How-To Guide: Request for Quote

Amazon Business customers can now request custom quotes through our Request for Quote tool, up to 50 unique items within one request. Request for Quote is a tool which helps Amazon Business Customers request a specific, discounted price on higher volume purchases (>\$10K / >999 units). Once you submit your quote request, thirdparty sellers are able to send you personalized offers.



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Request for Quote

1. Search for the item you looking to purchase.

Request for quote is also accessible by navigating to <u>https://www.amazon.com/ab/bulk-order/input</u> or <u>www.amazon.com/requestforquote</u>



2. Select the item that you are searching for or that best suits your needs.



3. On the product detail page, select Buying in bulk?

NOTE: Not all products will qualify for buying in bulk. Items that do not qualify will not have the option to select Buying in bulk?

	Logitech M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12-Month Battery Life, 1000 DPI Optical Tracking, Ambidextrous PC/Mac/Laptop - Swift Gray Visit the Logitech Store 4.6 ★★★★★★ × 18,182 ratings 191 answered questions Climate Pledge Friendly Climate Pledge Friendly	Buy new: \$13.99 • FREE Returns ~ FREE delivery Thursday, August 24 on orders shipped by Amazon over \$25 Or fastest delivery Tuesday, August 22. Order within 11 hrs 30 mins
	List Price: \$13.99 Price: \$13.99 FREE Returns ~ You Save: \$1.00 (6%) Available at a lower price from other sellers that may not offer free Prime shipping. Style: USB Receiver Bluetooth USB Receiver Color: Swift Gray	 Deliver to AB - Seattle 98109 Available to ship in 1-2 days. Qty: 1 v Buying in bulk? Add to Cart Secure transaction Sold by Amazon and Fulfilled by
Roll over image to zoom in	Brand Logitech Color Swift Gray Connectivity Technology USB Special Feature Wireless Movement Detection Optical Technology Itelas	Attrazon. Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt Add a gift receipt for easy returns Save with Used - Very Good \$11.41
	About this item	 FREE delivery: Aug 25 - Sep 1 Ships from: itembazaar Sold by: itembazaar

4. Begin building your basket with the items you need to purchase. You can edit the items shown, and add or remove items using by clicking Add or remove products.



5. Find your selection of products utilizing filters such as ASIN, SKU, or Keywords. One may also upload a bulk order form with product details using the Amazon Business template.

Bulk ordering / New bulk order	Give us feedback on bulk orders
New bulk order Add up to 49 different products (or 999 total units)	Saved to Bulk Ordering Find best offers
Form entry Enter products one by one Upload spreadsheet Upload our fill in template	
Input type ASIN or ISBN number	Quantity
ASIN or ISBN Eg: B01234567 or 978-3161484100 Supplier SKU Manufacturer part number Amazon URL	Add to order
Keyword Cogreen M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12-Month Battery Life, ASIN: B004YAVF81 1000 DPI Optical Tracking, Ambidextrous PC/Mac/Laptop - Swift Gray ASIN: B004YAVF81	1 Delete
	Find best offers

6. If utilizing the search option, enter the ASIN, SKU, or Keyword, etc... that you are searching for as well as the quantity you wish to purchase then click Add to order.

Input type		Keyword	Quantity	
Keyword	~	Batteries	100	Add to order
			(Mg	

7. You should now see multiple results for the item you are search for on the right hand side of the page. Choose the product that matches your input by clicking Add. Repeat the process for any other items you wish to obtain pricing for. You may add up to 49 products or up to 999 total units within a single request.

