

amazon **business**

# Queen Mary University of London

Go-Live & User Training

Ana Isabel Garcia-Penuela de la Calzada  
Amazon Business, Implementation Specialist



# Agenda

- Introduction to Amazon Business
- Registration Process
- How to Purchase at Amazon Business
- Business Customer Service
- User testing
- Q&A

# Why Amazon Business?

# 96 of the Fortune 100 companies purchase on Amazon Business

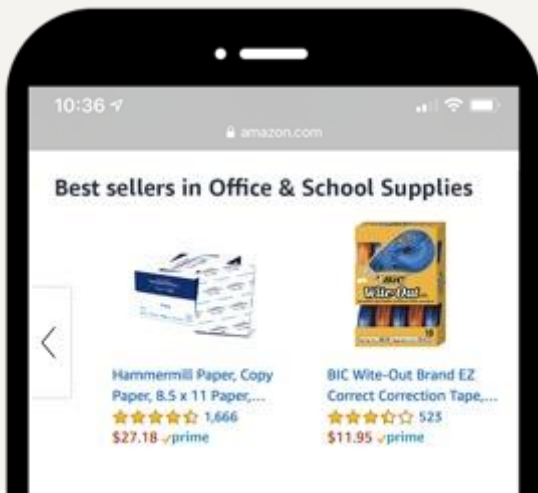
More than 6 million business customers across industries around the world, including from the **United States, Canada, Mexico, United Kingdom, Germany, France, Italy, Spain, Japan and India**, buy on Amazon Business.



## Broad Selection

**>100 m. Products with Business Billing**  
The largest business selection worldwide

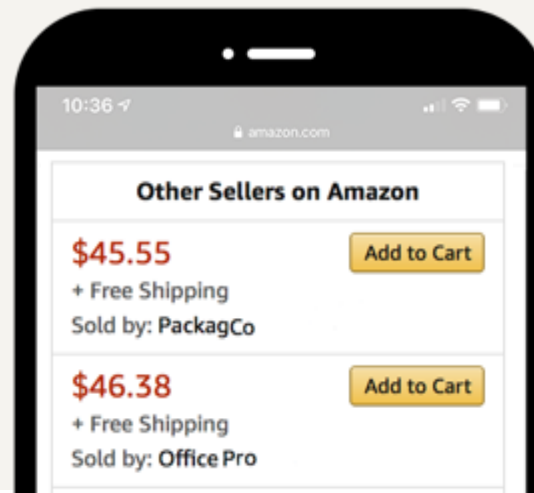
**Marketplace**  
Products from suppliers around the world



## Good Prices

**Business Prices**  
Special prices for corporate customers

**Volume Discounts**  
Corporate customers get discounts with increasing order volume

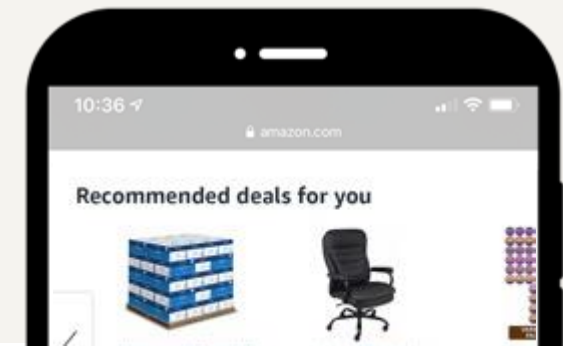


## Purchase Comfort

**Fast Delivery**  
Within 1-2 days

**Simple shopping experience integrated with business tools**  
No need for reconciliation with accounting department

**Business Customer Service**  
At your disposal via real-time chat or telephone in a few seconds



# Amazon Business customers include:

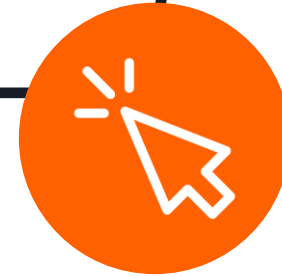


# Registration Process

# Use this link for initial registration

For all future logins you can go directly to amazon.co.uk

[Registration Link](#)



# There are 3 different registration scenarios

...Depending on how a user has used his work e-mail address in the past



User had no amazon account before

Start purchasing immediately



User had a an amazon consumer account before

Option 2a:

Merge account to business

to

Option 2b:

Keep account & move to private e-mail



User had an amazon business account before

If requisitioner:

Admin to remove user from existing business account

If admin:

Admin to deregister existing account to join central business account

# 1 | User had no Amazon account before with the work email address



Set password



amazon business



Click button / link from  
invitation e-mail

Start  
purchasing

## 2 | User had an Amazon consumer account before with the work email address



click button / link  
from invitation e-  
mail

**Sign in to join Amazon Business.**

We already have an Amazon account with your email address. Please sign in to see your options.

ab-eu-proserve-config+AmazonTestUK@amazon.com [Change](#)

**Password** [Forgot password?](#)

Enter **password** for existing consumer account or click **'forgot password'**

amazon business

amazon Francesco Tuzzoli...

**What kind of shopping have you done with this account?**

There are a couple more steps needed to join Amazon's Amazon Business account. Your answer here helps us figure out what those steps should be. [How?](#)

Amazon's business shopping only

Personal shopping only

A mix of Amazon's business and personal shopping

I'm not sure

**2a**

**2b**

Your recent order

Balega Unisex Hidden Comfort Running Socks Purple No-Show 1 Piece €43.69 Visa ending in 7239

Your addresses

Your payment methods

Visa Credit card ending in 7239

If you want to merge your previous amazon account to central business account select **'yes'** (2a) or select **'no'** (2b) if you want to move your previous account to a private e-mail-address



## 2 | User had an Amazon consumer account before with the work email address

2a

2b

### Change the sign-in email for your personal account

If you don't want to add your account to Amazon Business Account Test's shared Amazon Business account, we can change the email address for this account.

Doing this keeps your personal account details, such as order history and any subscriptions, private and separate from the Amazon Business Account Test Amazon Business account. We recommend that you use an email address not associated with your work.

**Current email** [Not a work email?](#)  
maximbra+consumer@amazon.de

**New email**

**Reenter email address**

Next

Enter **new e-mail-address** for consumer account

### Verify e-mail address

To verify your email, we've sent a One Time Password (OTP) to maximbra+consumer@amazon.de ([Change](#))

Enter OTP

Create your Amazon account

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

[Resend OTP](#)

Enter **code** sent to new e-mail-address

### Personal account email address updated

You can now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.

Finish joining Amazon Business

Consumer account was **moved successfully** to private e-mail-address

### Welcome to Amazon Business.

Enter your full name and choose your Business password

Your name

First and last name

Email

maximbra+consumer@amazon.de

Password

At least six characters

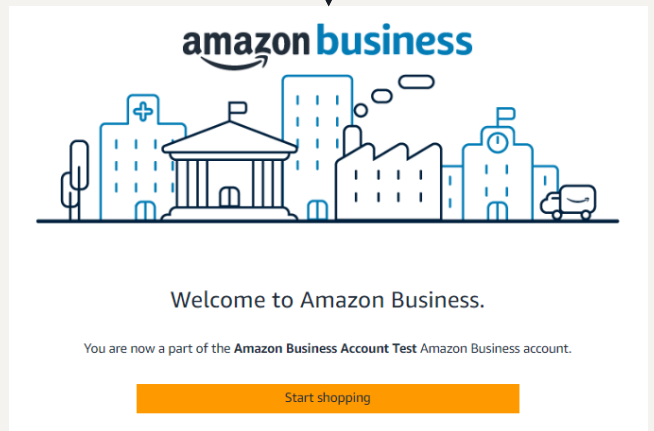
Passwords must be at least 6 characters.

