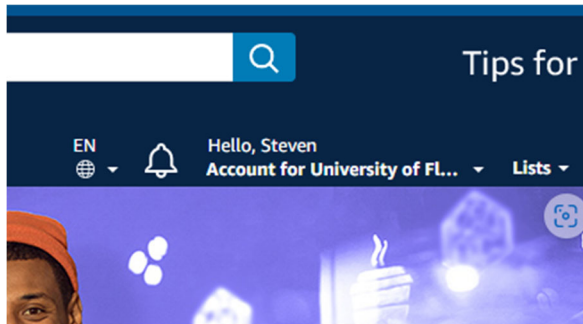


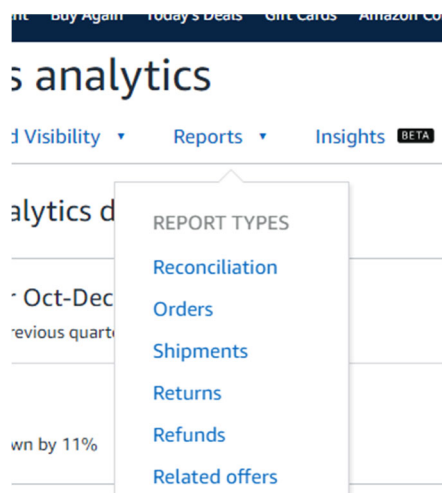
HOW TO RETRIEVE AN AMAZON INVOICE

Note: Only the shopper for an order can retrieve the invoice for that particular order

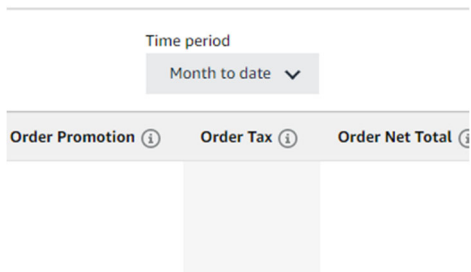
Step 1: Access “Business Analytics” from the drop-down menu under “Hello, <your name>”



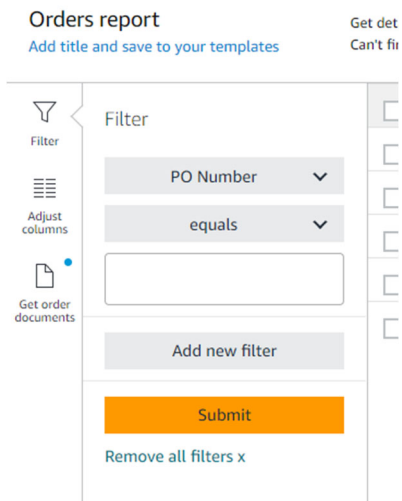
Step 2: Under the “Reports” drop-down menu, select “Orders”.



Step 3: Select the Time Period you’re interested in.



Step 4: Filter select "Filter" and from the drop-down menu select "PO Number".



Step 5: Enter the applicable PO number in the text box, and **make sure to click on the blue shaded PO number, then click Submit.**

Add title and save to your templates

Can't find what you need?

Filter

PO Number

equals

2301049440

2301049440

Add new filter

Submit

Remove all filters x

Step 6: Move the cursor over the "Order ID". From there you can click on any "PBI Statements". Those will be the associated invoices for this Purchase Order.

Get detailed payment, product, and seller info on an order.

Can't find what you need? [See our help page](#)

<input type="checkbox"/>	Order Date ⓘ	Order ID ⓘ	Account Group ⓘ
<input type="checkbox"/>	12/01/2022	113-5309468-2985057 ▾	myUF Jaggaer Pro