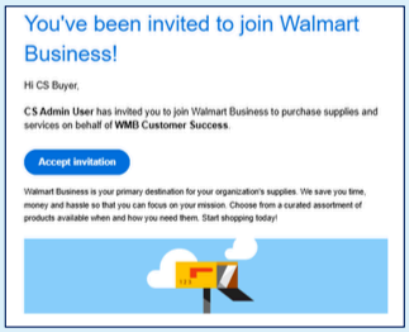
WALMART BUSINESS USER GUIDE

You do not have to download the Walmart Business App. You can use the actual card at checkout to pay.

Activating Your Account

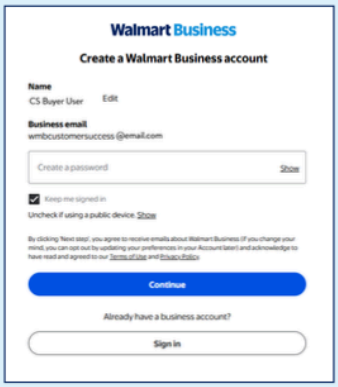
Step 1



- Search your Email for an email with the Subject: "You've been invited to join Walmart Business"
- Select the "Accept your invitation" button

Note: If you accidentally deleted or cannot locate your email invitation, contact an Admin on your account to resend the email.

Step 2

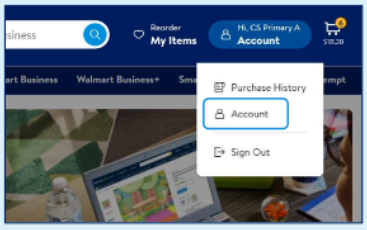


- Confirm the name listed on your invite
- Create a password

Add / Edit Delivery Addresses

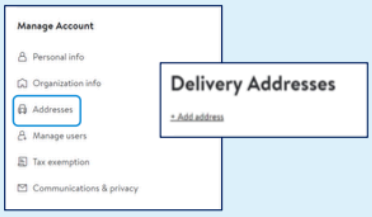
(Free With $35 Minimum Order **Must be Shipped & Sold by Walmart. Excludes Marketplace Items.)**

Step 1



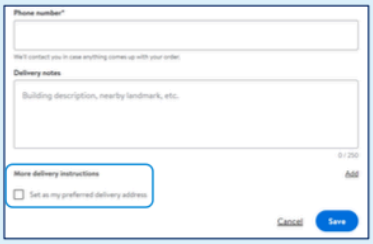
- Hover over the "Account" button on the top right corner of the page.
- Select "Account" in the drop-down menu.

Step 2



- On the Account Settings page, select "Addresses" on the left-side menu under the "Manage Account" section.
- To Add New: Select "Add Address."

Step 3



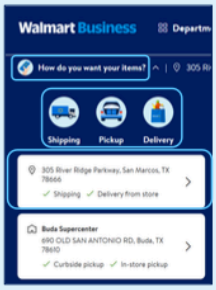
- Complete the required fields & include any necessary delivery notes.
- Check "preferred delivery address," as shown above, if the new address is the preferred option.

Note: If you can't save your address because the suite number is invalid, please enter the suite number in the delivery instructions field instead.

WALMART BUSINESS USER GUIDE

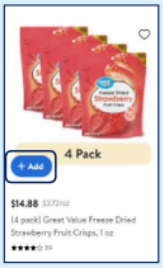
Making a Purchase – Order for Shipping

Step 1



- Using the drop-down menu in the navigation bar, select that you want to place an order for "Shipping."
- Address bar "A" shows your current shipping/delivery address.

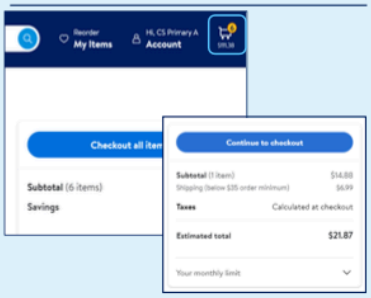
Step 2



- Identify an item that you would like to purchase.
- Select the "Add" button to add the item to your cart.

Note: Some items may be unavailable for shipping. Shopping carts might include multiple fulfillment types with some items being shipped, & others available for pickup or delivery.

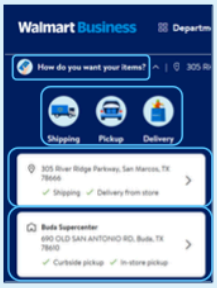
Step 3



- Select the Shopping Cart icon when you are ready to complete your purchase.
- Review your items & select the "Continue to checkout" button.
- Review your selected delivery address & enter your payment method.