Re-enter password

Create your Business account

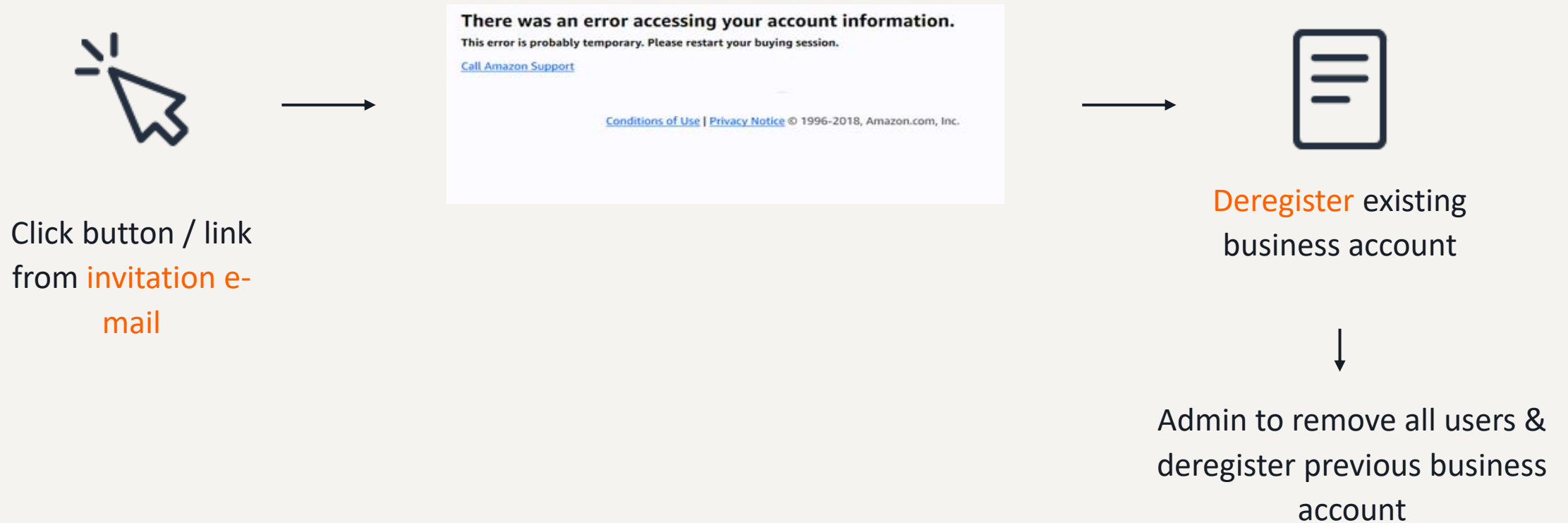
By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

Enter name & set password for **new business account** (password for consumer account will stay the same)



The image shows the Amazon Business welcome screen. At the top, it says "amazon business" with the Amazon logo. Below that is a stylized illustration of a city with buildings and a truck. The text reads "Welcome to Amazon Business." followed by "You are now a part of the Amazon Business Account Test Amazon Business account." and a "Start shopping" button.

### 3 | User had Amazon Business account before with the work email address



# Purchasing at Amazon Business

# Differences vs Amazon consumer

The overall look and feel is similar, with some differences!

The screenshot shows the Amazon Business product page for 'Schneider Job 150 Highlighters - Assorted Colours (Wallet of 6)'. The page features a grey navigation bar at the top, a search bar, and a user account section. The product listing includes a 'Company messages' banner, a 'Sustainability' section, a 'Business Price' callout, and a 'Buy Now' button. Annotations highlight specific features and differences from the consumer version.

**Grey navigation bar (vs black)**

**Company name**

**Company messages, for products which are preferred, restricted or blocked**

**Details on sustainability certifications (where present)**

**VAT exclusive/inclusive prices**

**Possibility to buy in bulk**

**Special "Business Price" for some products**

**Invoice details**

**Organisation preferred**  
Admin note: "Dieses Produkt ist Teil des Climate Pledge Friendly-Programms. Es wird empfohlen, dieses Produkt statt anderer Alternativen kaufen."  
See policies affecting this product

**Schneider Job 150 Highlighters - Assorted Colours (Wallet of 6)**  
Visit the Schneider Store  
4.6 (875)  
1 sustainability feature  
30+ bought in past month  
RRP: €6.43  
Business Price: €4.08 excl. VAT (€4.86 incl. VAT)  
You Save: €1.55 (24%)  
Prices for items sold by Amazon include VAT. Depending on your delivery address, VAT may vary at Checkout. For other items, please see details.  
May be available at a lower price from other sellers, potentially without free Prime delivery.  
Buying multiple items? Go to multi-select  
Colour Name: Yellow, pink, orange, green, red, blue  
Brand: Schneider  
Writing instrument form: Marker Pen  
Colour: Yellow, pink, orange, green, red, blue

**One-time purchase**  
€4.08 (4.86 incl. VAT) (€0.81 / count)  
prime One-Day  
FREE Returns  
FREE delivery Tomorrow, 29 April  
Order within 7 hrs 12 mins  
Deliver to Retail - München 80539  
In stock  
Quantity: 1  
Buying in bulk?  
Add to Basket  
Buy Now  
Secure transaction  
Amazon VAT Invoice  
Dispatched, sold, and invoiced by Amazon.  
Return policy: Returnable if requested within 14 days of receipt.  
This item has been tested to certify that it can dispatch safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced

# Search products & filter results

... enter a search term and filter products

amazon business Deliver to Amazon London EC2A 2

All - post it notes

Hello, Amazon Account for Amazon -

All Buy Again Today's Deals Gift Cards Business Savings IT products Collect your vouchers Add users Subscribe & Save Case Packs Savings Hub Quantity Discounts Recommendations Custom Products Amazon Brands Janitorial & sanitation supplies Lists Try Business Prime

Amazon.co.uk Today's Deals Resale Outlet Subscribe & Save Vouchers Amazon Family Amazon Prime Prime Video Prime Student Mobile Apps Amazon Pickup Locations Amazon Assistant

1-48 of 569 results for "post it notes" Sort by: Featured

**Eligible for free delivery**

Free UK Delivery by Amazon  
Get FREE delivery on eligible orders dispatched by Amazon

**Delivery Day**

Get It Tomorrow

**Brands**

Post-it  
 Snopake  
 Q-Connect  
 EVG  
 G4GADGET  
 OWLKELA  
 3M  
[See more](#)

**Price**

£1 – £80+

Up to £5  
£5 to £10  
£10 & above

**Deals & Discounts**

All Discounts  
Today's Deals

**Customer Reviews**

★★★★☆ & Up

**Shape**

Square  
 Rectangular  
 Arrow  
 Hexagonal  
 Triangular

**Post-it** Be original with the original.  
[Shop Post-it® Brand >](#)

ET FAME FIND YOUR VOICE BE ORIGINAL  
I LOOK FOR YOUR VOICE EXPRESS YOUR SEL  
ERS LET FAME FIND VO  
IAL THE QUE I  
SE  
E UNIQUE L  
FIND YOUR VOICE BE OR

Post-it Super Sticky Notes, Double The Sticking Power, 6 Pads, 540 Sheets, 76 mm x 76 mm, ...  
★★★★★ 10,750

Post-it Super Sticky Notes, Double The Sticking Power, Extra Large, 4 Pads, 180 Sheets, 203 m...  
★★★★★ 1,445

Post-it Super Sticky Notes, Double the Sticking Power, Extra Large, 4 Pads, 180 Sheets, 152 m...  
★★★★★ 732

Sponsored

**Results**  
Check each product page for other buying options.

**Best Seller**

400 Pastel Sticky Notes (76x76mm) - Colourful Removable Adhesive Memo Pads in Blue, Pink, Green, Yellow | S...  
4.4 ★★★★★ (4.4K)  
£3<sup>16</sup> excl. VAT

Snopake 76 x 76 mm Neon Assorted Sticky Notes [Cube of 450 Sheets] 11702, Neon/Assorted Colours  
4.6 ★★★★★ (7.8K)  
£2<sup>83</sup> excl. VAT

KIFZM Large Sticky Notes, 76 x 127 mm 6 Brilliant Colors Assorted Self-Stick Pads for...  
4.5 ★★★★★ (657)  
£5<sup>73</sup> excl. VAT

Post-it Notes Canary Yellow, Pack of 12 Pads, 100 Sheets per Pad, 76 mm x 76 mm, Yellow Color - Self-Stick...  
4.6 ★★★★★ (1.7K)  
£14<sup>52</sup> excl. VAT

Post-it Super Sticky Notes, Double The Sticking Power, 24 Pads, 2160 Sheets, 76 mm x 76 mm, Green, Pi...  
4.6 ★★★★★ (1.6K)  
£19<sup>29</sup> excl. VAT

# Add products to your shopping basket

... select alternative, confirm quantity and click "Add to basket"... Search for more products or click "Proceed to checkout"...

