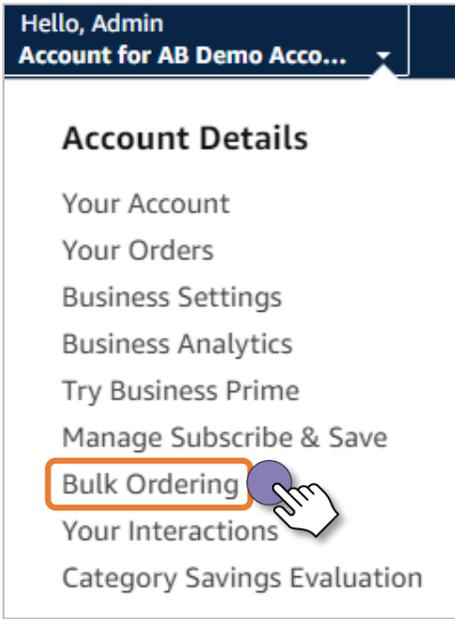


How-To Guide: Bulk Ordering

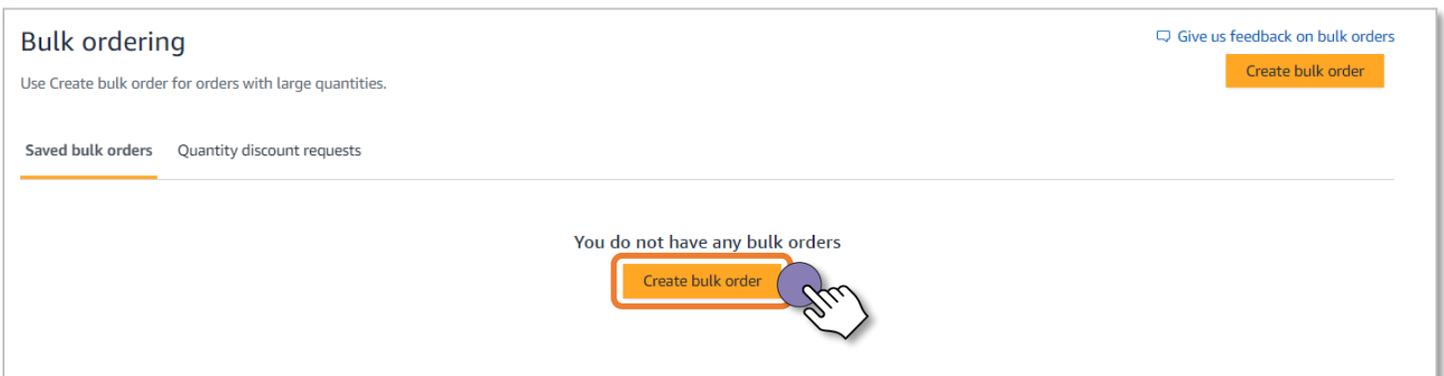
Bulk ordering functionality allows individuals on Amazon Business to place orders for large quantities of items in new condition. There is no extra cost and you don't need a Business Prime membership to bulk order products.

Bulk Ordering

1. Hover over "Hello, NAME" in the upper right hand corner of your home page.
2. Click **Bulk Ordering** from the drop down menu.



3. Select the **Create bulk order**.



4. a. Use form entry to input products one by one. Enter product ASINs or ISBNs in the space provided and the quantity you wish to order. Click **Add to order**.

New bulk order
Add up to 49 different products (or 999 total units)

Form entry
Enter products one by one

Upload spreadsheet
Upload our fill in template

Input type: ASIN or ISBN
ASIN or ISBN number: Eg: B01234567 or 978-3161484100
Quantity:
Add to order



4. b. Upload spreadsheet to download a spreadsheet template then upload the form in order to add to your order.

New bulk order
Add up to 49 different products (or 999 total units)

Form entry
Enter products one by one

Upload spreadsheet
Upload our fill in template

Download form → **Upload form**



- Download an open the spreadsheet template form. Enter the required information fields and save the file.

Row	Required	Required	Optional	Required
	Input Type	ASIN, ISBN, Amazon URL, Keyword, Supplier Name, or Manufacturer Name	SKU, Part Number	Quantity <i>(enter numeric values only)</i>
1	ASIN or ISBN			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

- Once items have been added to your spreadsheet and it is saved, click **Upload form**.



- Review the items and if all is accurate, click **Continue**.

Ignore all errors Continue

ASIN or ISBN number Quantity

Line 2 B07C3XZMC6 500 Ignore

8. A notification will indicate that the products have been added from the spreadsheet template. Click Find best offers.

✔ 1 of 1 products added from "AmazonBulkOrderForm_3_en_US.xlsx" [Upload another spreadsheet](#)

Total: 1 products and 500 units

	JIKIOU 3 Pack Mouse Pad with Stitched Edge, Comfortable Mouse Pads with Non-Slip Rubber Base, Washable Mousepads Bulk with Lycra Cloth, Mouse Pads for Computers Laptop Mouse 10.2x8.3x0.12inch Black	ASIN: B07C3XZMC6	500	Delete
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[Find best offers](#)

9. Bulk buying options will be displayed. Click Add to cart if you wish to proceed with the order.

Bulk buying options

Products available: 1 of 1
Items available: 500 of 500

Subtotal (500): **\$4,130.00**
Shipping calculated at checkout
Estimated tax calculated at checkout.

[Add all to cart](#)

<input checked="" type="checkbox"/>	Product	Quantity	Availability	Seller	Price + Shipping
<input checked="" type="checkbox"/>	 JIKIOU 3 Pack Mouse Pad with Stitched Edge, Comfortable Mouse Pads with Non-Slip Rubber Base, Washable Mousepads Bulk with Lycra Cloth, Mouse Pads for Computers Laptop Mouse 10.2x8.3x0.12inch Black ★★★★★ 12778 ratings ASIN: B07C3XZMC6 Condition: New Similar items available from \$2.56	Quantity: 500	In Stock.	Sold by JIKIOU Direct and Fulfilled by Amazon. 100% positive (827 seller ratings)	\$4,130.00 \$8.26 each & FREE Shipping . Details Arrives: Thursday, July 13 Details Fastest delivery: Tomorrow Order within 4 hrs and 10 mins Details