How to Enable Amazon Business via the SAP Concur App Center

For employees purchasing items through Amazon Business, the Amazon Business / SAP Concur integration makes claiming those expenses easy. Just sign into Concur Expense, add your expenses to an expense report, view the e-receipt, submit the report, and you are done - no more importing receipts or filling out forms for each expense.

Prerequisites

To enable your Concur Expense entity to get transactions from Amazon Business, please be aware of the following prerequisite:

- Your Amazon Business entity must be a US (United States) or UK (United Kingdom) based account (other countries to be added in the future).

Configurations

You can edit certain configurations such as choosing the marketplace, blocking payment types, and deciding who can receive the shared payment type transactions while connecting your Concur Expense entity to Amazon Business. The following topics describe each of these configurations.

Choosing Marketplace

With the expansion of Amazon Business services to the UK marketplace, you must now select a marketplace. You can only choose one marketplace at a time.

To connect to a different marketplace, disconnect from the currently connected marketplace.

Configuring Payment Types

Once connected to a marketplace, you can block certain payment types from creating an expense entry in Concur Expense. You can also block multiple payment types.

For example, if the **Pay by Invoice** is moved to the **Not Allowed payment category**, transactions made on the connected Amazon Business site, where the payment type is **Pay by Invoice**, will not be posted to Concur Expense.

Routing Shared Payment Transactions to Admin or Requisitioner

For shared payment transactions, you can decide if the transactions should be sent to the requisitioner (person who places the transaction) or to the Amazon

Business admin.

You can also enable the **Route transaction to admin for shared payments** option to send the transactions to the Amazon Business admin's email address. If this option is disabled, the transactions will be posted to the requisitioner's email address.

By default, the shared payment transactions are posted to the Amazon Business admin's email address (when available).

Connecting an Amazon Business Account to SAP Concur (Admin)

NOTE: If the SAP Concur admin is currently logged into Amazon Business and then connects your SAP Concur entity to Amazon Business, you will not be prompted to sign into Amazon Business. If you proceed with the same Amazon Business login, you will be given the option to continue with this login, or you can click Cancel. If you click Cancel, you will receive the following error message: "Unable to connect."

For a better user experience, log out of your Amazon Business account before the SAP Concur admin connects Amazon Business to your SAP Concur entity.

If you have your SAP Concur password saved on your internet browser, the same password automatically appears in the Password field when the Amazon login window appears.

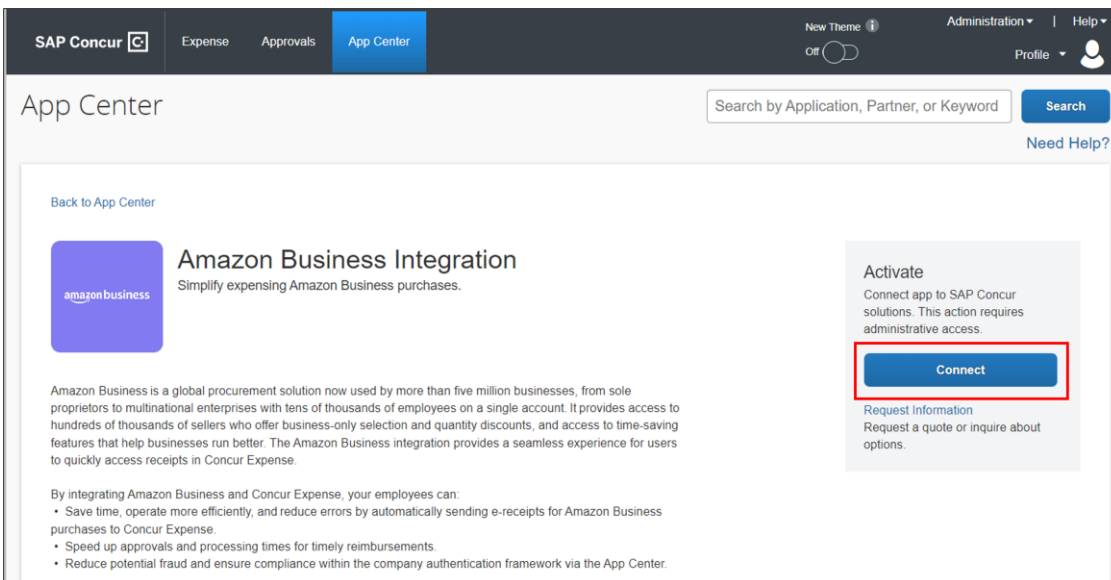To connect your Amazon Business account to SAP Concur, follow these steps:

1. Log into SAP Concur using your SAP Concur administrative credentials.

2. On the SAP Concur home page, click the **App Center** tab on the top navigation bar.

3. On the **App Center** page, search for **Amazon Business Integration** in the search bar.
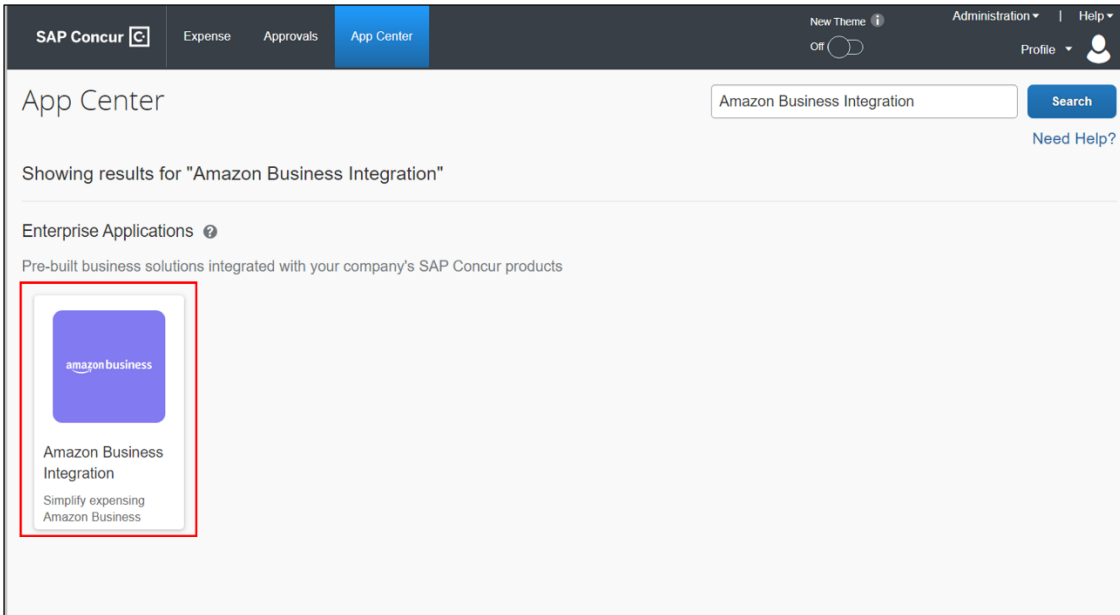

4. On the **App Center** page for Amazon Business Integration, click **Connect**.

NOTE: If the **Connect** button is grayed out on the **App Center** page, your company may not allow you to integrate your Amazon Business account with SAP Concur. You may need to contact your company's SAP Concur administrator for further assistance.

5. On the **Terms & Conditions** window, click **I Agree** to accept the SAP Concur terms and conditions to connect to a 3rd party app.
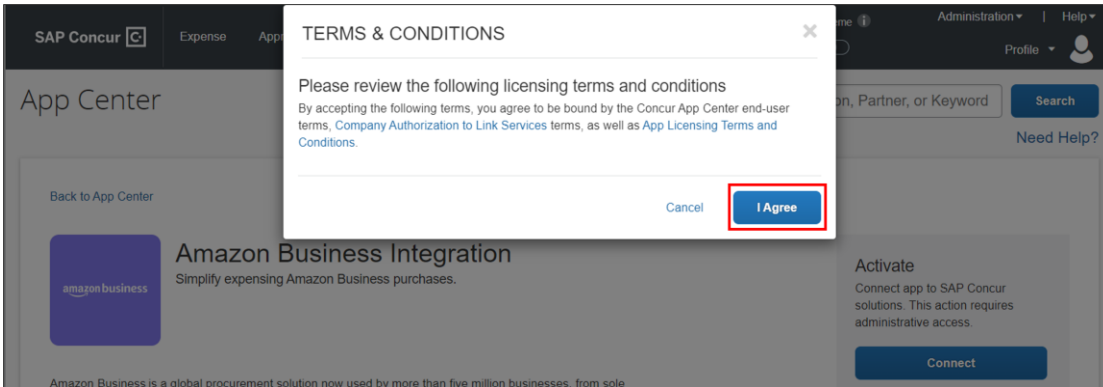
6. On the **Configuration** window, select the country and click **Continue**.
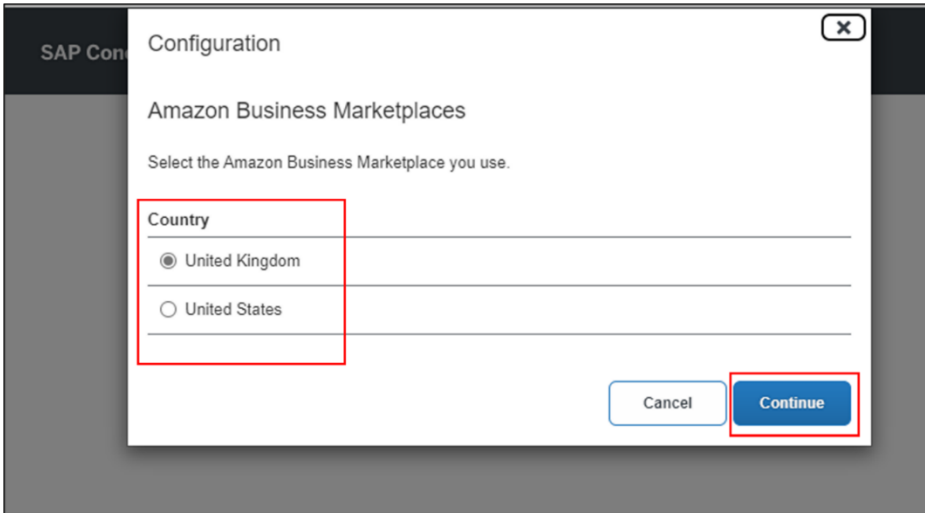
7. In the **Allowed Payment Types** section, select the payment types that you want to block.