**Post-it Super Sticky Notes, Double The Sticking Power, 6 Pads, 540 Sheets, 76 mm x 76 mm, Yellow, Blue, Green, Pink, Orange Colors - Self-Sticking Notes for Walls, Monitors and Fridge**

Visit the Post-it Store  
4.7 ★★★★★ (10,755)  
Amazon's Choice for "post-it notes"

1K+ bought in past month

RRP: £14.87 Details  
Business Price **£8.51 excl. VAT**  
£10.21 incl. VAT  
You Save: **£4.66 (31%)**

Buy more, **10 units** save more: **£8.10** (LOWEST PRICE)  
(£9.72 incl. VAT)  
Save 35%

Additional delivery fees may apply for items fulfilled directly by selling partners.

Buying multiple items? [Go to multi-select](#)

Size Name: **6 x 76 mm**

5 pads | 6 pads | 6 Count (Pack of 2) | **6 x 76 mm** | 12 pads

12 + 6 pads | 12 x 76 mm | 12 Pads x 76 mm x 76 mm

One-time purchase: **£8.51 (10.21 incl. VAT)**

FREE Returns

FREE delivery **Thursday, 8 May** to EC2A 2 on your first order to UK or Ireland. Details

Or fastest delivery **Tomorrow, 6 May**. Order within 7 hrs 7 mins. Details

In stock

Type a quantity...

|     |                          |          |
|-----|--------------------------|----------|
| 3+  | £8.46 (€10.15 incl. VAT) | Save 32% |
| 6+  | £8.29 (€9.95 incl. VAT)  | Save 33% |
| 10+ | £8.10 (€9.72 incl. VAT)  | Save 35% |

[Buying in bulk?](#)

Dispatched, sold, and invoiced by Amazon.

Return policy: Returnable within 30 days of receipt

Add gift options

Subscribe & Save: **£8.51 (10.21 incl. VAT)**

**Basket Subtotal: £8.47**

[Proceed to Checkout \(1 item\)](#)

[Go to basket](#)

# Account Navigation

Hover over your name and navigate through your account

The screenshot shows the Amazon Business account navigation menu. The menu is divided into several sections:

- Manage Your Business:** Buying Policies & Approvals, Billing & Delivery, Members, VAT Registration Number, System Integrations.
- Quick Actions:** Set VAT Invoicing Policies, Manage Budgets, Set Spending Limits, Add users, Track Receiving for 3WM.
- Your Account:** Switch Accounts, Sign Out, Your Account, Your Orders, Business Settings, Manage Subscribe & Save, Amazon Business Amex Card, Business Analytics, Try Business Prime, Bulk ordering, Your interactions, Customer Service.

Callouts provide additional information about the 'Your Account' section:

- Basic information on account (orders, addresses, payments etc.):** Points to the 'Your Account' header.
- View & track own orders. Admins can view all orders:** Points to 'Your Orders'.
- Create & filter custom reports on orders:** Points to 'Business Analytics'.
- High volume orders via one form entry (up to 49 different items and 999 units each):** Points to 'Bulk ordering'.
- View your open & resolved customer support cases:** Points to 'Your interactions'.

# Individual Addresses (2/3)

... You can modify addresses, set them as default or edit delivery preferences by going to Your Account – Your Addresses.

The screenshot displays the Amazon Business interface. On the left is a navigation menu under 'Your Account' with items like 'Switch Accounts', 'Sign Out', 'Your Account' (highlighted with an orange box), 'Your Orders', 'Business Settings', 'Manage Subscribe & Save', 'Amazon Business Amex Card', 'Business Analytics', 'Try Business Prime', 'Bulk ordering', 'Your interactions', and 'Customer Service'. The main content area is titled 'Your business' and includes sections for 'Your Orders', 'Your payments', 'Message Centre', and 'Your Addresses' (highlighted with an orange box). The 'Your Addresses' page shows a large dashed box with a plus sign and the text 'Add Address'. To the right, a specific address is shown for 'United Kingdom' with 'Phone number: 0123456789'. Below the address are three buttons: 'Edit' (highlighted with an orange box), 'Remove', and 'Set as Default'. An orange arrow points from the 'Edit' button to a rounded rectangle on the right containing the text 'see next slide'.

# Individual Addresses (3/3)

... can be enriched with dedicated delivery times, drop-off points, access codes and special delivery hints.

### Your delivery preferences

Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

#### Delivery times

Delivery hours

We currently support delivery windows of 6 hours or longer and up to one closed weekday.

Monday - Sunday

Start at  Stop at

Expand days

Amazon Day **prime**

Pick up to two preferred delivery days

Monday  Thursday

Make Amazon Day my preferred delivery method

### Your delivery preferences

#### Delivery instructions

Drop-off location

- Enclosed Front Porch
- Rear Porch
- Mailroom or Property Staff
- Concierge/Receptionist
- No preference

Security code

Call box name or number

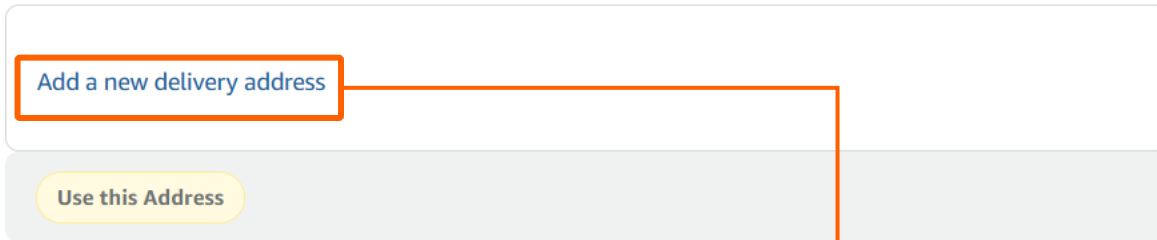
Additional info

Provide details such as building description, a nearby landmark or

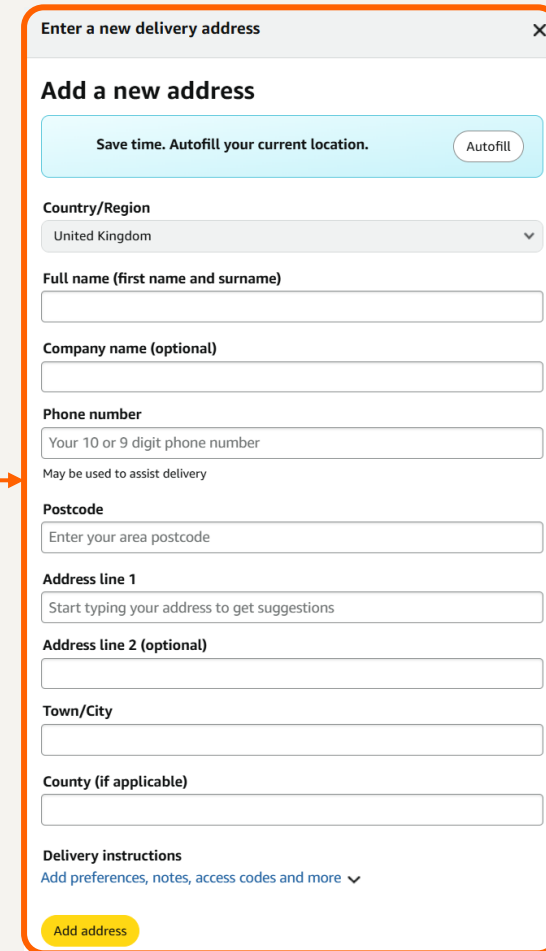
# Individual Addresses (1/3)

... enables you to add & edit delivery addresses by yourself. You can add several delivery addresses and set a default address. Upon first entry during checkout, delivery addresses will be saved for future purchases.

