIATIVES, and INFORMATION. Below this is a secondary navigation bar with HOME, DIVISIONS & ORGANIZATIONS, BUSINESS & FINANCE, CONTRACT SERVICES & PROCUREMENT, and CSUBUY. The main content area features the CSU logo and the CSUBUY logo with a shopping cart icon. The tagline reads "A COLLABORATIVE PROCURE TO PAY MARKETPLACE". A section titled "What is CSUBUY?" explains the platform's purpose. A red arrow points to a red-bordered box containing the text "CSUBUY is LIVE! Login HERE". To the right, there are sections for "Resources", "Webinars", "Training Videos", "Quick Reference Guides", and "Additional Documents".

Newsfeed

RESOURCES SERVICES ORGANIZATIONS INITIATIVES INFORMATION

HOME DIVISIONS & ORGANIZATIONS BUSINESS & FINANCE CONTRACT SERVICES & PROCUREMENT CSUBUY

Capital Planning, Design, & Construction

Contract Services & Procurement

CSP Online Requests & Requisition

Systemwide Model Agreements and RFPs

Systemwide Procurement Forms

Systemwide Purchasing Resources

Systemwide Contract Store

Campus Procurement Departments

California State University Policy Library

Policy Reporting Requirements

Software Agreements Training 2015

CSUBUY

CalUsource

Procurement Benefit Tracker

CSU Procurement Staff

P2P Project

CSP Contacts

Financing, Treasury & Risk Management

Information Technology Services

Organizational Excellence

CSU The California State University

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

What is CSUBUY?

CSUBUY is the first step in transforming the way the CSU manages the Procure-to-Pay process. This change creates a foundation for future implementation of automated workflow, requisitioning, purchase orders, and AP functionality through integration into CFS and Oracle.

Who is affected by the change?

Initially only the first eighteen ESM Marketplace campuses will be moving to the new system. The remaining six campuses (Fresno, Fullerton, Long Beach, Cal Maritime, Monterey Bay, and Northridge) will then be on board within a few months. By the end of the calendar year we are aiming to introduce basic requisitioning and purchase order functionality.

Over the next few months deeper integration into CFS will provide additional functionality to streamline Procurement, Accounts Payable, and Vendor Management. Other stakeholders, including faculty and staff will also benefit.

When is CSUBUY going to be available?

CSUBUY is LIVE! Login [HERE](#)

The kick-off for the remaining campuses is anticipated to be in late June or early July with an anticipated late July or early August go-live.

Resources

Webinars

[End User Training Webinar 05-28-2020](#)

[End User Training Webinar Presentation Deck 05-25-2020](#)

Training Videos

[Campus Administrator Training Video](#)

[End User Training Video](#)