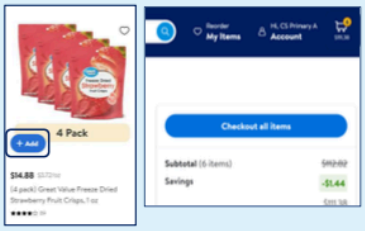
Making a Purchase – Order for Pickup

Step 1



- Using the drop-down menu in the navigation bar, select that you want to place an order for "Pickup."
- Address bar "A" shows your current shipping/delivery address.
- Address bar "B" shows the store where you will pick up your order.

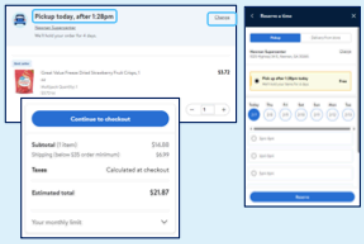
Step 2



- Identify an item that you would like to purchase.
- Select the "Add" button to add the item to your cart.
- Select the Shopping Cart icon when you are ready to complete your purchase.

Note: Some items may be unavailable for pickup. Shopping carts might include multiple fulfillment types with some items being shipped, & others available for pickup or delivery.

Step 3



Review the auto-selected pickup time. Select "Change" if you would like a different pickup date/time.

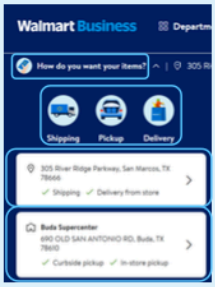
Select "Continue to checkout."

Review your order information & enter your payment method.

Follow instructions in your confirmation email for pickup. You can also review the step-by-step guide here.

Making a Purchase – Order for Delivery

Step 1

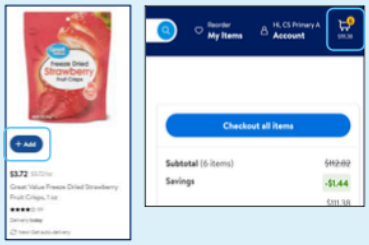


Using the drop-down menu in the navigation bar, select that you want to place an order for "Delivery."

Address bar "A" shows your current shipping/delivery address.

Address bar "B" shows the store that will fulfill your order.

Step 2



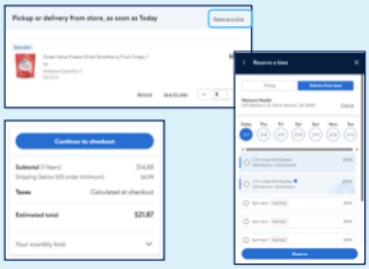
Identify an item that you would like to purchase.

Select the "Add" button to add the item to your cart.

Select the Shopping Cart icon when you are ready to complete your purchase.

Note: Some items may be unavailable for delivery. Shopping carts might include multiple fulfillment types with some items being shipped, & others available for pickup or delivery.

Step 3



Select "Reserve a time" to schedule your delivery.

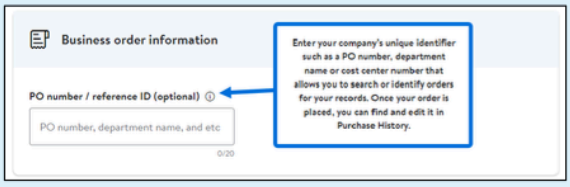
Select "Continue to checkout."

Review your order information & enter your payment method.

Follow the instructions in your confirmation email to receive your delivery order. You can also review the step-by-step guide here.

Custom PO Number or Reference ID (Optional)

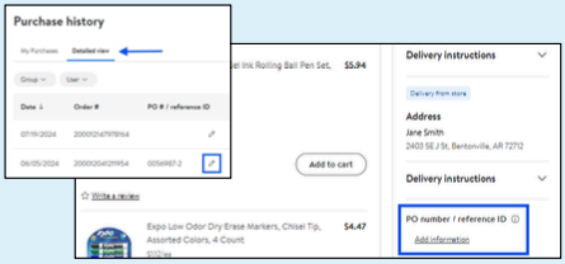
During Checkout



At checkout, users can add a customer PO number or reference ID to their order:

- Go to the **checkout** page.
- Add a custom PO Number / Reference ID under "**Business order information**."
  - Maximum of 20 characters
  - Alphanumeric, dashes & spaces allowed
- If entered, this will show on the order confirmation page & in the Order Details.