8. Click **Move to Not Allowed payment category**. The **Not Allowed Payment Types** section displays the blocked payment types. Transactions matching these payment types will be blocked from creating an expense entry in Concur Expense.

9. In the **Transaction Routing** section, enable the **Route transaction to admin for shared payments** option to send the shared payment transaction details to the Amazon Business admin's email address. If it is disabled, the transaction details will be sent to the requisitioner's email address.

Note: This option is only for shared payment transactions.

10. Click **Continue**.

11. Verify the details and click **Save** to confirm the configuration details.

12. Sign in to Amazon Business with your admin credentials. If you do not have an Amazon account, create an account on the [Account Creation](#) page.

Note: Create an account [here](#) for UK customers.

13. On the next window, click **Allow**. This permits Amazon Business to share your company's transaction details with SAP Concur.

Your Amazon Business account is now connected to SAP Concur.

On the **App Center** page, you can also see that your Amazon Business account is now connected to SAP Concur.

Editing your Configurations

Once you are connected to a marketplace, you can edit the configurations of the connection.

To edit configurations, follow the steps:

1. On the **App Center** page for Amazon Business, click **Disconnect**.

2. On the **Configure/Disconnect** window, click **Edit Configuration**.
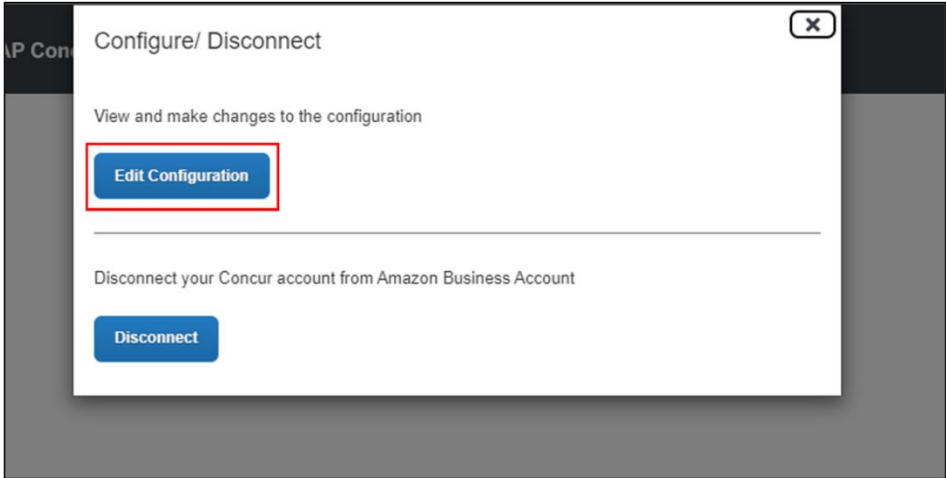
You can then continue to view the marketplace, modify the Allowed and Not Allowed Payment Types, and route the shared pay transactions to the Amazon Business admin or to the requisitioner.