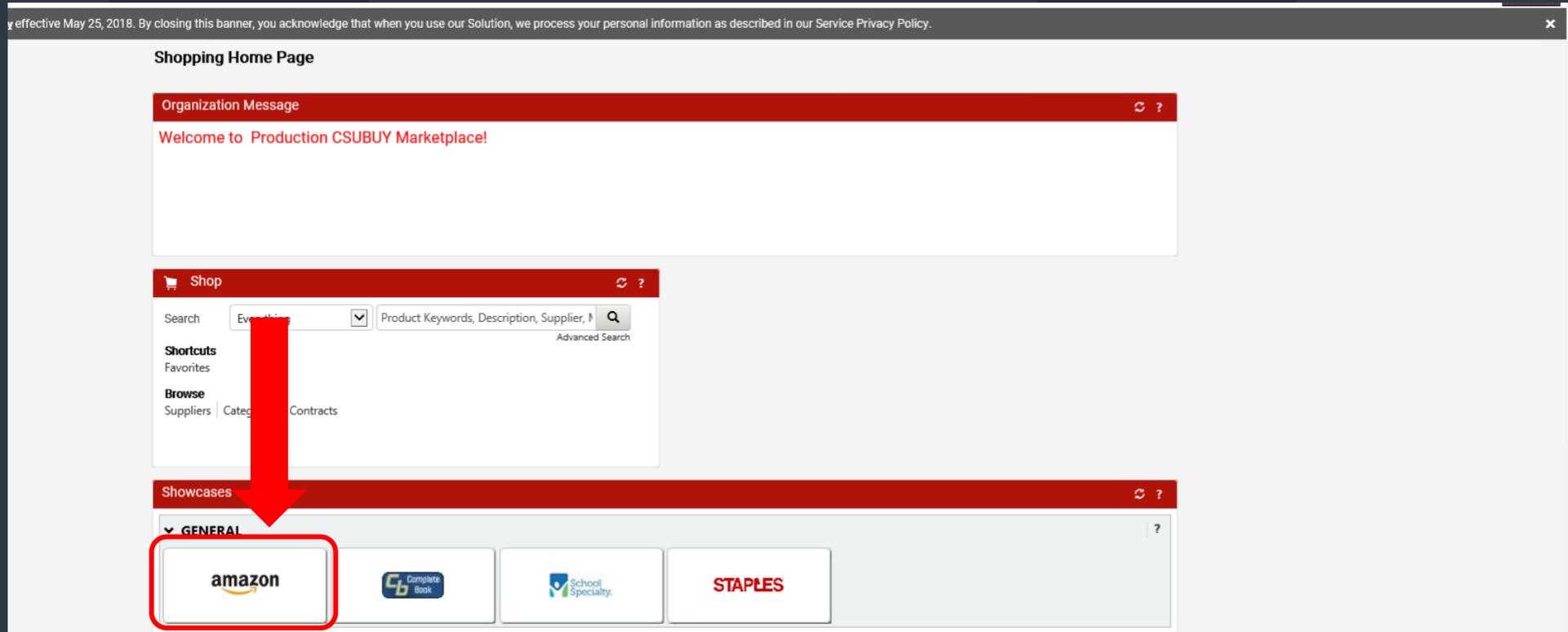
Quick Reference Guides

[Campus Administrator Training Guide](#)

[End User Training Guide](#)

Additional Documents

Logging to CSUBUY to access Amazon Business



New to Amazon

If you have never used your CSU email address for an Amazon account you will be taken directly into the site.

The screenshot displays the Amazon Business Prime interface. At the top left, the **businessprime** logo is highlighted with a red box. Below it, the text "Punchout Group: CSUBuy Marketplace" is also highlighted. The top navigation bar includes a search bar, a location indicator "Deliver to Sylvia Pomona 91768", and a "Prepare for getting back to work »" link. A user account dropdown menu is open, showing "Hello, Sylvia" and "Account for California..." highlighted with a red box. The main banner features the text "For business needs Professional tools, equipment, supplies" with a background image of a chef, a woman working on a laptop, and a technician. Below the banner, a section titled "Order from your Lists" shows a carousel of products with their prices and "Add to cart" buttons. The footer contains the user's name "Hello, Sylvia", navigation links, and a "Cancel Session" button.

businessprime All | Search | Prepare for getting back to work »

Punchout Group: CSUBuy Marketplace

Deliver to Sylvia Pomona 91768 Departments Buy Again Quantity Discounts Today's Deals Business Plus Gift Cards Help EN Hello, Sylvia Account for California... Lists Business Prime 0

For business needs Professional tools, equipment, supplies

Awaiting delivery 0 orders Learn more

Order from your Lists See All Page 1 of 7

- Portable USB laptop speaker - designed for computer travel by Cyber... \$22.73 prime 1 Add to cart
- Microsoft Wireless All-In-One Media Keyboard (N9Z-00001),Black 30 offers from \$35.24 See all buying options
- Samsung Chromebook Plus V2 2-in-1 Laptop- 4GB RAM, 64GB eMMC,... 6 offers from \$427.99 See all buying options
- AmazonBasics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size,... \$11.52 prime 1 Add to cart
- AmazonBasics Multipurpose Copy Printer Paper - White, 8.5 x 11... \$18.99 prime 1 Add to cart
- AmazonBasics Multipurpose Copy Printer Paper - White, 8.5 x 11... \$27.99 prime 1 Add to cart
- Sceptre 24" Curved 75Hz Gaming LED Monitor Full HD 1080P HDMI VGA... \$129.99 prime 1 Add to cart

Hello, Sylvia CSUBuy Marketplace | Homepage Get Help Cancel Session

Existing Account with Work Email

Scenario 2

Convert your existing Amazon Account

Sign in to the existing account that you use for business purchases on Amazon.com.



If you already have an Amazon account tied to your work email address and use this account solely for business purchases, you will migrate this existing account to your organization's Amazon Business account. Do not choose this option if you have made personal purchases on this account.

Start shopping

OR

Scenario 3

Separate Business and Personal Shopping

Sign in to the existing account you use for business/personal purchases on Amazon.com.



If you have an existing Amazon account tied to your work email and use this account for business and personal purchases, we will separate your personal order history from your work email.

Choose a new email for your existing Amazon account. Your password stays the same

Existing Business Account with Work Email

- When user clicks on "Get Started", he/she is taken to a page to download order history and start the process of moving.
- With one-click, the account is automatically de-registered and user is automatically to the official account
- Same user credentials work, no password reset needed!

Join official account

You have been invited by **admin@workemail.com** to join the official account for Customer Name.