## 3 Enter a new delivery address



A simplified view of the 'Add a new delivery address' button and 'Use this Address' button. The 'Add a new delivery address' button is highlighted with an orange border and has an orange arrow pointing to the right, indicating a transition to the detailed form.



A detailed view of the 'Add a new delivery address' form. The form is titled 'Enter a new delivery address' and has a close button (X) in the top right corner. It contains the following fields and options:

- Add a new address** (Section Header)
- Save time. Autofill your current location.** (Text) with an **Autofill** button.
- Country/Region** (Dropdown menu) with 'United Kingdom' selected.
- Full name (first name and surname)** (Text input field)
- Company name (optional)** (Text input field)
- Phone number** (Text input field) with the placeholder 'Your 10 or 9 digit phone number' and the note 'May be used to assist delivery'.
- Postcode** (Text input field) with the placeholder 'Enter your area postcode'.
- Address line 1** (Text input field) with the placeholder 'Start typing your address to get suggestions'.
- Address line 2 (optional)** (Text input field)
- Town/City** (Text input field)
- County (if applicable)** (Text input field)
- Delivery instructions** (Text) with the link 'Add preferences, notes, access codes and more' and a dropdown arrow.
- Add address** (Yellow button)

# Individual Payment Methods 1/2

... enables you to add (several) own payment methods. Upon first entry during checkout, payment methods will be saved for future purchases. Please use only payment methods that are officially used & accepted by your organization (e.g. add corporate credit cards but don't add private credit cards).

The image displays two screenshots of the Amazon Business account management interface. The top screenshot shows the 'Your business' section with 'Your payments' highlighted. The bottom screenshot shows the 'Add a New Payment Method' dialog box with the 'Add card and save for future purchases' form highlighted.

**Top Screenshot: Your business account management**

- Header: Hello, Amazon Account for Amazon
- Section: **Your Account**
  - Switch Accounts
  - Sign Out
  - Your Account** (highlighted)
  - Your Orders
  - Business Settings
  - Manage Subscribe & Save
  - Amazon Business Amex Card
  - Business Analytics
  - Try Business Prime
  - Bulk ordering
  - Your interactions
  - Customer Service
- Section: **Your business** (Manage your profile)
  - Your Orders: Track, return, or buy things again
  - Your payments**: Manage payment methods and settings, view balances and offers (highlighted)
  - Message Centre: View your Amazon and Marketplace Seller Messages
  - Your Addresses: Add, edit or remove addresses.

**Bottom Screenshot: Add a New Payment Method dialog**

- Section: **Wallet** (Cards & accounts)
- Text: You don't have any payment methods saved.
- Button: **Add a payment method** (highlighted)
- Section: **Rewards & balances**
  - Amazon gift card: Balance: £0.00

**Dialog Box: Add card and save for future purchases**

- Form fields (highlighted):
  - Card number
  - Name on card
  - Expiration date: 01 / 2025
  - Use as my default payment
- Text: Amazon accepts all major credit and debit cards: VISA, AMEX, MASTERCARD
- Buttons: Cancel, Add your card

# Individual Payment Methods 2/2

... please add billing/invoice address. This will be showing on invoice.

**Add card and save for future purchases** [X]

[Placeholder]

**Add an address** **Use this address**

**Add card and save for future purchases** [X]

Please enter a postcode. [v]

**Full name**

**Address Line 1**

**Address Line 2**

**Town/City**

**County**

**Postcode**

United Kingdom [v]

**Phone number**

# Review items and delivery

... check your order summary and choose a delivery option

## 5 Review items and delivery

### **i** Save your checkout settings as the default for future orders

Use the selected group, shipping address and payment method as my checkout defaults.

**Arriving 23 May 2024** If you order in the next 9 hours and 26 minutes (Details)

Items dispatched from Amazon EU Sàrl



Logitech M185 Wireless Mouse,  
2.4GHz with USB Mini Receiver, 12-  
Month Battery Life, 1000 DPI Optical  
Tracking, Ambidextrous, Compatible  
with PC, Mac, Laptop - Grey  
**(£9.69 incl. VAT) £8.07**

Qty: 1 ▼

Sold by Amazon Business EU SARL

Gift options not available.

### Choose a delivery option:

- Wednesday 29 May**  
FREE Delivery on your first order
- Tomorrow, 23 May**  
£4.99 Premium Delivery

Buy now

**Order Total: £14.68**

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

Buy now

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

### Order Summary

|                    |       |
|--------------------|-------|
| Items:             | £9.69 |
| Postage & Packing: | £4.99 |

**Order Total: £14.68**

Order totals include VAT. See details

[How are delivery costs calculated?](#)

[Why didn't I qualify for FREE Delivery?](#)

# Your Orders – Overview & Tracking

... gives you an overview of all orders with filter & search options, order details and order status including tracking of the delivery.

The screenshot displays the Amazon Business 'Your Orders' interface. On the left is a navigation sidebar with 'Your Orders' highlighted. The main content area features a search bar, a filter for '9 orders placed in past three months', and a summary card for an order placed on 15 November 2024 for £16.99. Below this is a tracking section for a 'Salter 355 BKXCDU Digital Kitchen Timer' with a progress bar showing it is 'Dispatched'. A sidebar on the right offers actions like 'Track package' and 'Get product support'. A bottom section provides delivery and order information.

**Your Account**

- Switch Accounts
- Sign Out
- Your Account
- Your Orders**
- Business Settings
- Manage Subscribe & Save
- Amazon Business Amex Card
- Business Analytics
- Try Business Prime
- Bulk ordering
- Your interactions
- Customer Service

**Your Orders**

Search all orders **Search Orders**

View All Orders:

9 orders placed in **past three months**

ORDER PLACED: 15 November 2024 | DISPATCH TO: [Redacted] | PLACED BY: [Redacted] | TOTAL: £16.99 | PO NO. 2601230763 | ORDER # 203-8852288-8503565

[View order details](#) | [Invoice](#)

**Arriving tomorrow**

**Salter 355 BKXCDU Digital Kitchen Timer - LCD Display, Loud Clock Timer, Magnetic Cooking Stopwatch, Self Standing, Count Up Or Down, 19 Hours 59 Minut**

Sold by ABEU SARL UK.  
Eligible for return until 31 Jan 2025  
£16.99

**Dispatched**  
Package left the courier facility

Ordered | **Dispatched** | Out for delivery | Delivered

[Track package](#)

[Get product support](#)

[Print packing slip](#)

[Return items](#)

[Share gift receipt](#)

[Write a product review](#)

**Delivery By Royal Mail** | **Order Info** | [View order details](#)

# Your Orders – Returns

Amazon.co.uk, and many Sellers on Amazon.co.uk, offer returns for most items within 30 days of receipt of delivery. Most items sold on Amazon.co.uk follow our general return policies, but some products have different policies or requirements.