3. Verify the details and click **Save** to confirm the configuration details.

4. Your changes are saved. Click **Close**.

Disconnecting your Amazon Business Account from SAP Concur

If necessary, you can disconnect your Amazon Business account from SAP Concur on the **App Center** page. Existing Amazon Business transactions already pulled before disconnecting from SAP Concur will appear for end-users in their Available Expenses list. However, once the Amazon Business account is disconnected from SAP Concur, end-users will no longer see their Amazon Business transactions in their Available Expenses list.
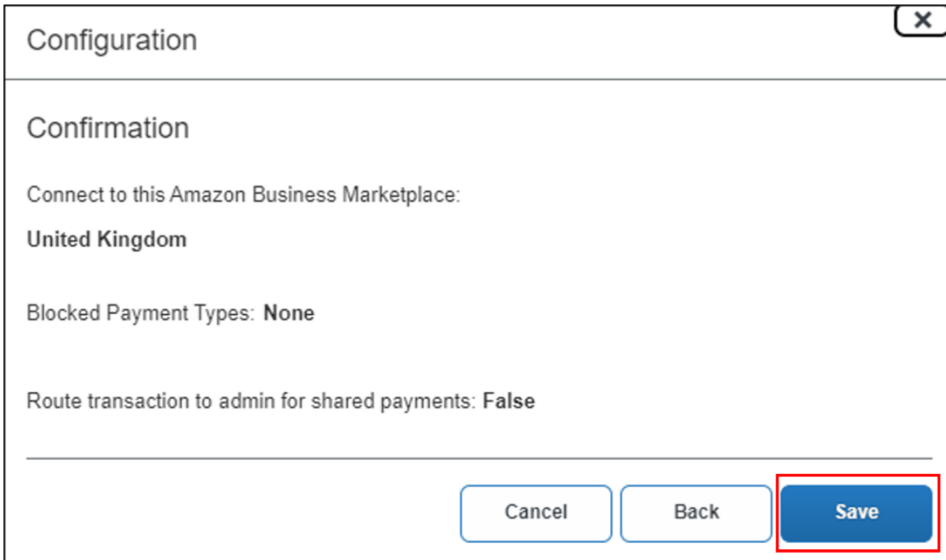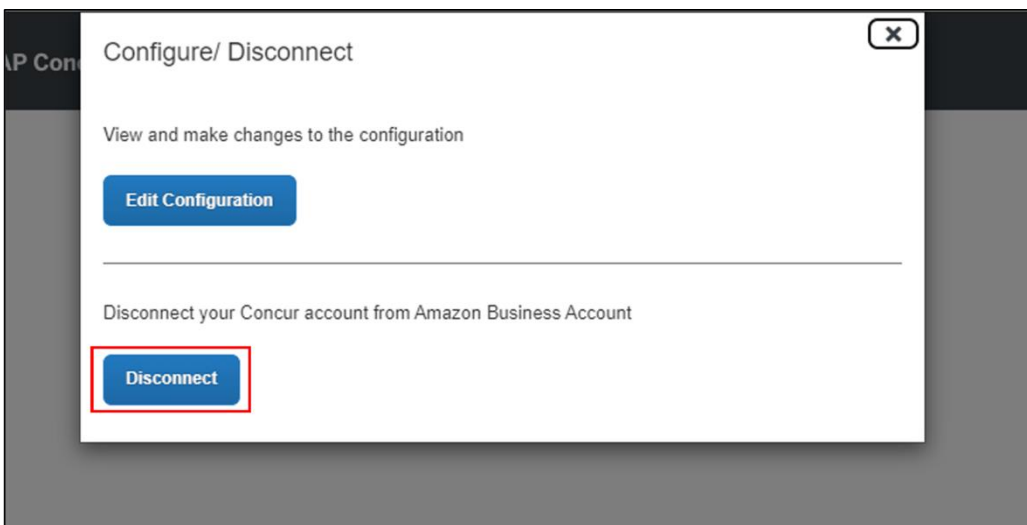
To disconnect your Amazon Business account from SAP Concur, follow these steps:

1. On the **App Center** page for Amazon Business, click **Disconnect**.

2. On the **Configuration/Disconnect** window, click **Disconnect**.

**Note**: You can click **Edit Configuration** to edit the existing configurations.

3. On the **Confirm Disconnect** dialog box, click **Disconnect** to disconnect the Concur account from the Amazon Business account.
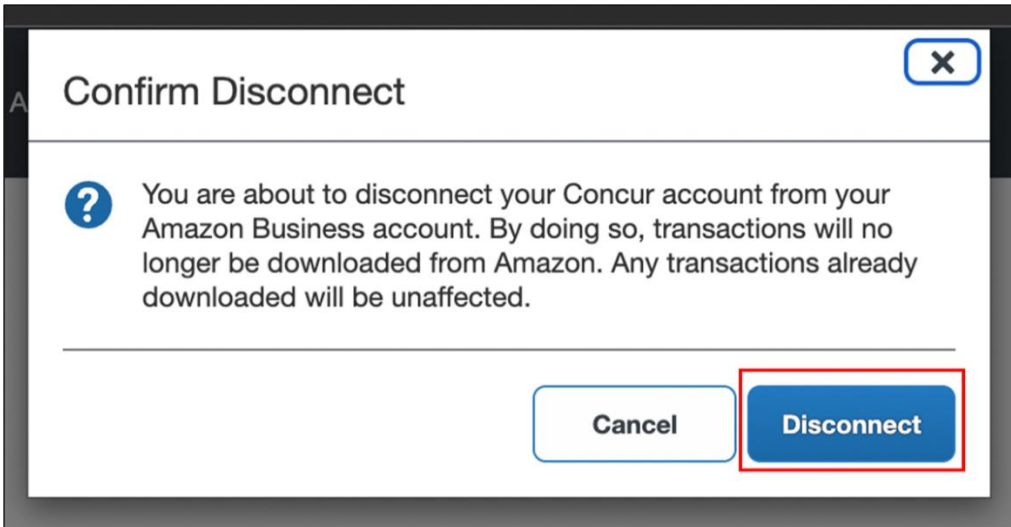
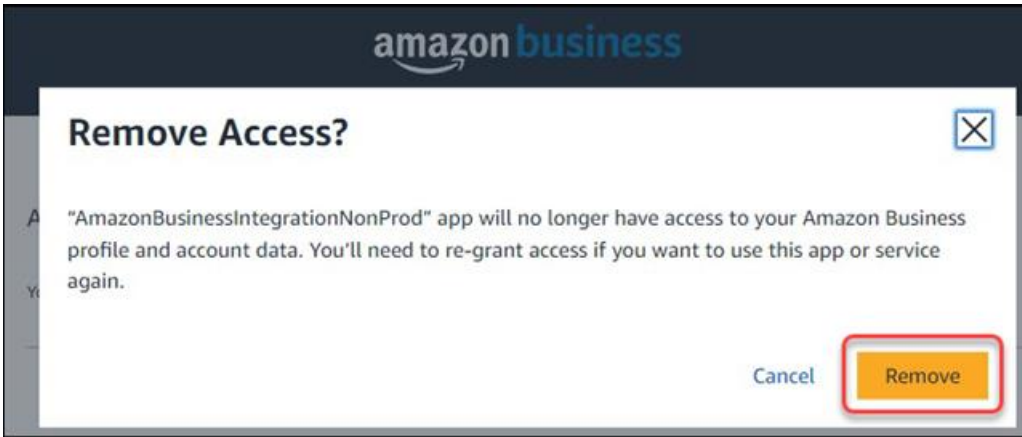4. On the **Disconnect from Amazon Business** dialog box, click **Continue**, and you will be redirected to Amazon Business to complete the disconnection process from the Amazon Business application.
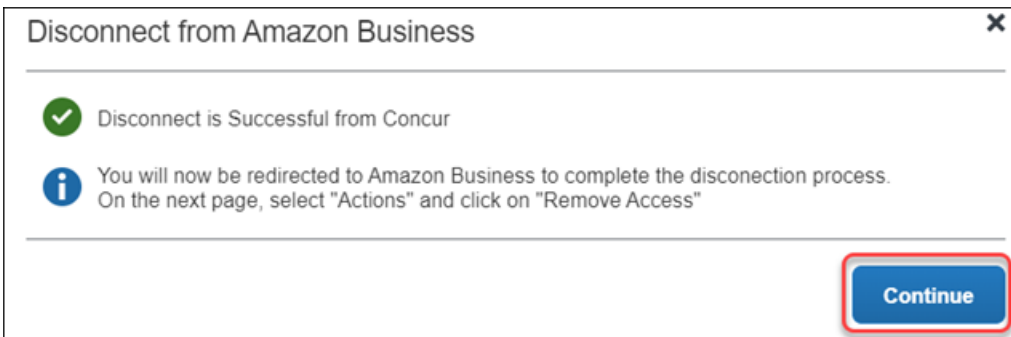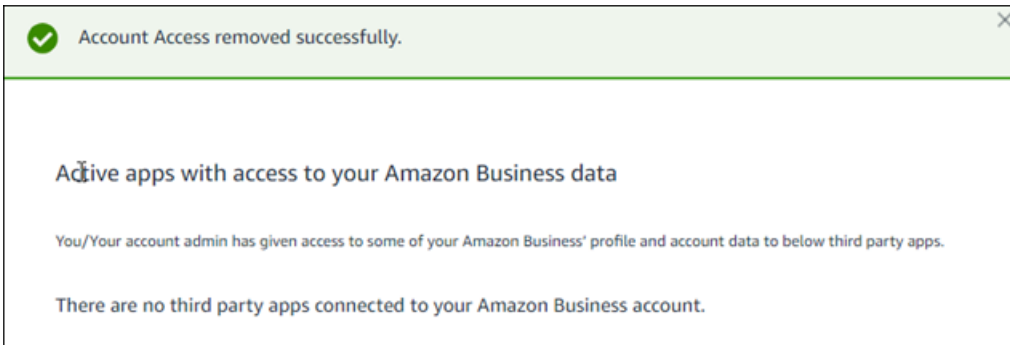

