



In your Business Settings, Delivery Preference under Billing & Shipping

Business settings

 2 Account management features added! [Learn more](#)

 **Billing & shipping**
Manage your checkout preferences for employees by adding payment and shipping info.

Shared settings	Business order info
Payment methods	Budgets (Blanket POs)
Addresses	Pay by Invoice
Delivery preferences	Your Invoices for Pay by Invoice


Then update the days/hours to remove any days or times that may result in packages being left without anyone to receive them.


Default delivery preferences

Your coworkers see these options as the default choice when adding or editing addresses on this account, and can adjust them for each address. These preferences only apply to items shipped from Amazon. [Learn more](#)

Delivery times

Delivery hours
Monday - Friday 9:00 AM - 3:00 PM
Saturday - Sunday Closed

Amazon Day  **prime**
Monday

Same-Day Delivery  **prime**
Disabled for locations with these hours

[Edit](#)

Observed holidays

Closed for all U.S. federal holidays

[Edit](#)

This will set up a set Delivery Schedule that coincides with your school hours of operation, and help avoid any deliveries being left outside the building after hours or on the weekends.

If you are still having delivery issues with Amazon please contact Kris Wishart in Purchasing (ext. 88708)