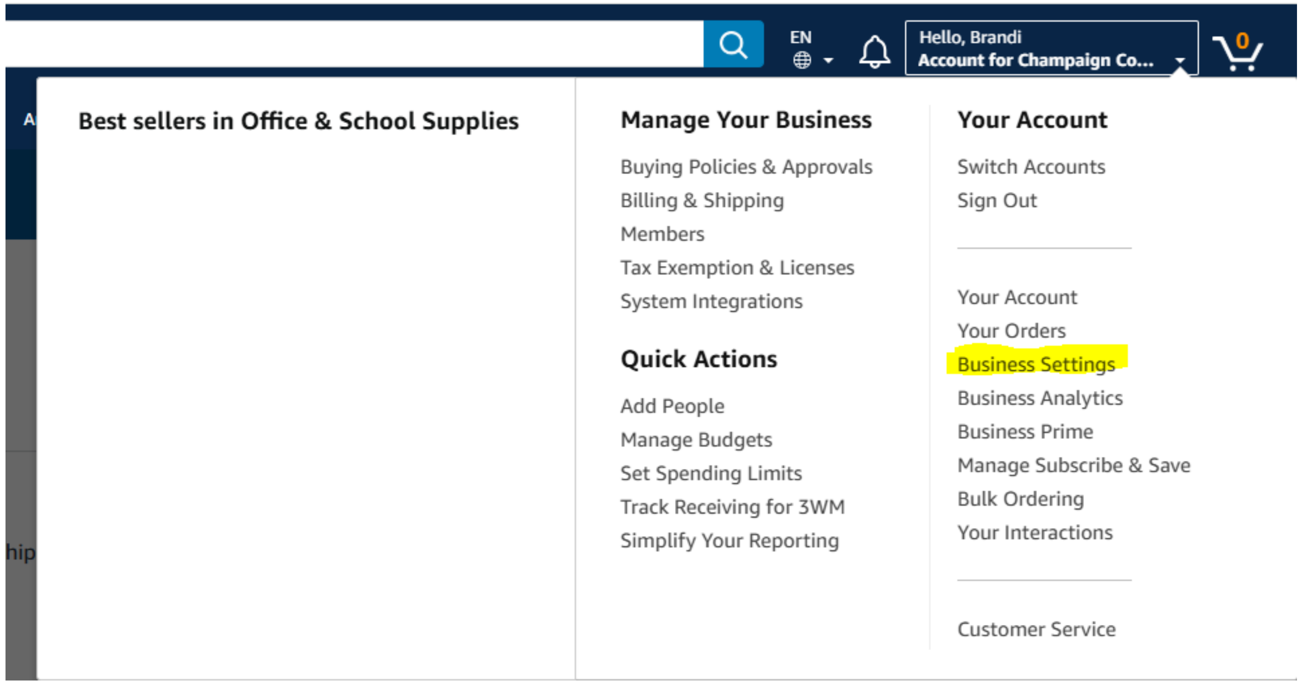
Amazon Pay by Invoice Accounts

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.

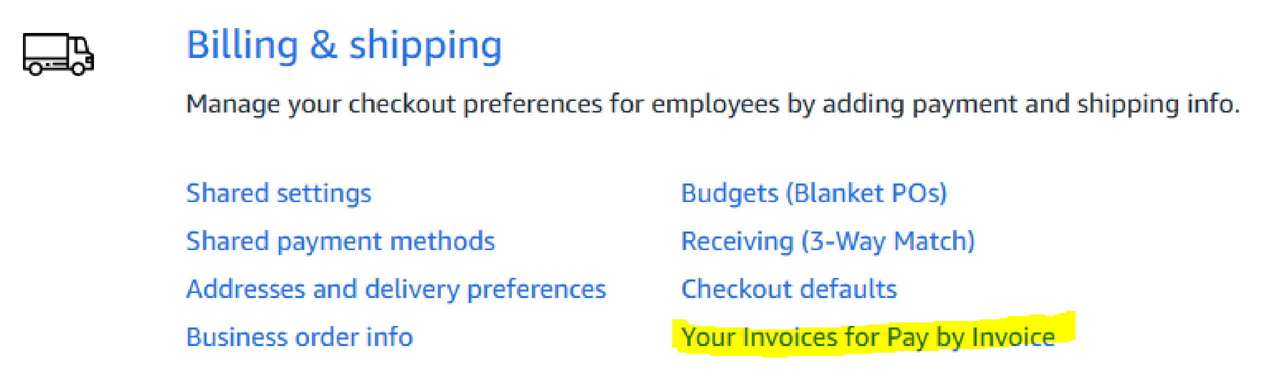
<u>Invoice Management</u>

Steps to Download Invoices:

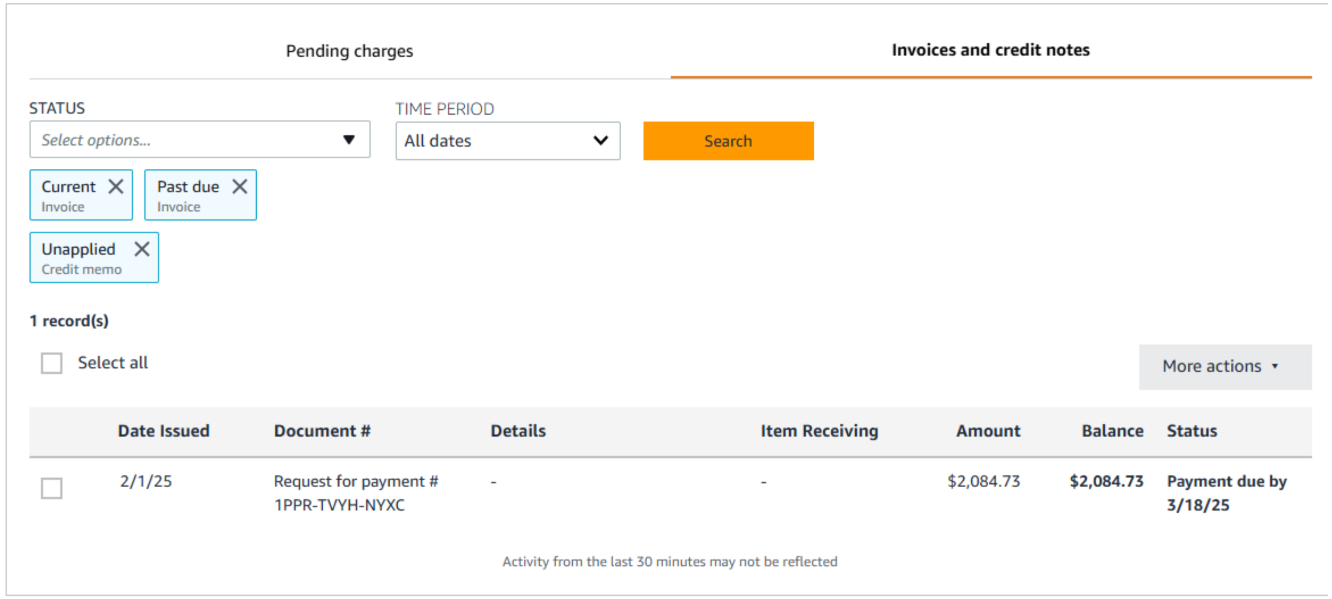
1. Go to Business Settings:
   - Click your name in the upper-right corner.
   - Click the arrow next to "Account for..." under your name.



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



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.



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.

<u>**User Access and Account Setup**</u>

Request Access for new Department Head

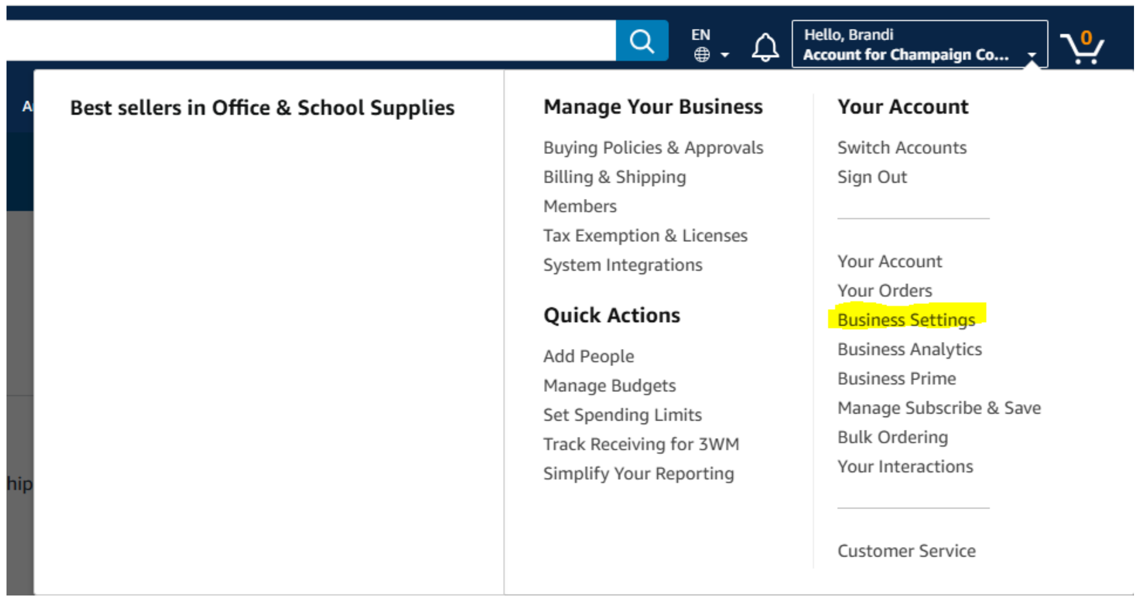
If you are a new department head and need access, email:
Brandi Katrein – brandi.katrein1@champaigncountyil.gov
Elisabeth Dillingham – edillingham@champaigncountyil.gov
They will send you an invitation to set up an account.