All + Enter keyword or product number	X
y Agalas Gift Cards Recommendations - IT Supplies - Savings For You Business Savings Ansaron Rades Request for Quote Quantity Discounts Today's Deals	Multiple results Choose a product that matches your input
Bulk ordering / New bulk order	Q Give Keyword: Batteries
New bulk order Add up to 49 different products (or 999 total units)	Add Energizer MAX C Batteries, Premium Add Add Add
Form entry Enter products one by one Upload spreadsheet Upload our Fill in template Input type Keyword Quantities Keyword Batteries 100	Amazon Basks 24-Pack D Cell Alkaline All- Purpose Batteries, 1.5 Volt, 5-Vear Sheff Life
Total: 1 products and 1 units	Energizer Alkaline Power D Batteries (12 Pack), Long-Lasting Alkaline Size D Batteries - Packaging May Vary
Logitsch M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12-Month Battery Life, ASIN: B004VAVF81 1000 DPI Optical Tracking, Ambidioktrous PC/Mac/Laptop - Swift Gray	1 Arrazon Basiks 24-Pack C Cell Alkaline All- Purpose Batteries, 1.5 Volt, 5-Year Sheff Life
	Amazon Basiks 48 Count AA & AAA High- Performance Batteries Value Pack - 24 Double AA Batteries and 24 Triple AAA Batteries (48 Count)
history	

8. When you list of items is complete, click Find best offers.

NOTE: If you need more than 999 units of an item, leave the quantity at "1". You will have the opportunity to update this quantity in a future step in the process (see step #11 in this guide)

Total: 3 pr	oducts and 201 units		
	Germ-X Advanced Hand Sanitizer with Aloe and Vitamin E, Kids Hand Sanitizer, Non- Drying Moisturizing Gel, Instant and No Rinse Formula, Pump Bottle, Back to School Supplies, 1 Liter	Keyword: hand sanitizer	100 Delete Browse options
MA	Amazon Basics 24-Pack D Cell Alkaline All-Purpose Batteries, 1.5 Volt, 5-Year Shelf Life	Keyword: Batteries	100 Delete Browse options
	Logitech M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12-Month Battery Life, 1000 DPI Optical Tracking, Ambidextrous PC/Mac/Laptop - Swift Gray	ASIN: B004YAVF8I	1 Delete
			Find best offers

9. Results shown will be the best offers available on Amazon Business without a custom quote. If pricing available meets your pricing requirements, you may purchase immediately. Items not eligible for quoting will display an orange badge that states Not available for quoting. In these cases, you may have the option to choose to Select similar items available for quoting.

	Product	Quantity	Availability	Seller	Price + Shipping
	Amazon Basics 24-Pack D Cell Alkaline All-	100	In Stock.	Ships and sold by Amazon.com.	\$2,452.00
	Purpose Batteries, 1.5 Volt, 5-Year Shelf Life	100			\$24.52 each
There	**** * 128721 ratings				& FREE Shipping. Details
and the second	ASIN: 8077462NSR				Arrives: Wednesday, Aug 23 Details
	Condition: New				Fastest delivery: Monday, Aug 21
					Order within 9 hrs and 57 mins Details
	Not available for quoting				1 offer and 3 similar items
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Belect similar items available for quoting				Select different offers
~	Logitech M185 Wireless Mouse, 2.4GHz with	1	Available to ship	Ships and sold by Amazon.	\$13.99 vprime
	USB Mini Receiver, 12-Month Battery Life, 1000		in 1-2 days.		\$13.99 each
-	DPI Optical Tracking, Ambidextrous				& FREE Shipping on orders over \$25.0
	PC/Mac/Laptop - Swift Gray				shipped by Amazon. Details ~
	*** * * * 18182 ratings				Arrives: Thursday, Aug 24 Details
	ASIN: BOD4YAVE8				Fastest delivery: Tuesday, Aug 22
	Condition: New				Order within 9 hrs and 57 mins Details
					4 offers and 3 similar items
					Select different offers
	Germ-X Advanced Hand Sanitizer with Aloe and	100	3 In Stock	Ships and sold by Amazon.com.	\$25.23
-	Vitamin E, Kids Hand Sanitizer, Non-Drying	100			\$8.41 each
Statist.	Moisturizing Gel, Instant and No Rinse Formula,	Limited quantity available.			& FREE Shipping. Details
	Pump Bottle, Back to School Supplies, 1 Liter				Arrives: Sep 5 - 8 Details
	** * * * 1265 ratings				Fastest delivery: Tuesday, Sep 5
	ASIN: 8078J5682K				
	Condition: New				

#### 10. Once all products have been added, click Request a quote.



11. Enter all required fields including, **Quantity** needed, **Target price** per unit, **Price range** from target price, **Expected purchase by** date, **Deliver by** date, **Delivery zip code**, and **Can we share your business name with suppliers?** Once completed, click **Request Quote**.