1 | Select item

2 | Choose a reason

3 | Print label

4 | Return parcel

Hello, Amazon  
Account for Amazon

**Your Account**

- Switch Accounts
- Sign Out

---

Your Account

- Your Orders**
- Business Settings
- Manage Subscribe & Save
- Amazon Business Amex Card
- Business Analytics
- Try Business Prime
- Bulk ordering
- Your interactions

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Customer Service

## Delivered Monday

Parcel was left in mail room  
Signed by:



Salter 355 BKXCDU Digital Kitchen Timer - LCD Display, Loud Clock Timer, Magnetic Cooking Stopwatch, Self Standing, Count Up Or Down, 19 Hours 59 Minut

Sold by ABEU SARL UK.  
Eligible for return until 31 Jan 2025

£16.99  
Business Price

Track package

Get product support

Print packing slip

Return items

Share gift receipt

Write a product review

## Select items to return



Salter 355 BKXCDU Digital Kitchen Timer...  
£16.99

Details

Why are you returning this? (required)

Choose a response

Continue

Return eligible through 31 Jan, 2025

Items you are returning



# business prime

## Shipping Benefits

- Free delivery
- Fast delivery
- Always shipped by Amazon

## Product guidance

Search results can be filtered based on Business Prime eligibility

Depending on the Business Prime plan, items might be highlighted for buyer's guidance

- preferred
- restricted
- blocked

## Amazon Basics Wirebound Notebook, 100 Sheets / 200 Pages, A5, 80GSM, red, [3-Pack]

[Visit the Amazon Basics Store](#)

4.6 ★★★★★ (3,669)

Amazon's Choice for "amazon notebooks"

500+ bought in past month

Was: £8.45 [Details](#)

Business Price **£4.99 excl. VAT**

£5.99 (£2.00 / count) incl. VAT

You Save: **£2.46 (29%)**

Buy more, 2 units

save more: **£4.82**

(£5.78 incl. VAT)

Save 32%

8 units

**£4.40** LOWEST PRICE

(£5.28 incl. VAT)

Save 38%

Buy more of any size name, style name, configuration to get a

One-time purchase: **£4.99 (5.99 incl. VAT) (£2.00 / count)**

**prime** One-Day  
FREE Returns

FREE delivery **Tomorrow, 10 May** to [EC2A 2](#). [Details](#)

Or FREE delivery **Today by 18:00** on orders over £20 of Prime Same-day & Overnight item(s). Order within 3 hrs 10 mins. [Details](#)

In stock

Quantity: 1

Buying in bulk?

Add to Basket

Buy Now

Secure transaction

**Downloadable VAT Invoice**  
Dispatched from and sold by Amazon.

Return policy:  
Returnable within 30 days of receipt

business prime Deliver to VCS London EC2A 2

All Tech Week Buy Again Today's Deals Gift Cards

Amazon.co.uk Today's Deals Resale Outlet Subscribe & Save

1-48 of over 1,000 results for "amazon basics notebooks" [Go to multi-select](#)

Delivery  
< Clear  
 All Prime




Delivery Day  
 Get It Today  
 Get It Tomorrow

Brands

# Preferred Items

... marked by your administrator to purchase these items preferred to others.

**Results**  
Check each product page for other buying options.

|  |  |   |
|--|--|---|
|  <p><b>Best Seller</b></p>  |   |    |
| <p>Organisation preferred</p>  | <p>Organisation preferred</p>  | <p>Organisation preferred</p>   |
| <p>£13<sup>25</sup> excl. VAT<br/>£15.90 incl. VAT (€0.64/100 Sheets)<br/>RRP: £19.99<br/><b>24% off</b> 100+ units for business<br/>FREE delivery <b>Thu, 8 May</b><br/><a href="#">Add to basket</a></p> | <p>£16<sup>46</sup> excl. VAT<br/>£19.75 incl. VAT (€0.79/100 Sheets)<br/>Was: £23.49<br/><b>16% off</b> for business<br/>FREE delivery <b>Mon, 12 May</b> on your first eligible order to UK or Ireland Or fastest delivery <b>Wed, 7 May</b><br/><a href="#">4 sustainability features</a><br/><a href="#">Add to basket</a></p> | <p>£16<sup>95</sup> excl. VAT<br/>£20.34 incl. VAT (€0.81/100 Sheets)<br/>Was: £24.66<br/><b>18% off</b> for business<br/>FREE delivery <b>Thu, 8 May</b> on your first eligible order to UK or Ireland Or fastest delivery <b>Wed, 7 May</b><br/><a href="#">4 sustainability features</a><br/><a href="#">Add to basket</a></p> |

**Organisation preferred**  
Admin note: "This product is part of the Climate Pledge Friendly programme. You're encouraged to buy this product over other alternatives."



**HP Office A4 80gsm White Office Copier Paper (1 Box Contains Five Reams of 500 Sheets)**  
[Visit the HP Store](#)  
4.6 ★★★★★ (9,888)  
[4 sustainability features](#)  
9K+ bought in past month

Was: £24.66 Details  
Business Price **£16.95 excl. VAT**  
**£20.34 (€0.81 /100 Sheets) incl. VAT**  
You Save: **£4.32 (18%)**

Available at a lower price from [other sellers](#) that may not offer free Prime delivery.

[Buying multiple items? Go to multi-select](#)

Size Name: **1 Box**  
**1 Box** 5 Boxes 10 Boxes 40 Boxes

**Brand** HP Papers  
**Colour** White  
**Item weight** 12.5 Kilograms  
**Paper finish** Uncoated  
**Sheet size** A4

# Preferred Items – Climate Pledge Friendly

... marked by your administrator to purchase these items preferred to others.

**amazon business** Deliver to Amazon London EC2A 2

All Buy Again Today's Deals Gift Cards Business Savings IT products Collect your vouchers Add users Subscribe & Save Case Packs Savings Hub Quantity Discounts Recommendations Custom Products Amazon Brands

Stationery & Office Supplies Bestsellers Deals Printer Ink Office Electronics Office Furniture Office Supplies Organisation Stationery School Supplies Paper Gifting

amazon resale Discover Amazon Resale bestsellers Click here

Stationery & Office Supplies > Office Paper Products > Paper > Copy & Printing Paper > Copy & Multipurpose Paper

**Organisation preferred**  
Admin note: "This product is part of the Climate Pledge Friendly programme. You're encouraged to buy this product over other alternatives." See policies affecting this product

**Amazon Basics Multi-Purpose Copy Printer Paper, A4 80 GSM, 2500 Count (Pack of 5), White**  
Visit the Amazon Basics Store  
4.6 (41,870)  
**4 sustainability features**  
#1 Best Seller in Copy & Multipurpose Paper  
10K+ bought in past month

Was: £23.49 Details  
Business Price **£16.46 excl. VAT**  
£19.75 (£0.79 /100 Sheets) incl. VAT  
You Save: £3.74 (16%)

Available at a lower price from other sellers that may not offer free Prime delivery.

Size Name: **5 Reams | 2,500 Sheets**

|              |                         |
|--------------|-------------------------|
| Brand        | Amazon Basics           |
| Colour       | White                   |
| Item weight  | 12.4 Kilograms          |
| Paper finish | Uncoated                |
| Sheet size   | A4, 21x29,7 Centimetres |

**About this item**

- 5 Reams: 2,500 sheets (5 x 500) of A4-size (210 x 297 mm), 80gsm computer printing paper; optimal for high-volume printing and copying; weight: 12.5kg / 27.6lbs
- White Paper: Paper offers great contrast for crisp printing of letters, proposals,

**Sustainability features**  
This product has sustainability features recognised by trusted certifications.

**Forestry practices** ^  
Made with materials harvested from responsibly managed forests.  
As certified by  
EU Ecolabel  
The Forest Stewardship Council

**Manufacturing practices** v

**Carbon impact** v

**Safer chemicals** v

**CLIMATE PLEDGE FRIENDLY**  
Discover more products with sustainability features. Learn more

**One-time purchase:**  
£16.46 (19.75 incl. VAT) /100 Sheets  
FREE Returns  
FREE delivery Monday, 12 EC2A 2 on your first order in Ireland. Details  
Or fastest delivery Wednesday, May. Order within 9 hrs 11 mins. Details

**In stock**

Quantity: 1  
Buying in bulk?