- You will be part of a group with a role as specified by your administrator
- Your **order history** from this account, **Amazon**, will be preserved in the official account
- You will continue to sign in with the same email and password
- Administrators of the official account will be able to see your order history
- You will receive a prorated refund of your Business Prime Membership

If this account is not associated with _____ you are encouraged to go to the [account settings](#) and change the email you use to access this account so that it is no longer associated with amazon.com.

Join

Not now

Purchasing on Amazon Business

Business Account Navigation

- Your Account
- Approve Orders
- Your Orders
- Manage Suppliers
- Business Analytics
- Recurring Deliveries

Page	Functionality
Your Account	Standard Amazon account information
Approve Orders	If workflow approvals are enabled, approvers can view and take action on pending orders
Your Orders	View and track your orders. Administrations can view orders others have placed on behalf of the organization
Manage Suppliers	Easily find suppliers on Amazon Business and add them to your list of Saved Suppliers. Learn more.
Business Analytics	Create and filter custom reports based on your business needs to view your organization's orders
Recurring Deliveries	Have essential items delivered automatically, based on a schedule you choose. Learn More.

New to Amazon requires password creation

If a new user tries to access Your Orders or Business Analytics they will need to create a password.

amazon business

Sign in with business credentials

[Switch accounts](#)

 Amy Pcardholder
Yardsale Inc
ctousant+demo@amazon.com

Password [Forgot your password?](#)

[Sign-In](#)

Keep me signed in. [Details](#) ▾

Click here to create a password. Amazon will send a one time password to your work email.

Purchasing

When checking out on Amazon Business, the experience begins just like the consumer site.

The screenshot shows the Amazon Business website interface. At the top left, the **business prime** logo is highlighted with a red box. Below it, the text "Punchout Group: CSUbuy Marketplace" is also highlighted. The navigation bar includes "Deliver to Sylvia Pomona 91768", "Departments", "Buy Again", "Quantity Discounts", "Today's Deals", "Business Plus", "Gift Cards", and "Help". On the right, there is a search bar, a globe icon, a user greeting "Hello, Sylvia" with a dropdown menu "Account for California..." (highlighted in red), and a shopping cart icon showing "0 orders".

The main banner features the text "For business needs Professional tools, equipment, supplies" over a background image of a chef, a woman working on a laptop, and a technician. Below the banner, it says "Awaiting delivery 0 orders" and "Learn more".

The "Order from your Lists" section displays a carousel of products:

- Portable USB laptop speaker - designed for computer travel by Cyber... \$22.73 **prime** **1** Add to cart
- Microsoft Wireless All-In-One Media Keyboard (N9Z-00001), Black 30 offers from \$35.24 See all buying options
- Samsung Chromebook Plus V2 2-in-1 Laptop- 4GB RAM, 64GB eMMC, ... 6 offers from \$427.99 See all buying options
- AmazonBasics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, ... \$11.52 **prime** **1** Add to cart
- AmazonBasics Multipurpose Copy Printer Paper - White, 8.5 x 11... \$18.99 **prime** **1** Add to cart
- AmazonBasics Multipurpose Copy Printer Paper - White, 8.5 x 11... \$27.99 **prime** **1** Add to cart
- Sceptre 24" Curved 75Hz Gaming LED Monitor Full HD 1080P HDMI VGA... \$129.99 **prime** **1** Add to cart

At the bottom, the footer includes "Hello, Sylvia CSUbuy Marketplace | Homepage", "Get Help", and "Cancel Session".

business prime

Take Advantage of Amazon Prime Shipping Benefits

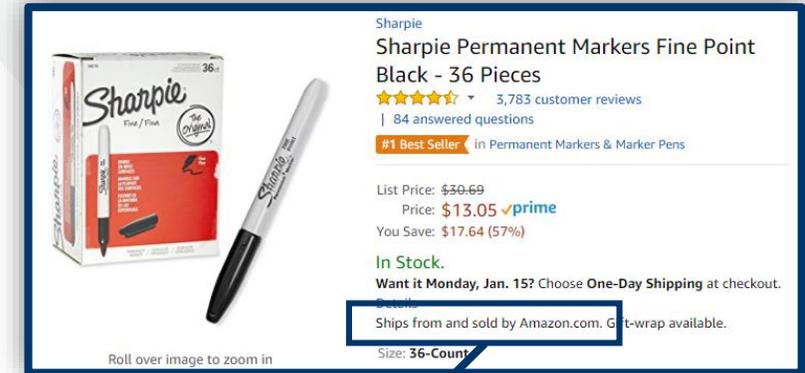
- An easy way to ensure that your products arrive on time and as expected, is to order products fulfilled directly from Amazon. All products clearly mark who the seller is on the product detail page.

Prime Eligibility – Fulfilled by Amazon

- Prime eligible items are fulfilled by Amazon. We recommend searching for prime eligible items.

What's not Included?

