

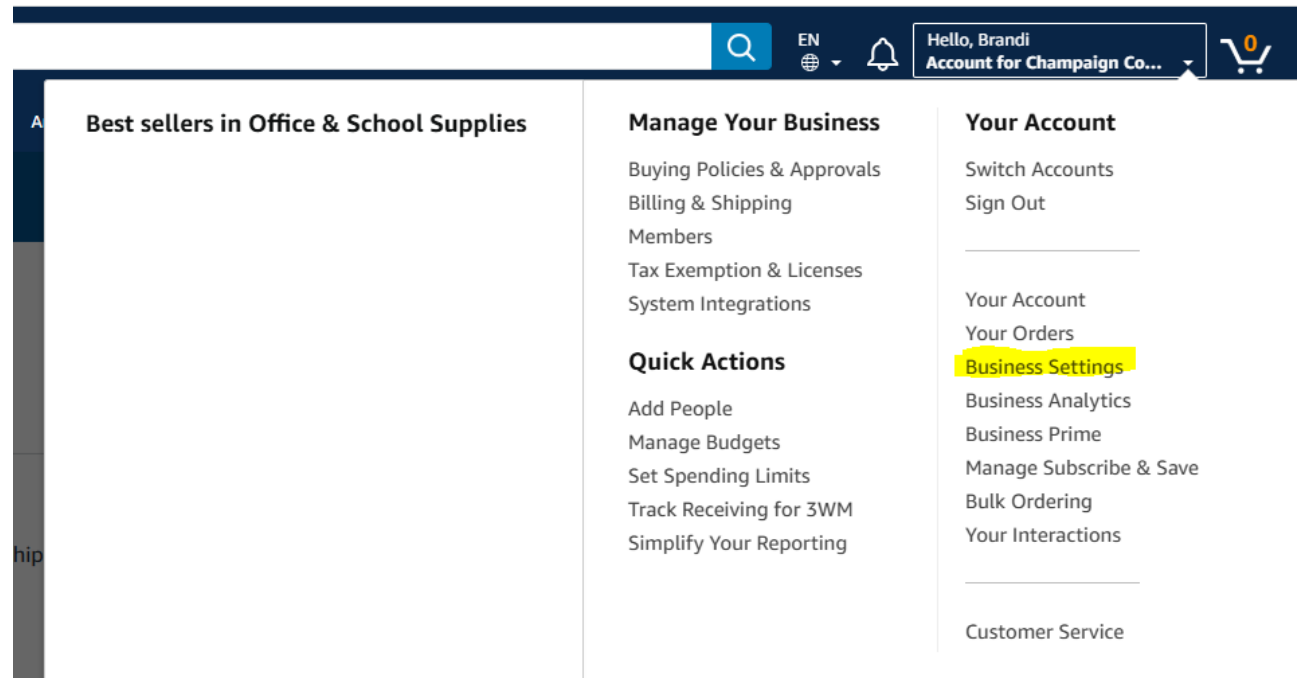
## Amazon Pay by Invoice Accounts

Amazon invoices are issued on the first of the month. You must go to Amazon to download your invoices – they will not be sent to you.

### Invoice Management

#### Steps to Download Invoices:

1. Go to Business Settings:
  - Click your name in the upper-right corner.
  - Click the arrow next to "Account for..." under your name.



2. Under Billing & Shipping, select Your Invoice for Pay by Invoice.



### Billing & shipping

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

[Shared settings](#)

[Shared payment methods](#)

[Addresses and delivery preferences](#)

[Business order info](#)

[Budgets \(Blanket POs\)](#)

[Receiving \(3-Way Match\)](#)

[Checkout defaults](#)

[Your Invoices for Pay by Invoice](#)

3. You will see two tabs:
  - Pending Charges
  - Invoices and Credit Notes
4. Invoices will be listed with the invoice date, invoice number, amount, and due date.
5. Click on the invoice to download it for entry into Munis.

Pending charges

Invoices and credit notes

STATUS

Select options... ▼

TIME PERIOD

All dates ▼

Search

Current Invoice X

Past due Invoice X

Unapplied Credit memo X

1 record(s)

☐ Select all
 

More actions ▼

	Date Issued	Document #	Details	Item Receiving	Amount	Balance	Status
<input type="checkbox"/>	2/1/25	Request for payment # 1PPR-TVYH-NYXC	-	-	\$2,084.73	\$2,084.73	Payment due by 3/18/25

Activity from the last 30 minutes may not be reflected

#### Important Notes:

- Always pay the total invoice amount listed.
- Ignore the "Balance" column—it may reflect payment misapplications by Amazon and is not accurate for Munis.
- If an item is returned or not received, a separate credit note will be issued. This should be entered separately into Munis as its own invoice.