Adding & Managing Users

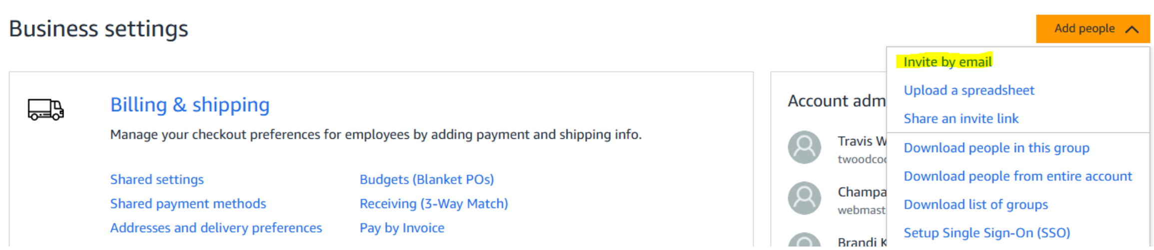
Administrators can provide access to staff for purchasing on Amazon.

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.



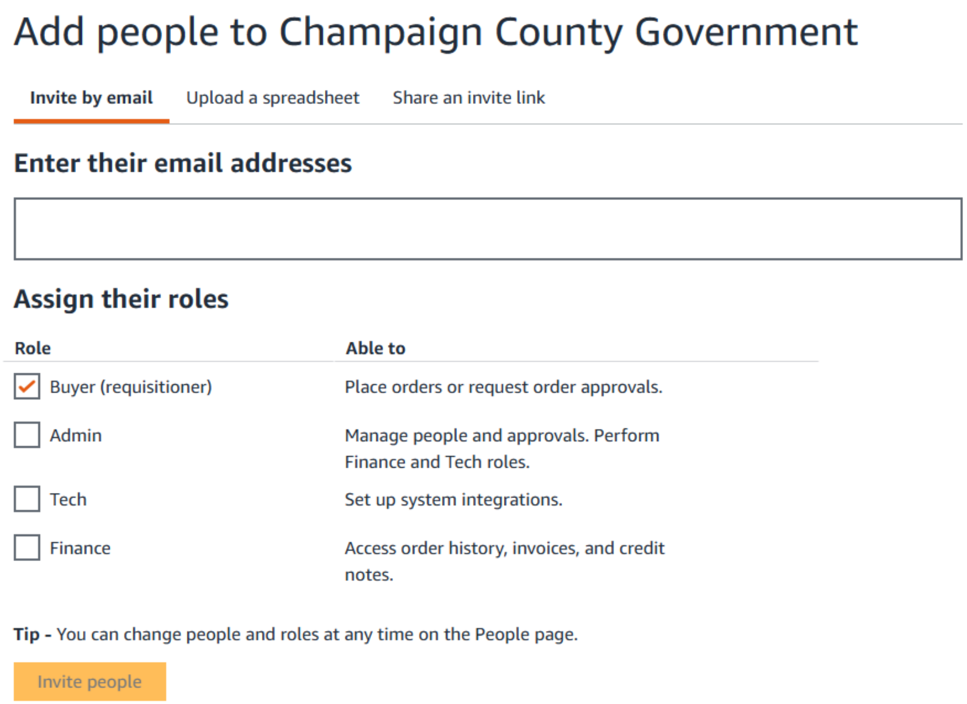
2. On the **Business Settings** page, click **"Add People"** in the upper-right corner.
3. Select **"Invite by Email"** and enter the new user's email address.



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.