After Purchase

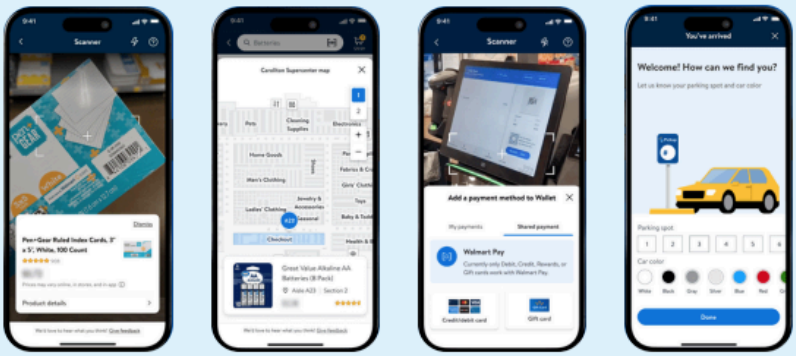


- After an order is placed, users can add or edit a customer PO number or reference ID multiple ways:
- From Purchase history, select Detailed view tab.
  - In the PO # / reference ID column, click the pencil icon next to order you'd like to add/edit.
- From Purchase history, select View details of the order.
  - Select Add information or Edit.
  - Enter the custom PO number or reference ID.

WALMART BUSINESS USER GUIDE

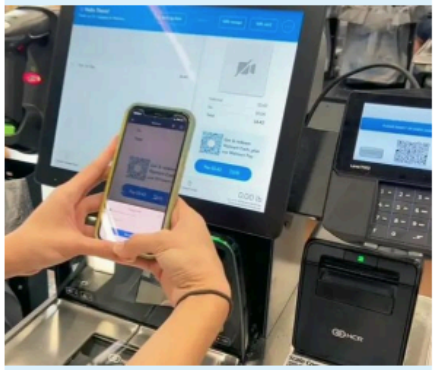
Download the Walmart Business App





How to Use Walmart Pay

Overview



Walmart Pay lets you speed up the checkout process when you shop at Walmart stores. You'll use your smartphone to check out instead of pulling out your cards, cash or loose change.

At the Store Checkout

1. Shop as usual & go to any checkout lane.
2. Scan your items.
3. Open your Walmart Business app & tap Walmart Pay. Use Touch ID or enter your passcode.
4. Your preferred method of payment will show at the bottom of the screen. This includes shared payment methods that have been added to your account by your account administrator. If you haven't saved any cards yet, we'll ask you to add one or more credit, debit, or Walmart gift cards.
5. If you have a gift card, that amount will automatically be used for payment first, unless you have that feature turned off.
6. Choose the payment method you want to use with Walmart Pay.
7. To pay, hold your phone over the QR code that's displayed on the register.
8. Listen for the chime that indicates your purchase is confirmed. You'll also receive a notification on your phone when your e-receipt is ready.
9. You're all set! There is not need to wait for a paper receipt; your e-receipt is stored in the app.

Making a Purchase – In-Store

Overview

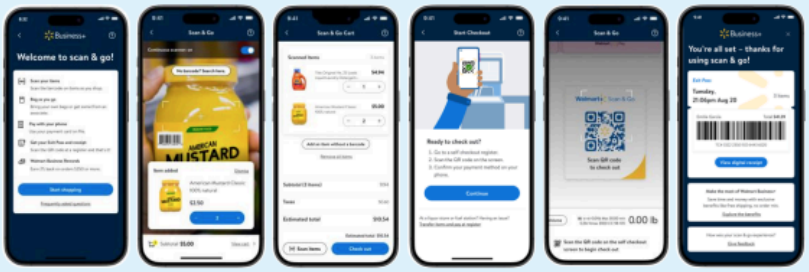
Walmart Business customers can easily make in-store purchases at any Walmart location.

- To **link** in-store purchases to your Walmart Business account, utilize the **Walmart Pay** feature within the **Walmart Business app**.
- You can find more information on the Walmart Business app & Walmart Pay within this guide by clicking the links above.

Tax Exemption (If Applicable):

- If your account has tax exemption status, in-store purchases made using Walmart Pay via the Walmart Business app will **automatically** apply your tax exemption.

Scan & Go (Optional)



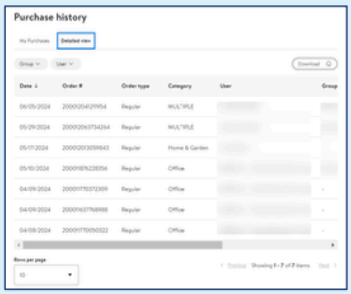
Walmart Business+ customers have the option to check out as they shop to make in-store shopping fast & contact-free.