Add to Basket  
Buy Now

Secure transaction


**Amazon VAT Invoice** v  
Dispatched, sold, and invoiced by Amazon.

Return policy:  
Returnable within 30 days of receipt  
Add gift options

# Blocked Items

... marked by your administrator to prohibit purchasing these items.  
Blocked items can't be added to the basket.

**Organisation blocked**  
Admin note: "Products not sold by Amazon are blocked"



**Wowivy 24 Pads - 3 in x 3 in Sticky Notes, 8 Colors Post Self Stick Notes Pads, Bright Stickies Colorful Super Sticking Memo Pads, for Office, Home, School, Meeting, Strong Adhesive, 82 Sheets/pad**  
Visit the Wowivy Store  
4.7 ★★★★★ (82)  
**Amazon's Choice** for "sticky notes bulk"

Buying multiple items? [Go to multi-select](#)

Colour Name: **Bright Colors**

|            |               |
|------------|---------------|
| Colour     | Bright Colors |
| Size       | 3x3 inches    |
| Brand      | Wowivy        |
| Unit count | 24.0 count    |
| Shape      | Square        |

No featured offers available  
[Learn more](#)

Quantity: 1

Buying in bulk?  
Deliver to Transport - Rotherham S60 1

**See All Buying Options**

Add to List

**Wowivy 24 Pads - 3 in x 3 in Sticky Notes, 8 Colors Post Self Stick Notes Pads, Bright Sticki...** Qty 1 Filter

★★★★★ 82 ratings

1 option sorted by price + delivery: low to high

|   |  |                      |
|---|--|----------------------|
| <b>New</b><br>£11.57 excl. VAT<br>£13.88 incl. VAT<br>(£0.58 / count) | <b>Organisation blocked</b><br>prime One-Day<br>FREE delivery <b>Tomorrow, 3 April.</b><br>Order within 13 hrs 9 mins. <a href="#">Details</a> | <b>Add to Basket</b> |
|---|--|----------------------|

Dispatches from Amazon  
Sold by **Wowivy - Downloadable VAT Invoice**  
★★★★★ (70 ratings)  
100% positive over last 12 months

Discounts [See all discounts](#)

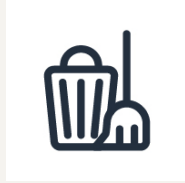
# Blocked Categories

... marked by your administrator to prohibit purchasing these items.  
Blocked items can't be added to the basket.



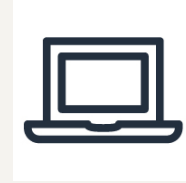
## Machinery and Accessories

Building and Construction, Mining and Well Drilling, Farming and Fishing and Forestry and Wildlife, Power Generation and Distribution Machinery and Accessories, etc.



## Estates and Facilities

Electrical Systems and Lighting and Components and Accessories and Supplies, Domestic Appliances and Supplies and Consumer Electronic Products, Tools and General Machinery, etc.



## IT Services

Paper Materials and Products, Electronic Components and Supplies, Information Technology Broadcasting and Telecommunications, Office Equipment and Accessories and Supplies, etc.




## Laboratory and Measuring and Observing and Testing Equipment

Laboratory and scientific equipment, Measuring and observing and testing instruments, Laboratory supplies and fixtures, etc.

# Amazon Business Discounts

Amazon Business offers several special pricing logics that are not available on the consumer marketplace

Was: ~~£5.39~~ [Details](#)  
Business Price  **£2.54 excl. VAT**  
**£3.05 (£0.25 / count) incl. VAT**  
You Save: **£2.34 (43%)**

## Special Business Prices

Prices on Amazon Business might be lower than Amazon consumer prices

|                      |  |   |
|----------------------|--|---|
| Buy more, save more: | <b>5 units</b><br><b>£5.56</b><br>(£6.67 incl. VAT)<br>Save 3% | <b>20 units</b><br><b>£5.33</b> <span>LOWEST PRICE</span><br>(£6.40 incl. VAT)<br>Save 7% |
|----------------------|--|---|


Type a quantity...

|     |                                     |
|-----|-------------------------------------|
| 3+  | £0.87 (£1.04 incl. VAT)<br>Save 58% |
| 6+  | £0.75 (£0.90 incl. VAT)<br>Save 64% |
| 10+ | £0.60 (£0.72 incl. VAT)<br>Save 71% |

[Buying in bulk?](#)

## Volume Discounts

Prices can be discounted by scaled quantity

**Subscribe & Save:**   
**£10.55 ( 12.66 incl. VAT )**

Automated delivery. No fees.  
Cancel at any time [Learn more](#)

## Subscription Savings

Prices for items from recurring deliveries might be discounted

# Reorder lists

... for frequently purchased items, put several products with a predefined quantity in just 1 click into the product basket

The image shows two screenshots of the Amazon interface. The left screenshot is the 'Create a List' modal, and the right screenshot is the 'Reorder List' modal.

**Create a List**

Choose a list type

- Reorder List**  
For items that are bought repeatedly. Items remain on the list after purchase.
- Shopping List**  
For items that are bought once. Items are filtered from view after purchase.

List name  
Reorder List

Cancel Create List

**Reorder List**

Reorder list

Settings | Share

Start adding items to your list

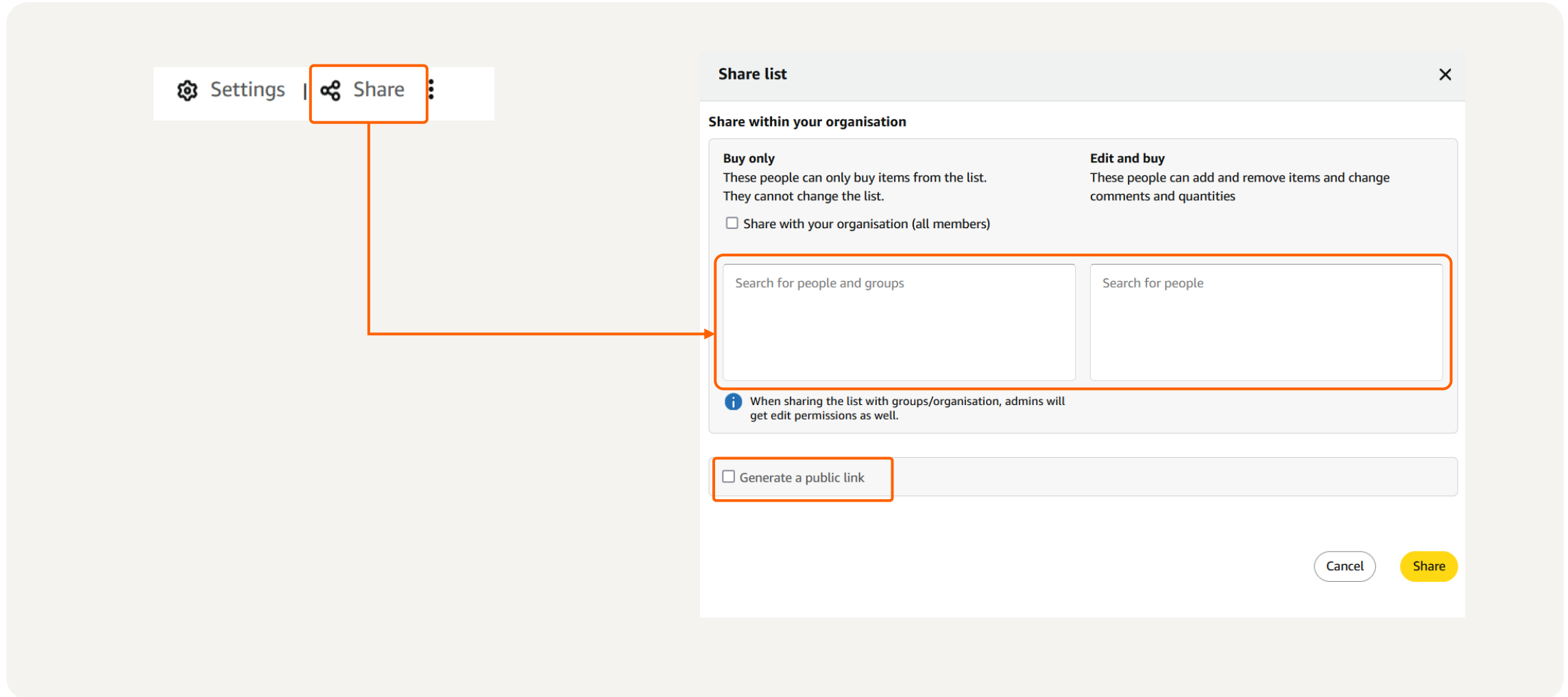
Use these options or go to any product and click **Add to list > Reorder List**

