### **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:		Q ≞, ⊅ [	Hello, Brandi Account for Champaign Co
<ul> <li>Click your name in the upper-right corner.</li> <li>Click the arrow next to "Account for" under your name.</li> </ul>	Best sellers in Office & School Supplies	Manage Your Business Buying Policies & Approvals Billing & Shipping Members Tax Exemption & Licenses System Integrations <b>Quick Actions</b> Add People Manage Budgets Set Spending Limits Track Receiving for 3WM Simplify Your Reporting	Your Account Switch Accounts Sign Out Your Account Your Orders Business Settings Business Analytics Business Prime Manage Subscribe & Save Bulk Ordering Your Interactions Customer Service

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 charge	es					Invoices and credit I	notes	
STATUS			TIME PERIO	D						
Select op	tions	•	All dates		~	Searc	ſ			
Current Invoice	X Past due X Invoice									
Unapplie Credit me	ed X mo									
1 record(s	)									
Sel	ect all									More actions 🔹
	Date Issued	Document #		Details			Item Receiving	Amount	Balance	Status
	2/1/25	Request for paym 1PPR-TVYH-NYX0	ent# C	-			-	\$2,084.73	\$2,084.73	Payment due by 3/18/25
				Activity from	the last	30 minutes may r	ot 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 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:

address.

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

		Q №. ¢	Hello, Brandi Account for Champaign Co
A	Best sellers in Office & School Supplies	Manage Your Business	Your Account
hip		Buying Policies & Approvals Billing & Shipping Members Tax Exemption & Licenses System Integrations <b>Quick Actions</b> Add People Manage Budgets Set Spending Limits Track Receiving for 3WM Simplify Your Reporting	Switch Accounts Sign Out Your Account Your Orders Business Settings Business Analytics Business Prime Manage Subscribe & Save Bulk Ordering Your Interactions
			Customer Service



# Add people to Champaign County Government

- 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:

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

Invite by email	Upload a spreadsheet	Share an invite link
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#### Enter their email addresses

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#### Assign their roles

Role	Able to
Buyer (requisitioner)	Place orders or request order approvals.
Admin	Manage people and approvals. Perform Finance and Tech roles.
Tech	Set up system integrations.
Finance	Access order history, invoices, and credit notes.

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

Invite people



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

#### People

Invitations

Spend Visibility roles

Groups

#### Steps to Remove a User: Hello, Brandi ΕN Q 1. Go to Business Settings: ⊕ -Account for Champaign Co... • Click your **name** in the upper-right corner. • Click the **arrow** next to Manage Your Business Your Account "Account for..." under **Buying Policies & Approvals** Switch Accounts your name. **Billing & Shipping** Sign Out Members Tax Exemption & licenses Your Account System Integrations Your Orders چ <u>چ</u>ہ Members 2. Go to "People" under the Invite others to join the business account and organize them into groups with common settings Members section. People Invitations Spend Visibility roles Groups

3. Click on the down arrow next to the word Actions to the right of the user you want to remove.

Download p Manag	eople: This group ge via spreadsheet	p Entire t	e account		
Q	@champaig	ncountyil.go	v	Actions	~
	Requisitioner	Finance			
	Shared approval se	ttings			

4. Choose Remove from group from the drop-down menu. A pop-up box will come up and mention the person will still have an account but it will become a personal account and not be tied to the pay by invoice account.

	Actions 🔨
ril.	Edit roles
	Add to another group
	Remove from group
	Custom approvals