- Business Prime Shipping does not include additional Prime benefits such as Amazon Fresh, Pantry, Video, or Music.



Ships from and sold by Amazon.com.

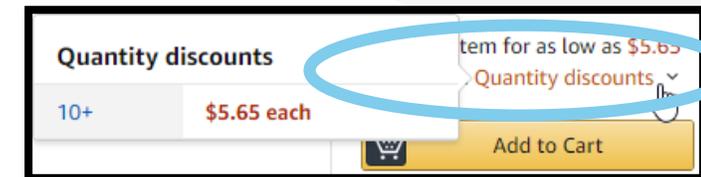
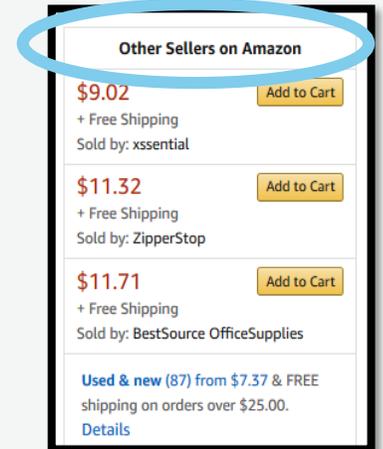
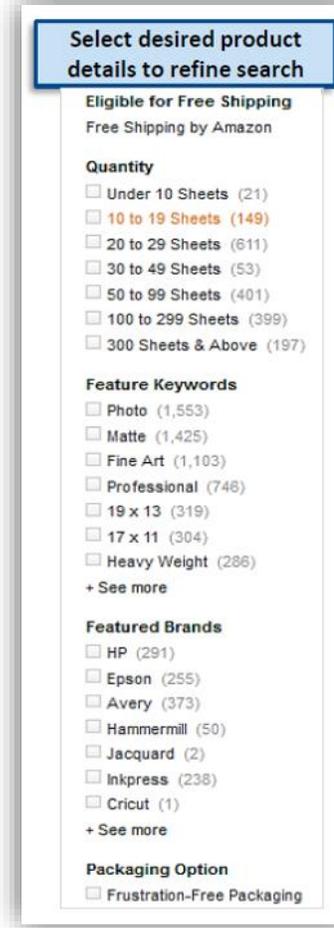
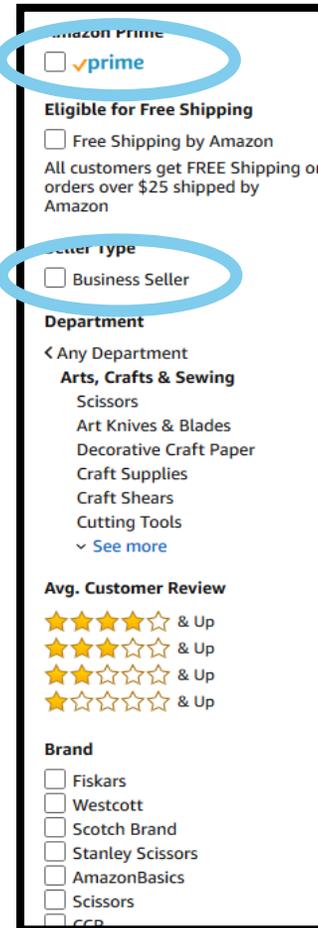
Search Optimization

Optimizing search functions in Amazon Business allows you to find the best products to meet your needs and compare prices to find the best value

1. **Maximize Savings!** Search All Departments & try using **generic descriptors instead of brand names**
2. Consider refining search results with filters available of left side of your screen, such as **Prime** or **Business Seller**
3. Sort results by options listed on the top left of your screen, such as Price: Low to High
4. In many cases, you can also Select **Quantity Discounts** to review quantity discounts and purchasing options
5. To compare offers, scroll down & select **Used & new** to pull up the **Offer Listing** page

Recommended filters:

- **Business Sellers**
- **Prime Eligible**
- **Brand**
- **Average Customer Review/Rating**
- **Diversity Credentials**



Progressive Discounts

Unlock lower prices and save money on the products your organization buys the most.

- **Progressive Discounts** is a new pricing feature giving Business customers one more way to save.
- Your purchases, along with the purchases of your co-workers, unlock Progressive Discounts on eligible products. Once you've unlocked a discount for a product, the Progressive Discount is applied to all purchases of that product across your organization (unless there are better prices available).
- Increase your savings when your organization buys more over time. Progressive Discounts are unlocked based on the purchasing history of everyone in the organization over the last 12 months.

BIC Round Stic Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 36-Count, 36 Count
by BIC
★★★★★ 393 ratings | 6 answered questions

List Price: \$6.29
Business Price: \$5.63 ✓prime One-Day & FREE Returns
You Save: \$0.66 (11%)
Save up to 16% with Progressive Discounts
You will unlock discounts as your organization buys more of this product.