5. On the **Amazon Business** page, click **Actions > Remove Access**.
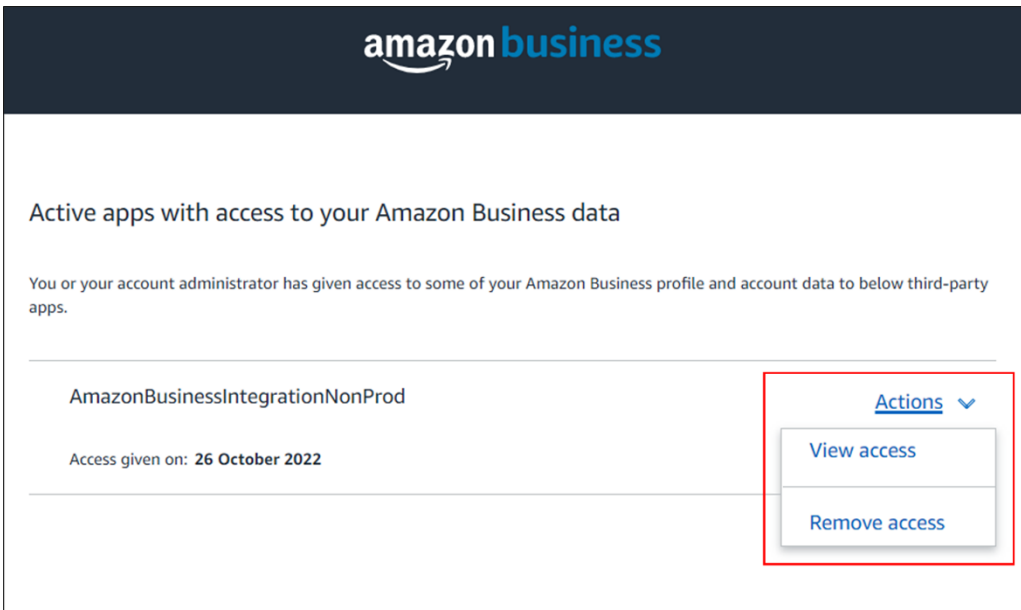
6. On the **Remove Access?** dialog box, click **Remove**. You should initiate the connection process to gain access again.

Account access is now removed from the Amazon Business account.

7. Close the confirmation message window to complete the disconnection process.

End-User Process to Ensure Their Emails are Verified and View Their Amazon Business Transactions

NOTE: You only need to complete the following steps if you have not verified your email address in your SAP Concur profile.

To ensure that you can receive transactions from Amazon Business, please verify your email address in SAP Concur.

SAP Concur solutions receive transactions from Amazon Business. These transactions contain the email address of the buyer and payer. The payer is the person who paid for the purchase, and the buyer is the person who bought the product.

The integration matches the email address in the transaction to a matching email address in SAP Concur. Transactions will only be matched to verified email addresses (an email address that the owner within SAP Concur has verified). The system will discard transactions not matching a verified email address.
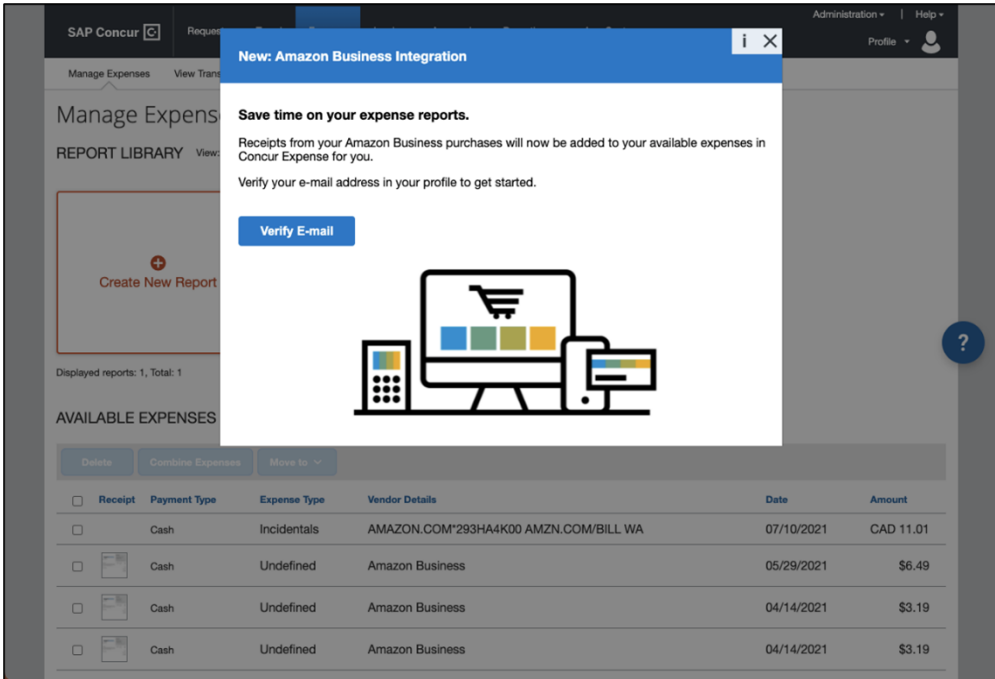
To ensure that your email address is verified within SAP Concur, follow these steps:

1. Sign into SAP Concur with your credentials.
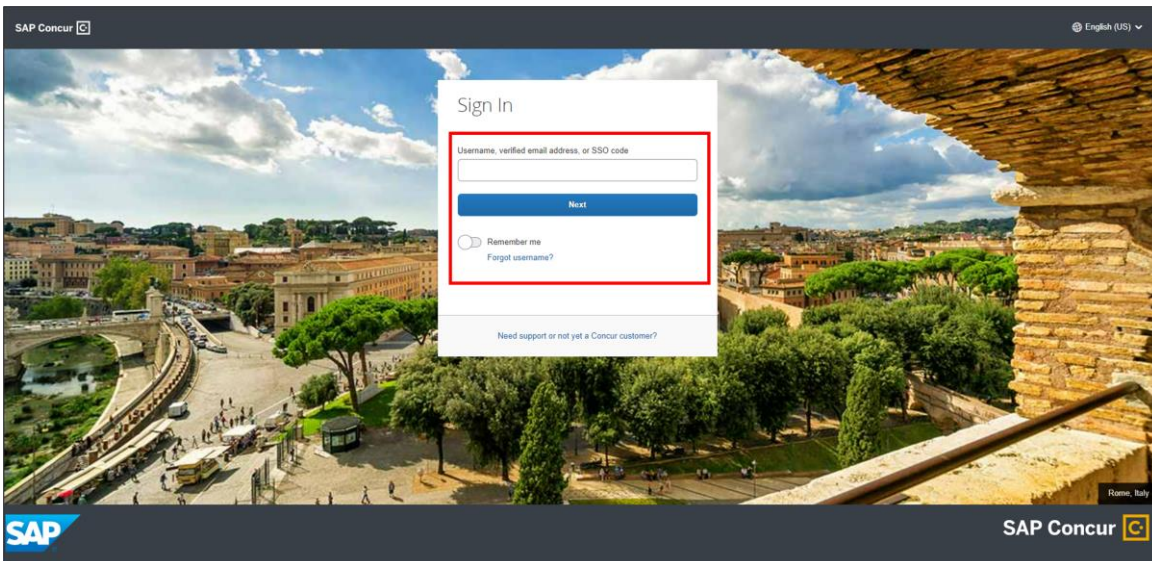
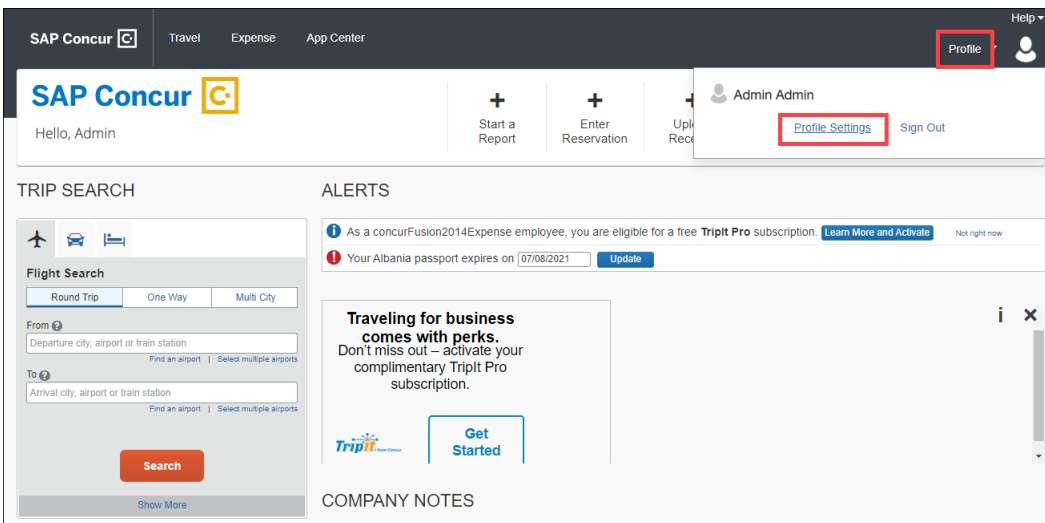2. On the **New: Amazon Business Integration** window, select the **Verify E-mail** button to get started.
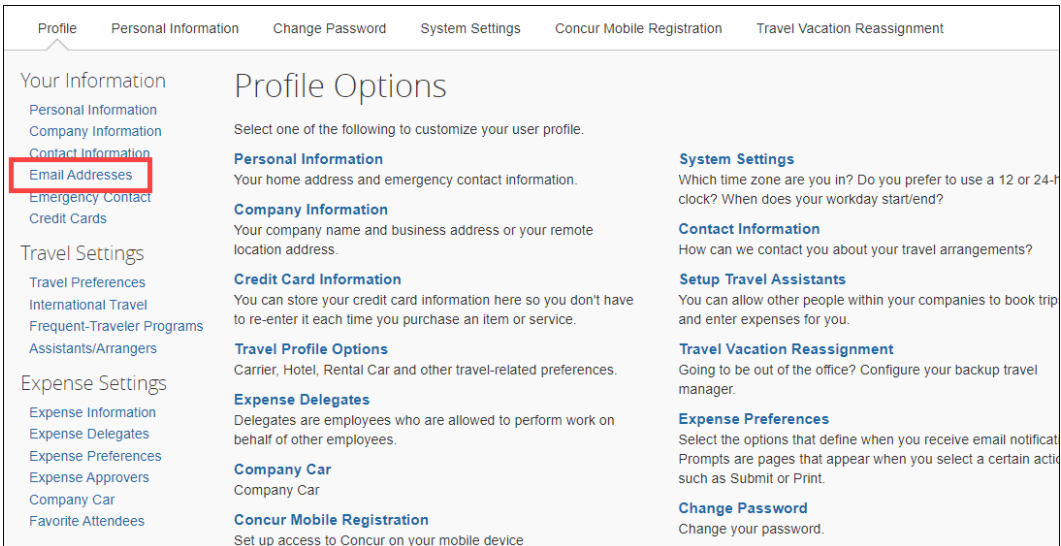
Note: If you do not see the **New: Amazon Business Integration** dialog box, you can directly navigate to **Profile>Profile Settings**.
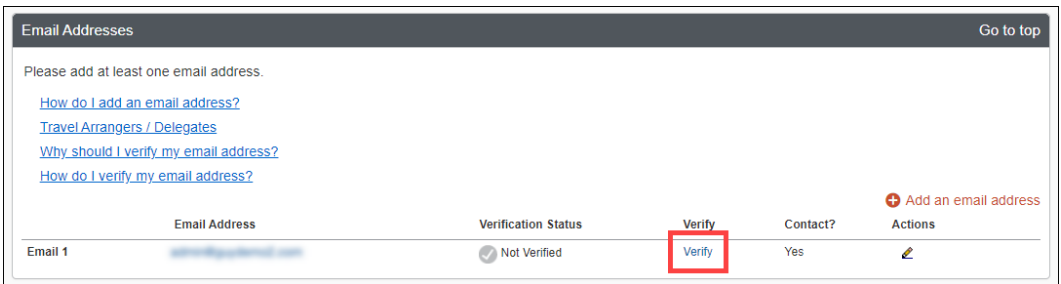
3. On the SAP Concur home page, click **Profile**, then click **Profile Settings**.

