

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions/Topics:

**Amazon invoices: What is a *Final Detail for Order* and how do I print an Amazon invoice?**

# Solutions:

A final detail for order is what Amazon calls their invoices. If Pam Jones requests a final detail for order she simply needs you to go into your Amazon orders and print the invoice(s). These are the steps that you need to follow in order to print your Amazon invoice(s):

* Log in to your Amazon account
* Go under “Your Account”
* Choose “Your Orders”
* You should see a list of orders that you have placed in the past 6 months. If not, you can do a manual search at the top right of the screen but you will need to know the order number to do this.
* Scroll through the orders to locate the item you need
* If you will look just above the order information you will see a light gray strip. Look in the upper right hand corner of the gray strip and you will see your PO numbers
* Locate the PO number you need and just below the PO number you will see “View order details”. Click on that link
* When the next page opens, you will see a little gray box that says “View or Print Invoice” located on the upper right hand of the page. Click that little gray box
* You are now looking at your invoice. Just below the word “Final Details for Order” you will see the link to print your invoice.



## **Additional Comments**:

***You should only print the Final Details for Order invoice if Pam requests you to.  Otherwise, you will use the little paper invoice that looks like a cash register receipt that comes with your Amazon shipments.***