Size: 36 Count

Progressive Discounts

Unlock discounts on this product based on how many your organization bought over the last 12 months.

Your organization has bought 0 of this product.

- Save 11%
today's price: \$5.55 buy 5 more to unlock
- Save 14%
today's price: \$5.39 buy 10 more to unlock
- Save 16%
today's price: \$5.23 buy 15 more to unlock

business prime EXCLUSIVE

Learn more OK

• #1 Selling Ball Pen* is ideal for everyday writing
• Writes 90% longer on average than Paper mate Ink Joy 100 Ball Stick Pen (Papermate is a trademark of Newell.com - affiliate. Newell has not expressed approval)

Checkout

Checkout experience is similar to the consumer experience

Click on "Add to Cart" and then click "Proceed to Checkout"

Prepare for getting back to work [SHOP NOW](#)

Logitech Stereo Headset H111

Brand: Logitech
★ ★ ★ ★ ☆ 1,837 ratings | 95 answered questions

List Price: \$14.99
Business Price: **\$13.29** ✓prime & FREE Returns
You Save: \$1.70 (11%)

Available at a lower price from other sellers, potentially without free Prime shipping.

Brand	Logitech
Connections	Wired
Series	981-000612
Color	Black
Material	Not Applicable

About this item

- Noise-cancelling microphone reduces room noise for clearer Internet calls
- Full stereo sound for your music, movies and games
- Rotating microphone boom can be worn on your left or right side
- Adjustable headband gives you a customized fit
- Works with Windows 10 or later, Windows 8, Windows 7, Windows Vista, Mac OS X 10.5 or later, Chrome OS, Linux Kernel 2.6+ and iOS or Android devices

Compare with similar items
New & Used (34) from \$13.29 ✓prime FREE Shipping
Offers also available from [certified small and diverse sellers](#). Details

Share [Email] [Facebook] [Twitter] [Pinterest]

Buy new: \$13.29
✓prime & FREE Returns
FREE delivery: **Friday, July 17**
Details

In Stock.
Qty: 1

Add to Cart

Secure transaction
Ships from and sold by Amazon.
 Add gift options
Deliver to Lou - Pomona 91768

Buy used: \$14.97

Add to List

✓ Added to Cart

Cart subtotal (3 items): \$46.58

Cart **Proceed to checkout (3 items)**

Shipping Options

Choose the delivery option depending on when you need the item and how many packages delivered

Note: Shipping address will default to the campus address listed in your account through CSUBUY

The screenshot shows the Amazon.com checkout page for selecting shipping options. The browser title is "Select Shipping Options - Amazon.com Checkout - Google Chrome" and the URL is "amazon.com/gp/buy/shipoptionselect/handlers/display.html?hasWorkingJavascript=1".

The page is titled "Choose your shipping options" and has a "Continue" button in the top right corner.

There are two shipment sections:

- Shipment 1 of 2**
 - Shipping from Amazon.com (Learn more)
 - Shipping to: Attn: Lou Yang, Deliver To: ... 3801 West Temple Avenue, ... Pomona, CA, 91768 United States.
 - Item: Eliminating Waste In Teaching: Timeless Lessons for Improving Teaching and Training - Gilbreth, Dr. Lillian Moller
 - Price: \$20.00 - Quantity: 1
 - Condition: Paperback - New
 - Sold by: Amazon.com Services LLC
 - Link: Change quantities or delete
- Amazon Locker is available**
 - 20 pickup locations near you
 - Choose your Prime delivery option:
 - Monday, July 20 (FREE Prime Delivery)