## User Access and Account Setup

### Request Access for new Department Head

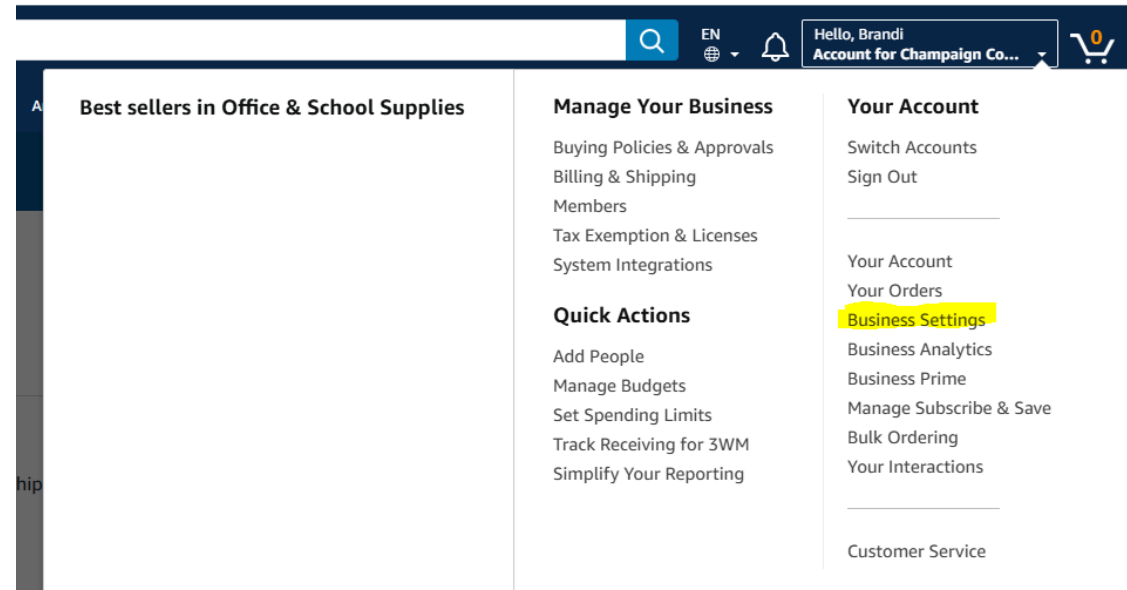
If you are a new department head and need access, email:  
Brandi Katrein – [brandi.katrein1@champaigncountyil.gov](mailto:brandi.katrein1@champaigncountyil.gov)  
Elisabeth Dillingham – [edillingham@champaigncountyil.gov](mailto:edillingham@champaigncountyil.gov)  
They will send you an invitation to set up an account.

### Adding & Managing Users

Administrators can provide access to staff for purchasing on Amazon.

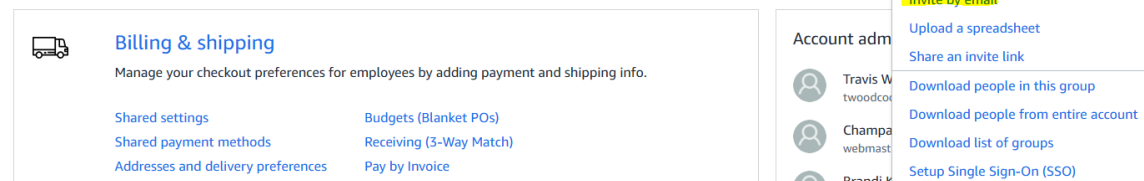
#### Steps to Add a New User:

1. Go to **Business Settings**:
  - Click your **name** in the upper-right corner.
  - Click the **arrow** next to "Account for..." under your name.



2. On the **Business Settings** page, click "**Add People**" in the upper-right corner.
3. Select "**Invite by Email**" and enter the new user's email address.

#### Business settings



4. Assign the appropriate **role** (see roles below).
5. The invited user will receive an email to set up their account.

### User Roles & Permissions

When adding a user, you must assign one of the following roles:

- **Requisitioner** – Can only place orders.
- **Finance** – Can access invoices, credit notes, analytics, and order history.
- **Administrator** – Has full access, including:
  - Managing users (add, remove, or change access).
  - Viewing and running reports.
  - All permissions associated with the Finance role.

Alternatively, you can:

- Go to **"People"** under the **Members** section.
- Follow the same steps as above to invite new users.

## Add people to Champaign County Government

[Invite by email](#) [Upload a spreadsheet](#) [Share an invite link](#)

### Enter their email addresses

### Assign their roles

Role	Able to
<input checked="" type="checkbox"/> Buyer (requisitioner)	Place orders or request order approvals.
<input type="checkbox"/> Admin	Manage people and approvals. Perform Finance and Tech roles.
<input type="checkbox"/> Tech	Set up system integrations.
<input type="checkbox"/> Finance	Access order history, invoices, and credit notes.

**Tip** - You can change people and roles at any time on the People page.

[Invite people](#)



## Members

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

**People**

[Invitations](#)

[Spend Visibility roles](#)

[Groups](#)