

Zip Books Invoicing Procedures

This is an overview of the invoicing procedures for all Zip Books orders. All invoices received 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 in PDF format to ZipBooksInvoice@northnetlibs.org for payment.
2. **ANY** invoices received should be forwarded within 3 days of receipt, whether or not a payment is due. You do not need to mail in your hard copies.
3. If an invoice is not received in time and late fees are incurred, the library will be responsible for paying those late fees using their own funds. Amazon Accounts set up as a “Government/Non-Profit Entity” will have their late fees automatically credited back to their account on the following month and do not need to be paid by the library. To find out if your account is set up as a “Government/Non-Profit Entity” or to request that it be set up as such, contact your Synchrony Bank Account Manager (1-866-634-8381).
4. 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 15th each month (see #6 below for instructions on how to create this report).
5. Any overpayment to your Amazon Corporate Credit Line (ACCL), shown as a credit or unapplied payment on your monthly statement, should be left alone as a credit in your account. This credit will automatically be subtracted from your following month’s total. You should NOT request a refund check. Should Amazon/Synchrony reach out to you regarding an overpayment, please let them know that you’d like the money to remain in your account as a credit.
6. 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.
7. 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 title and click on “**Order Details**” next to item
 - d. Select “**Invoice**” (top right corner of 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
8. How to generate an Order History Report:
 - a. Go to the instructions page:
<https://www.amazon.com/gp/help/customer/display.html?nodeId=200131240>



If this link does not work, you can find the correct page by searching for "Order History Report" on the Help page.

- b. Click on "**Order History Reports**" in Step 1 of "**Create an Order History Report**"
- 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**. This report type will include the item title and shipping information.
- 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 directly to our Fiscal Department at ZipBooksInvoice@northnetlibs.org.

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