Shipment 2 of 2

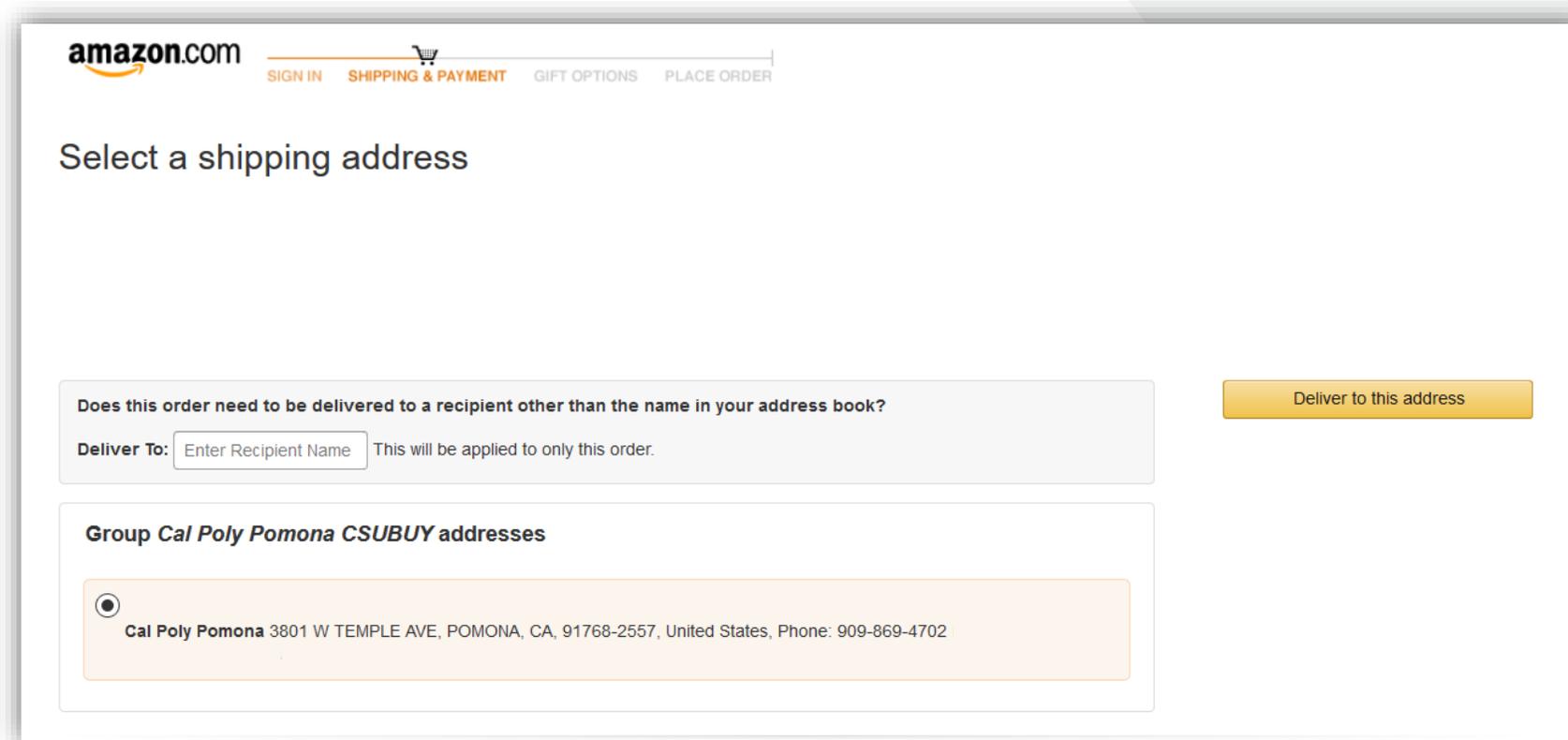
- Shipping from Amazon.com (Learn more)
- Shipping to: Attn: Lou Yang, Deliver To: ... 3801 West Temple Avenue, ... Pomona, CA, 91768 United States.
- Item: Logitech Stereo Headset H111
- Price: \$13.29 - Quantity: 1
- Condition: Business Price
- Sold by: Amazon.com Services LLC
- Link: Change quantities or delete

- Amazon Locker is available**
 - 20 pickup locations near you
 - Choose your Prime delivery option:
 - Friday, July 17 (FREE Prime Delivery)
 - Monday, July 20 (FREE Amazon Day Delivery)
 - Get your orders together in fewer boxes and deliveries.
 - Choose your Amazon Day

There is a "Continue" button at the bottom right of the page.

Shipping Address

This is a dummy address for shipping. You will select the shipping location in CSUBuy.



The screenshot shows the Amazon.com shipping address selection interface. At the top left is the Amazon logo. To its right are navigation links: SIGN IN, SHIPPING & PAYMENT (with a shopping cart icon), GIFT OPTIONS, and PLACE ORDER. The main heading is "Select a shipping address". Below this is a form with a question: "Does this order need to be delivered to a recipient other than the name in your address book?". To the right of this question is a yellow button labeled "Deliver to this address". Below the question is a "Deliver To:" label followed by a text input field containing "Enter Recipient Name" and a note: "This will be applied to only this order.". Below this is a section titled "Group Cal Poly Pomona CSUBUY addresses" containing a single address entry with a radio button selected: "Cal Poly Pomona 3801 W TEMPLE AVE, POMONA, CA, 91768-2557, United States, Phone: 909-869-4702".

Payment Method & Finalize Order

Enter your Purchasing Card information and save it for efficient checkout in the future

Select a payment method

i Enter how you'd like to pay below, and we'll save it as an option.

Continue
You can review this order before it's final.

