

Zip Books Invoicing Procedures

This is an overview of the invoicing procedures for all Zip Books orders. All invoices should go to NorthNet Library System for payment. Double-check that this is the standard Amazon account dedicated to Zip Book orders (no other orders should be placed through this account to avoid confusion).

1. When you receive your monthly invoice from Amazon **DO NOT PAY IT**. Please *immediately* scan and email the invoice to ZipBooksInvoice@northnetlibs.org for payment.
2. Invoices should be forwarded within 3 days of receipt. You do not need to mail in your hard copies. If an invoice is not received in time and late fees are incurred, the fees will be taken from your allocation.
3. Libraries using the NLS Credit Card do not need to submit invoices, as they will automatically be sent to NorthNet. However, you are required to submit an Amazon generated Order History Report by the 20th of each month (see #6 below for instructions on how to create this report).
4. For auditing purposes, some libraries may be asked to submit individual Invoices/Order Details or an Order History report. Instructions on how to generate these files are below. All files should be sent directly to our Fiscal Department at ZipBooksInvoice@northnetlibs.org.
5. How to create a PDF file of Invoices/Order Details:
 - a. Log into your Zip Books dedicated Amazon account
 - b. Select **"Orders"** (near Cart)
 - c. Use search bar to locate orders by item title
 - d. Select **"Invoice"** (top right corner of each individual order box)
 - e. Click on **"Print this page for your records"** (located at top of page)
 - f. Change **"Destination"** to **"Save as PDF"**
 - g. Click on **"Save"** and select location
 - h. Repeat process for each Invoice requested
6. How to generate an Order History Report:
 - a. Go to the instructions page:
<https://www.amazon.com/gp/help/customer/display.html?nodeId=200131240>
 - b. Click on **"Order History Reports"** in Step 1
 - c. You may be prompted to log into your Amazon account. Be sure you are logged into your dedicated Zip Books Amazon account.
 - d. Select **"Items"** under **Report Type**
 - e. Select **Start Date** [7th of previous month] and **End Date** [6th of current month]
 - f. Enter a **Report Name**, using the following format: "Your Library Name 20XX MM 06 Order History" (e.g., "Riverside 2019 02 06 Order History," for 1/7-2/6 purchases).
 - g. Click on **"Request Report"**. It may take some time to process, and you will be notified by email when it is complete. Once the report is generated you can then download and email it.

If you have any questions, please contact the Zip Books Project Coordinator (nuesca@northnetlibs.org).