- Add from your orders**  
Search previously ordered items
- Add by keyword**  
Search by keyword to find items
- Add by ASIN**  
Enter the Amazon product number
- Add by ISBN**  
Enter the ISBN
- Add using Amazon URL**  
Enter a link to an Amazon item
- Add by supplier and SKU**  
Enter the supplier name and
- Add using manufacturer and part number**
- Upload spreadsheet**  
Add or remove items from the list

Add all to basket (0 items)

# Reorder lists

... share lists with single colleagues or the whole organization

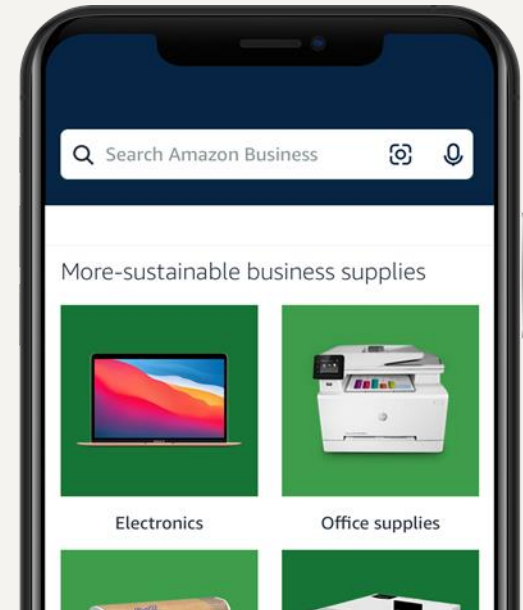
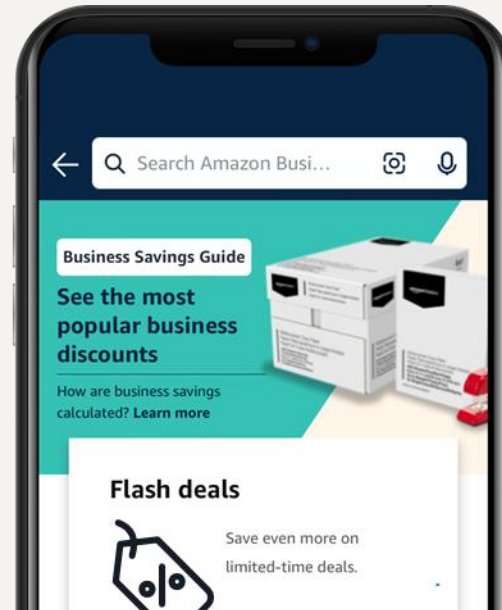
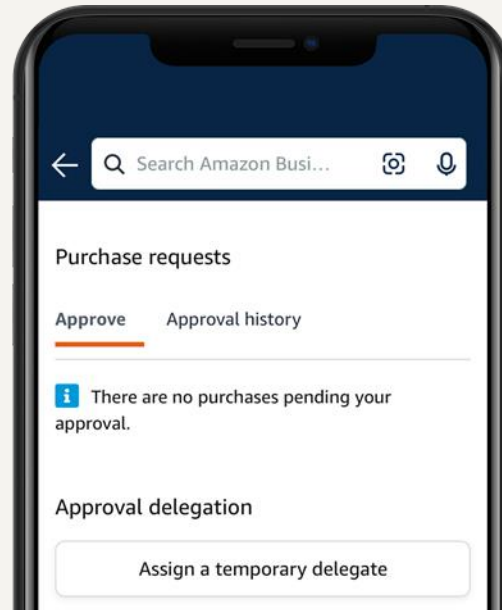
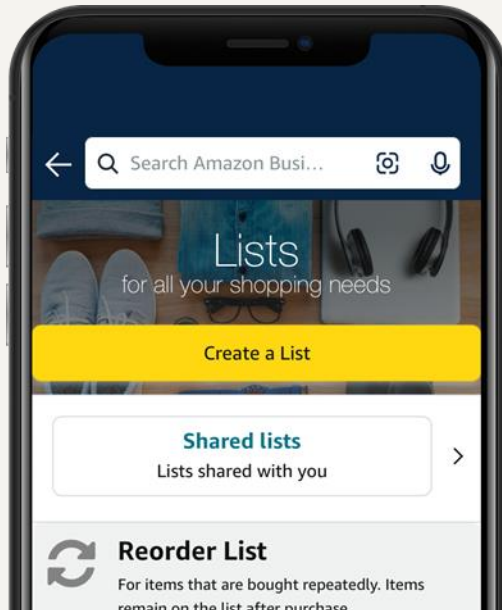


# Amazon Business Mobile App

Download the **Amazon Business Mobile App** ([iOS App](#) or [Android App](#))

Get push notifications for order shipments and approvals

Enjoy a seamless purchasing experience while adhering to organizational policies and preferences a from your mobile device