Add a Payment Method

Credit or Debit Cards
Amazon accepts all major credit and debit cards:

[Add a Card](#)

Enter your card information:

Name on card	Card number	Expiration date	<input type="button" value="Add your card"/>
<input type="text"/>	<input type="text"/>	01 2020	

Click "Submit order for approval" to punch out your order to CSUBUY to finalize your purchases

Review your order

i This order requires approval.

i Save your checkout settings as the default for future orders
 Use the selected group, shipping address, and payment method as my checkout defaults.

Group Cal Poly Pomona (California State University) Change	Payment method Change VISA ending in XXXX	Add a gift card, promotion code, or voucher <input type="text" value="Enter Code"/> <input type="button" value="Apply"/>
Shipping address Change Cal Poly Pomona 3801 W TEMPLE AVE POMONA, CA, 91768-2557 United States Phone: 909-869-4702	Billing address Change Jane Do 3801 W TEMPLE AVE POMONA, CA, 91768-2557 United States Phone: 909-869-4702	

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Order Summary	
Items (3):	\$261.52
Shipping & handling:	\$0.00
Total before tax:	\$261.52
Estimated tax to be collected:	\$24.84
Order total:	\$286.36

Your Orders

Your Orders

This section of the account provides additional detail regarding the status of all orders placed

Your Account > Your Orders

i To view orders placed by users in your business account, select View All Orders below or go to [Business Analytics](#).

Your Orders

Search all orders **Search Orders**

View All Orders: [Ravenna Garden](#)

16 orders placed in [past 6 months](#)

ORDER PLACED	SHIP TO	PLACED BY	TOTAL
May 15, 2018	Third Floor	Katherine Approval Demo 2	\$0.00

This order was approved. [View details](#)

Cancelled

 AmazonBasics 92 Bright Multipurpose Copy Paper - 8.5 x 11 Inches, 10 Ream Case Sheets)
Sold by: Amazon.com Services, Inc.
\$0.00

Arriving August 16 - August 20

- Ordered Sunday, August 12
- Shipped today
[See all updates](#)
- Out for delivery

Track package

Return or replace items

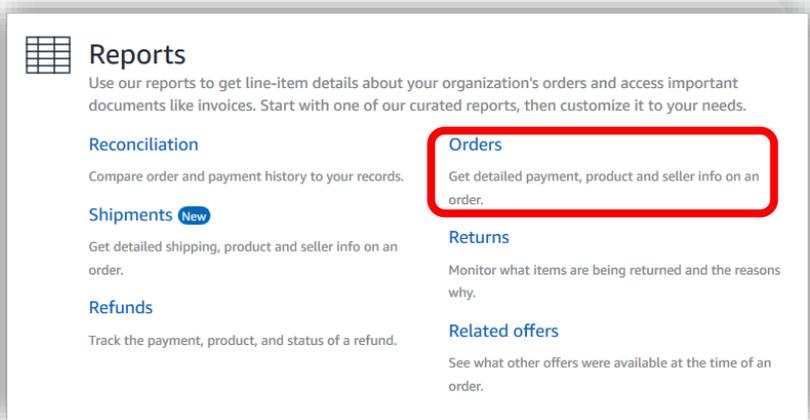
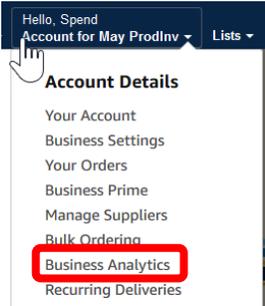
Write a product review

Take a variety of actions on your orders such as initiating returns or tracking the delivery of a package.

Business Analytics

Navigating to your Orders

A report of all your orders can be found under Business Analytics



Business analytics Reports Spend Visibility Amazon WorkDocs

Orders

Add title and save to your templates

Time period: Month to date

Get detailed shipping, product, and seller info on an order. Can't find what you need? See our help page

Download CSV

Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total
06/12/2020	114-0098735-9937811	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/12/2020	114-4453100-4566828	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/12/2020	111-7897096-9271414	Jen	12356	1	\$7.79	\$0.00	\$0.00	\$0.00	\$7.79
06/11/2020	113-6701108-5074632	May ProdInv	Library		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/08/2020	113-0212592-0688212	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/08/2020	111-5650672-4727449	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/05/2020	113-0291413-8256234	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/05/2020	113-8073207-8681839	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Orders

A report of all your orders can be used to find invoices and review your purchases

Business analytics Spend Visibility Amazon WorkDocs

Orders Add title and save to your templates

Time period Month to date Get detailed shipping, product, and seller info on an order. Can't find what you need? See our help page

Download your order history

Download CSV

Order documents

Your documents are now available on Amazon WorkDocs

This is what you can do:

- Search and find documents easier
- Access anywhere on any device

Open WorkDocs

Download from selected orders

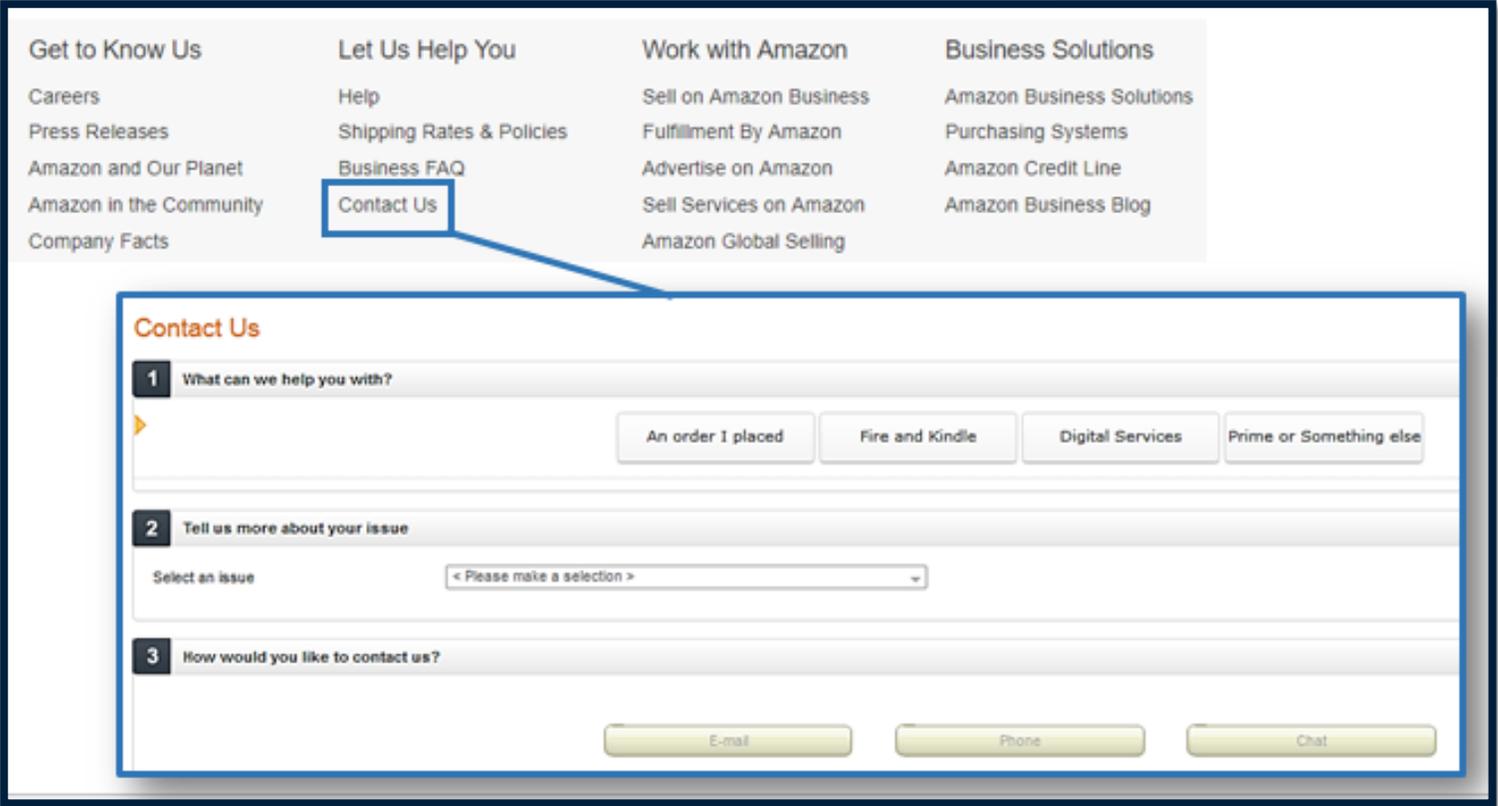
<input checked="" type="checkbox"/>	Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total
<input checked="" type="checkbox"/>	06/12/2020	114-0098755-9937811	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/12/2020	114-4453100-6565828	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/12/2020	111-7897696-9271414	Jen	12356	1	\$7.79	\$0.00	\$0.00	\$0.00	\$7.79
<input checked="" type="checkbox"/>	06/11/2020	113-6701108-5074632	May Prodlnv	Library		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/08/2020	113-0212592-0688212	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/08/2020	111-5650672-5727449	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/05/2020	113-0291413-8256234	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	06/05/2020	113-8073207-8681839	Finance			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Business Customer Support

Business Customer Support

Dedicated U.S. based [Business Customer Support](#) can be reached a number of ways including email, chat and phone. 1-888-281-3847

Not sure what you're looking for? Learn more about the features and benefits on Amazon Business [HERE](#).



amazon business

Thank You