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.
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.