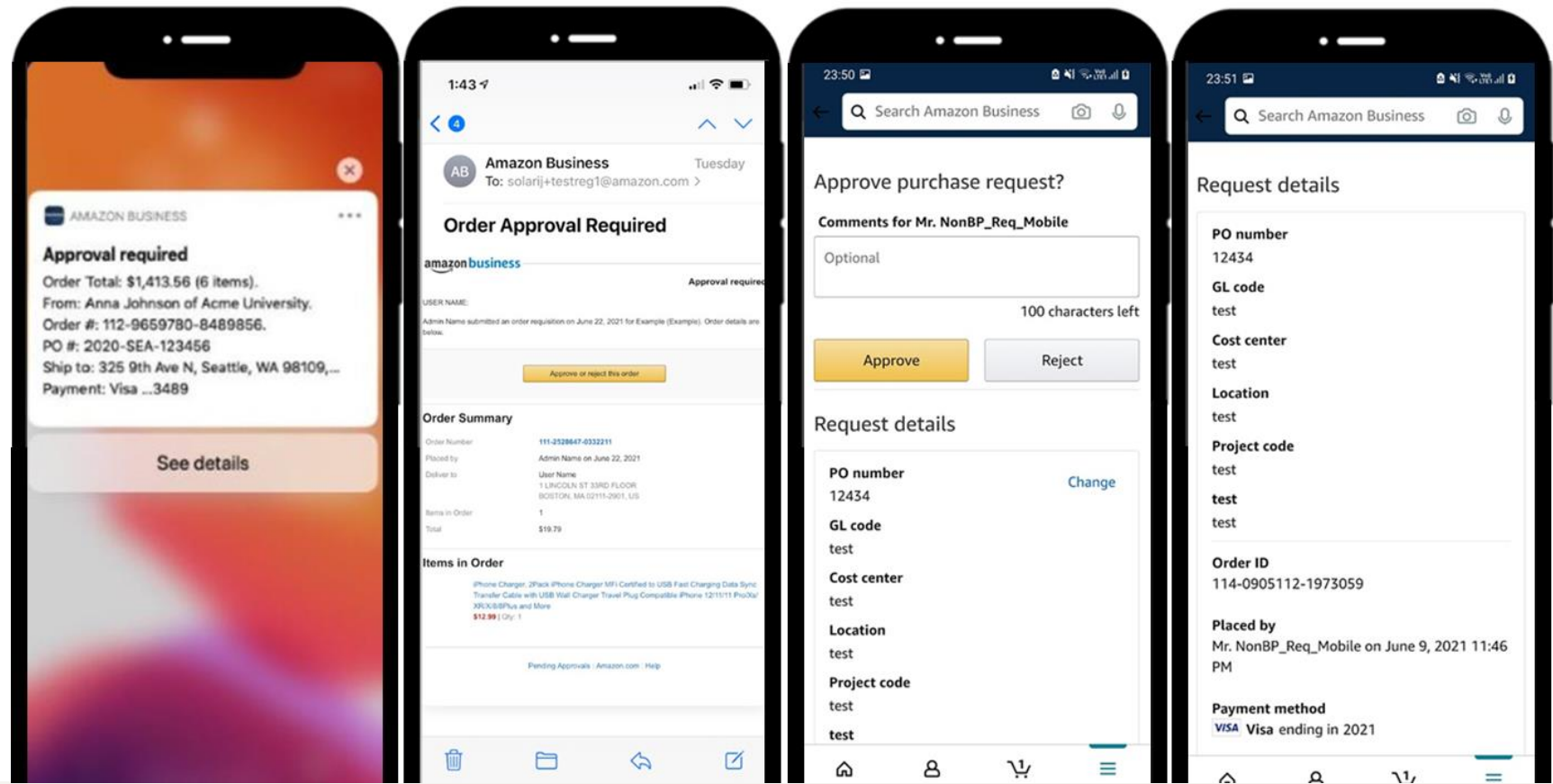


# Approving Orders On the Go

Purchase requests can be approved directly from the Amazon Business Mobile App

When a user places an order with an approval policy required, the approver will get an **email** notifying them of the request as well as a **push notification** on their device

The approval can be **actioned directly** from the push notification or the email

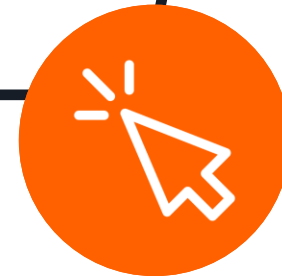


# Let us help you

# Training Videos

... a portfolio tailored for building the capabilities customers need to create a successful, data-driven procurement program

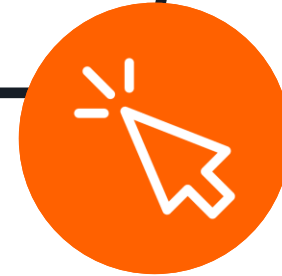
[Click Here](#)



## On-Demand Webinars

... to learn from Amazon Business teams and get the most of your business account covering features, configuration & analytics.

[Click Here](#)



# FAQs

... will help you with a quick self-service support if you have questions regarding the usage of AB.

Have an idea to help us improve? **Send feedback** ›

## with Amazon

Amazon Business  
ent by Amazon  
e on Amazon

## Let Us Help You

Returns and Replacements  
Shipping rates and policy  
**Business FAQ**  
Customer Service  
Contact Us

## Business Solutions

Amazon Business app  
About Amazon Business  
Business Prime  
Pay by Invoice  
VAT Invoicing  
Amazon Business Amex Card

## Business Sett

Add people  
Billing & delivery  
Buying Policies &  
Certifications  
System integrati

Scan the QR code to download the new  
Amazon Business app.



France Germany India Italy

## Find more solutions

## Amazon Business Help

business



### Popular topics

- [Get an invoice](#)
- [Pay your invoices](#)
- [Set delivery preferences](#)
- [Request refunds using Pay by Invoice](#)
- [Find out about VAT for Amazon Business](#)

### Business settings

- [Get started with your business account](#)
- [Create Amazon business lists](#)
- [Add an approvals workflow](#)
- [Manage your Amazon Business account](#)



### Business orders

- [Track your orders](#)
- [Find out about purchase order \(PO\) numbers](#)
- [Manage Business Prime](#)
- [Utilise business analytics](#)



### Members

- [Add people to your business account](#)
- [Manage users](#)
- [Add a user to a group](#)
- [Update user roles](#)



### Payments

- [Set up Pay by Invoice](#)
- [Check out with Amazon Business](#)
- [Manage individual and shared settings](#)
- [Find out about Amazon punchout](#)
- [Find out about payment method options](#)



### Find out more...

- [About Amazon Business accounts](#)
- [About business order information](#)
- [Amazon Business Terms and Conditions](#)
- [Amazon Business Returns Policy](#)

# Business Customer Service

Reach out to our dedicated customer service for business customers via **Live-Chat** or immediate **Recall**

...or click [here](#)

Have an idea to help us improve? See

with Amazon

Amazon Business  
ent by Amazon  
e on Amazon

## Let Us Help You

Returns and Replacements  
Shipping rates and policy  
Business FAQ

Customer Service  
Contact Us

Business Sol

Amazon Business  
About Amazon B  
Business Prime  
Pay by Invoice  
VAT Invoicing  
Amazon Business

### Potential issues to clarify:

- Delivery problems
- Payment / invoicing issues
- Warranty-related topics
- Change / cancel / return an order
- ...

## Welcome to Amazon Customer Service, Amazon

What would you like help with today? You can quickly take care of most things here, or connect with us when needed.

A delivery, order or return

Payments, Charges & Gift Cards

Invoices, VAT

Manage business account

Individual account settings and data privacy

Report Something Suspicious

Something else

### Search our help library

Q Type something like, "question about a charge"

### All help topics

#### Recommended Topics

Where's My Stuff?

#### Find a Missing Parcel That Shows As Delivered

If tracking shows as delivered in Your Orders but you cannot locate your item(s); Try your safe place location, check with neighbors if safe to do so or...

#### Track Your Package

You can find tracking information in your order details. If an order includes multiple items, each may have separate delivery dates and tracking...

France Germany India Italy Japan Spain United States

For **sign-in issues** our Account Change team is available Monday - Sunday, 07:00 - 21:00 on +44 808 1453768

# Business Customer Service

Customer Service | Home | Digital Services and Device Support

1 Tell us what you need help with — 2 Describe what's going on — 3 Get an answer

Get help with a different issue

Something else

< Back

Pick what you need help with

Pre-order questions > I need more help >

## Immediate Call

Request a phone call

Issue

I need more help

Select a different issue

What's the best number to call you?

GB +44

Call me now

How would you like to get help?

Our messaging assistants can solve most issues or get you connected to the right associate

Request a phone call

Available now

Request call now

Recommended

Chat with us

Available now

Start chatting now

Why choose chat?

Get where you're going fast

Our messaging assistant quickly figures out what you need help with and fixes it immediately or connects you to a human for help.

Chat at your own pace

Once connected to an associate, you have 24 hours to come and go as you like.

## Live-Chat

Messaging Assistant | Customer Service

Hi, thanks for contacting Amazon. I'm Amazon's messaging assistant.

I'm here to answer your questions and get the right person to help you out.

As I send you messages, you can select a button to reply. Give it a try.

2:24 PM

Ok

# User Testing!

## Let's Try!

1. **Login** to Amazon Business
2. **Add a product to your cart and complete the checkout steps** (*without finalizing the purchase, unless you need the product!*)
3. Check the **«Your Orders»** history
4. Go to the **Customer Service** section



# Questions?

Thank you