How it Works:

1. Open the Walmart Business app when you're inside a Walmart Store
2. Select **Start shopping**
3. Scan an items bar code as you place it in your cart
4. You can adjust the quantity of the item in the app
5. When you're finished shopping, select **Review & Pay**
6. Head to the self-checkout & **scan the QR** code on the screen
7. Select the **payment method** you want to use from your Walmart Business wallet

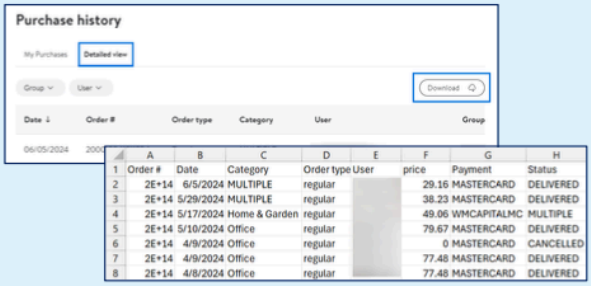
Accessing Receipts – Detailed View

Detailed View



- Navigate to the "**Purchase history**" section of Account Settings.
- Click on the "**Detailed view**" tab.
- From this tab a list displays with details of each purchase including date, order #, order type, category, total cost, payment & status.
  - Orders from **all users** will appear in this view for **Admin users only**. Buyers will only see their own purchases.

Download Version

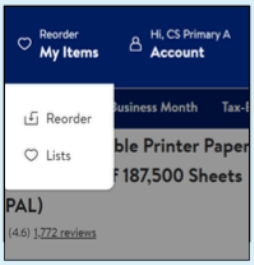


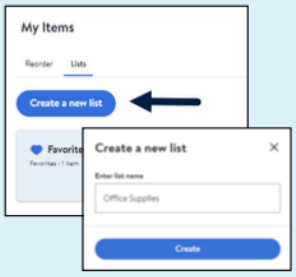
	A	B	C	D	E	F	G	H
1	Order #	Date	Category	Order type	User	price	Payment	Status
2	2E+14	6/5/2024	MULTIPLE	regular		29.16	MASTERCARD	DELIVERED
3	2E+14	5/29/2024	MULTIPLE	regular		38.23	MASTERCARD	DELIVERED
4	2E+14	5/17/2024	Home & Garden	regular		49.06	WMCAPITALMC	MULTIPLE
5	2E+14	5/10/2024	Office	regular		79.67	MASTERCARD	DELIVERED
6	2E+14	4/9/2024	Office	regular		0	MASTERCARD	CANCELLED
7	2E+14	4/9/2024	Office	regular		77.48	MASTERCARD	DELIVERED
8	2E+14	4/8/2024	Office	regular		77.48	MASTERCARD	DELIVERED

- The "Detailed view" tab features a "**Download**" button located in the upper right-hand side of the page.
- Clicking the "Download" button initiates downloading an **Excel version** of the purchase history list
  - In the downloaded version, Excel's sort and/or filter functions are available.

Lists

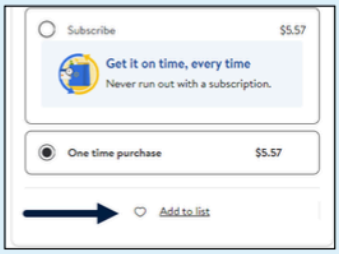
Creating a New List

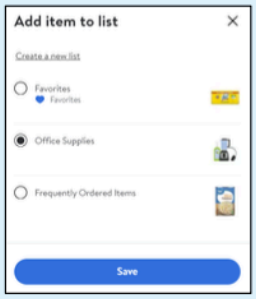




- From the homepage, click on the "**My Items**" link located at the top-right of the screen.
- Select "**Lists**"
- Click the "**Create a new list**" button.
- Enter a list name & click "**Create**."

Adding to a List

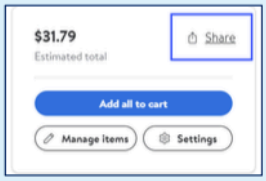


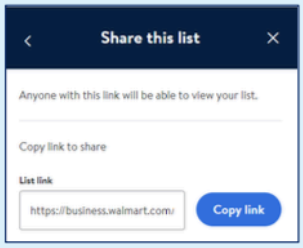


- Navigate to the product you'd like to add.
- In the options below "Add to Cart," select "**Add to list**."
- Choose the appropriate list (or create a new list) & click "**Save**."

Sharing a List

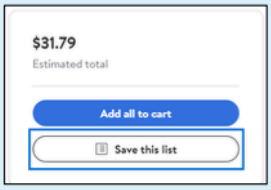
Sharing a List

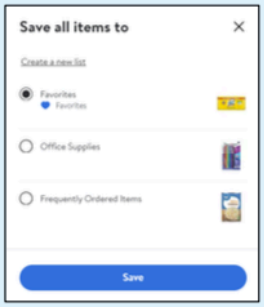




- From the list you'd like to share, click on the "**Share**" link located at the top-right of the screen.
- Select "**Copy link**"
- Share link.

Saving a Shared List





- Follow the link to the shared list.
- Click on the "**Save this list**" link located at the top-right of the screen.
- Choose the appropriate list (or create a new list) & click "**Save**."