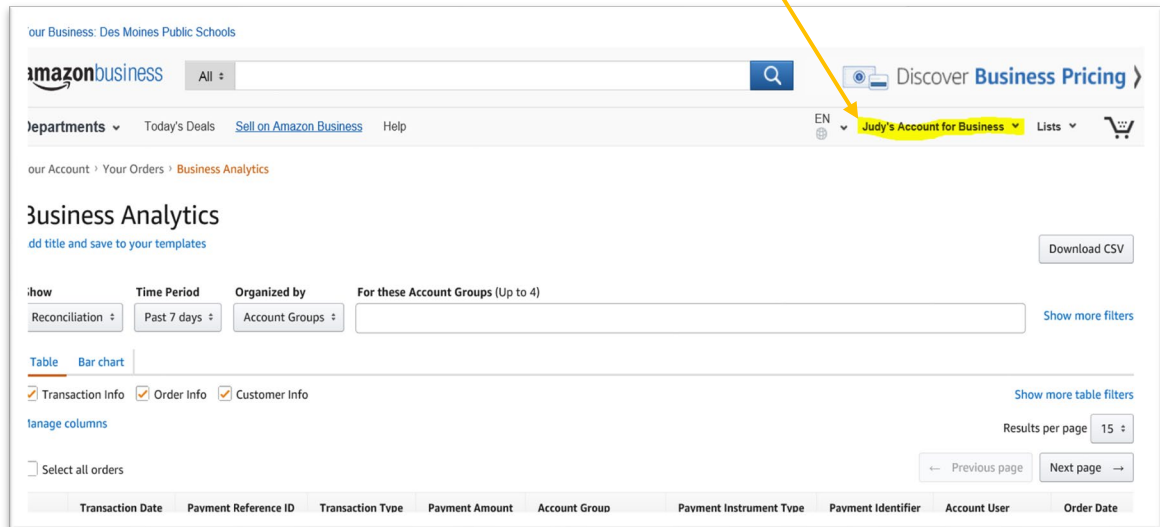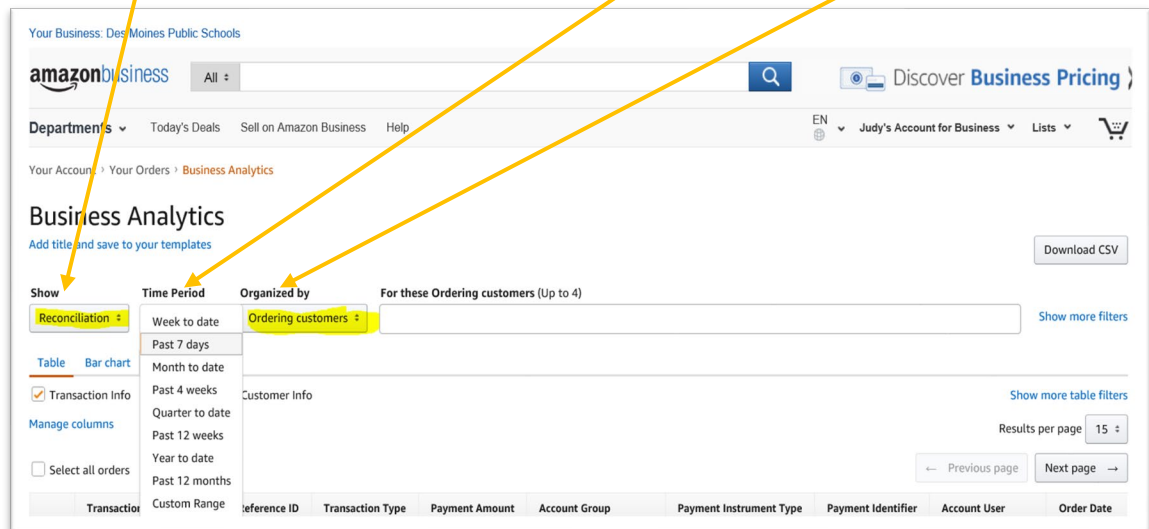# HOW TO FIND A RECEIPT IN YOUR AMAZON BUSINESS ACCOUNT:

- Sign in to your Amazon Business account. Go to the <u>drop-down box</u> and click Business Analytics:


- Under the <u>"Show" tab</u>, select Reconciliation. Under the <u>"Time Period" tab</u>, select the time frame that works best for the order that you are searching for. Under the <u>"Organized by" tab</u>, select Ordering Customers.