NOTE: Current standard Amazon Business price for each item will be show beneath the **Target** price/ea.

Send a quote request to multiple suppliers and get offers in as little as 1 day.							
Total: 1 products and 1000 units Subtotal (1): \$13,990							
Product		Quantity	Target price/ea	Price range	Total		
M M Bz Oj Ar	ogitech M185 Wireless ouse, 2.4GHz with USB ini Receiver, 12-Month ttery Life, 1000 DPI ptical Tracking, mbidextrous C/Mac/Laptop - Swift Gray	1000	\$ 13.99 Current Amazon Business price: \$14.97	+/- 2% 🗸	\$13990.00		
Items (1) not ava	ilable for quoting				~		
Quote name							
Basket-e493-08/18/	2023						
Allow at least 5 business Deliver by	y days or longer to give suppliers time to	o offer a quote.					
Providing more lead time	may allow suppliers to offer competit.	ive quotes.					
Country/Region	Delivery zip code						
United States 🗸							
Suppliers use this informa	ntion to determine best delivery metho	d and cost.					
Can we share your bu	usiness name with suppliers?						
	ed)						
🦲 Yes (Recommende							
Yes (Recommende No							

Once the request has been made, this tool uses Amazon Business's network of suppliers to identify available inventory at your target price point. Quotes are typically available within 3-5 business days. Amazon Business cannot guarantee that inventory and pricing will meet your desired requests but typical savings through the request for quote tool are approximately 10%.

12. You will have individual quotes for each request that you have made. Requests will show the date they were requested as well as when the quote is due. Click view request to see the status of the request.

REQUEST SENT Requested Aug 18, 2	2023   Quotes due Aug 31, 2023 Basket-e493-08/18/2023 Total items: 2 Total quantity: 1100 Estimated subtotal: \$13,710.20 - \$14,269.80	View request
REQUEST SENT Requested Aug 11, 2	2023   Quotes due Sep 9, 2023	
	Dell Inspiron 3000 Business Laptop,-08/11/2023	
Vindows 11 Pro	Quantity: 30 Target price/ea: \$450.00 (+/- 2%) Estimated subtotal: \$13,230.00 - \$13,770.00	View request

13. If an offer has not yet been offered for a quote request a message "We are still waiting for offers. We will notify when new offers are provided" will be shown next to the item. You are not required to wait for all items to have offers made prior to purchasing items in your basket. If you wish to place an order for a quantity of items in your basket select that item and click proceed to checkout and complete your purchase through the standard checkout process.

EQUEST SENT Basket-e493 otal items: 2   (Quote # iew Request Timeline	-08/18/2023 26c26b74-a081-4d4f-9908-e87fc6326340_169239	3215222)				(MZ)	Ibtotal (100): <b>\$2.452.00</b> Proceed to checkout
)eselect all	Product	Quantity	Availability	Seller	Status	Price + Shipping	
۲	Logitech M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12Month Battery Life, 1000 DPI Optical Tracking. Ambidextrous PC/Mac/Laptop - Swift Gray Cray ASIN: 8004YAVF8I Condition: New	Requested Quantity: 1000	We are still w	aiting for offe	rs. We will notify wh	en new offers are provided.	
	Amazon Basics 24-Pack D Cell Alkaline All-Purpose Batteries, 1.5 Volt, 5-Year Shelf Life ASIN: 8077462NSR Condition: New Not available for quoting	100	100 in Stock.		Current Amazon Business Offer	\$2,452.00 \$24.52 each & FREE Shipping. Details Arrives: Wednesday, Aug 23 Details Fastest delivery: Monday, Aug 21 Order within 9 hrs and 37 mins Details	

NOTE: Not all customers may have access to this feature. Additionally, depending on the product, quantity, pricing, and delivery requirements you select, sellers may be unable to provide an offer for your quote request. If that is the case, you may not receive responses to your quote request.