- In the "For these Ordering Customers" tab, you can either click in this box for a drop down of names/departments, or you can type in your name and it will populate for you.
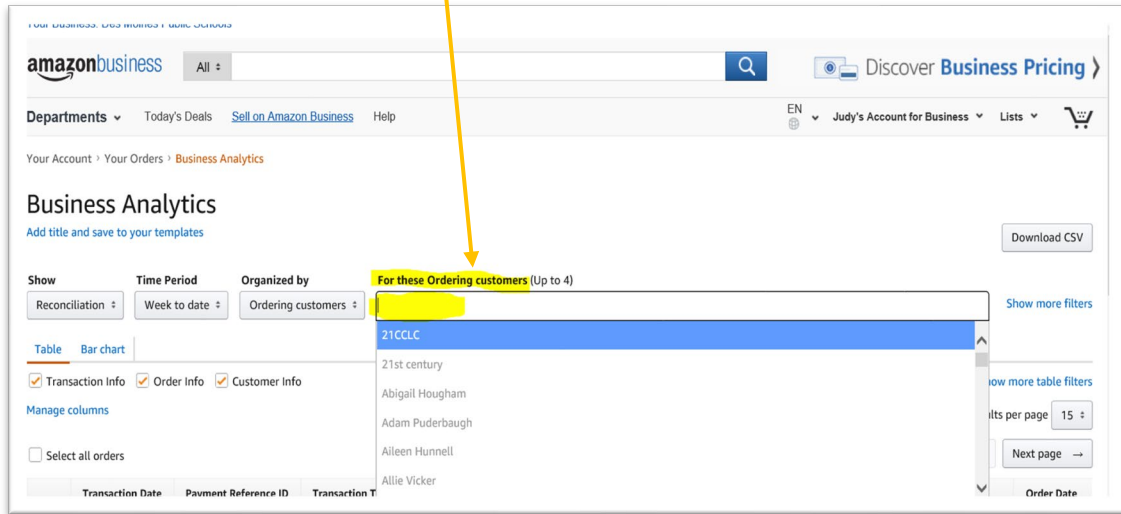
- You will now see your orders. Once you see the order you are looking for, hover on the Order ID number and you will see a box that says, "Printable Order Summary." Click on that and it will open up the Final Details page from Amazon.
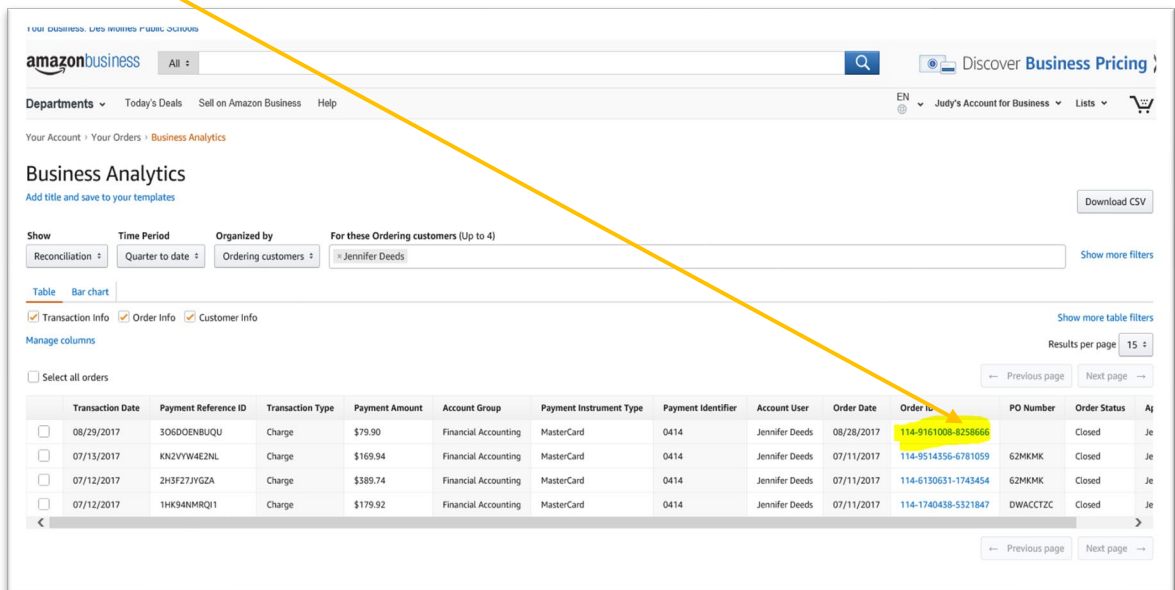
- When pulling the receipt to attach to the transaction, be mindful of which one you use. Only attach receipts where it indicates a "Shipped on" date.

Final Details for Order #114-9161008-8258666
Print this page for your records.

Order Placed: August 28, 2017
Amazon.com order number: 114-9161008-8258666
Order Total: $79.90

Shipped on August 29, 2017	
Items Ordered	**Price**
10 of: Calculator, Everplus Electronic Desktop Calculator with 12 Digit Large Display, Solar Battery LCD Display Office Calculator (Black)	$7.99
Sold by: SPHealth (seller profile)	Product question? Ask Seller	
Condition: New	

	Item(s) Subtotal: $79.90
Shipping Address:	Shipping & Handling: $13.46
Amazon Customer	Free Shipping: -$13.46
Gifting Address	-----
	Total before tax: $79.90
Shipping Speed:	Sales Tax: $0.00
Two-Day Shipping	-----
	Total for This Shipment: $79.90

Payment information	
Payment Method:	Item(s) Subtotal: $79.90
MasterCard	Last digits: 0414	Shipping & Handling: $13.46
	Free Shipping: -$13.46

	Total before tax: $79.90
	Estimated tax to be collected: $0.00

	Grand Total: $79.90
Credit Card transactions	MasterCard ending in 0414: August 29, 2017: $79.90

To view the status of your order, return to Order Summary.

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