4. On the **Profile** tab, in the **Your Information** section, click **Email Addresses**.

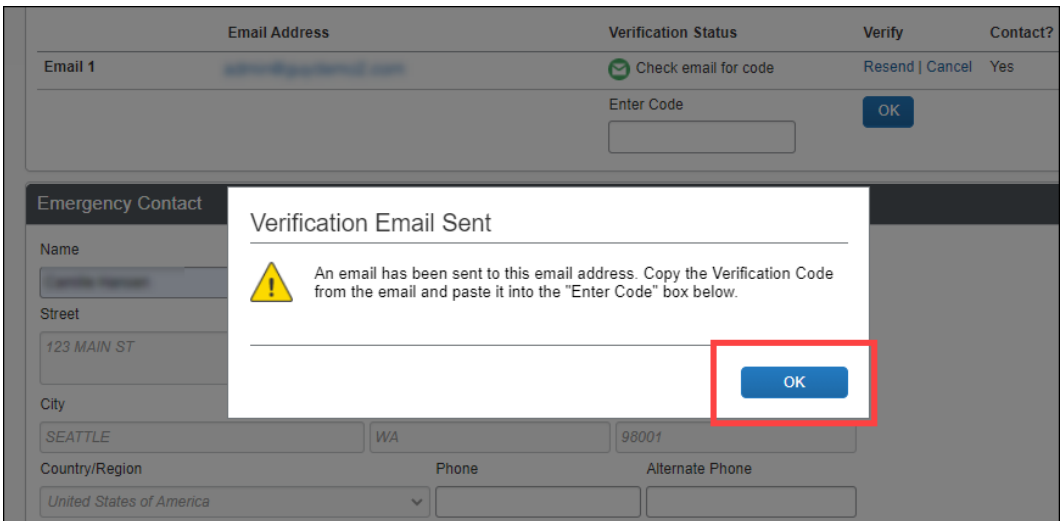5. On the **My Profile-Personal Information** page, in the **Email Addresses** section, click the **Verify** link.
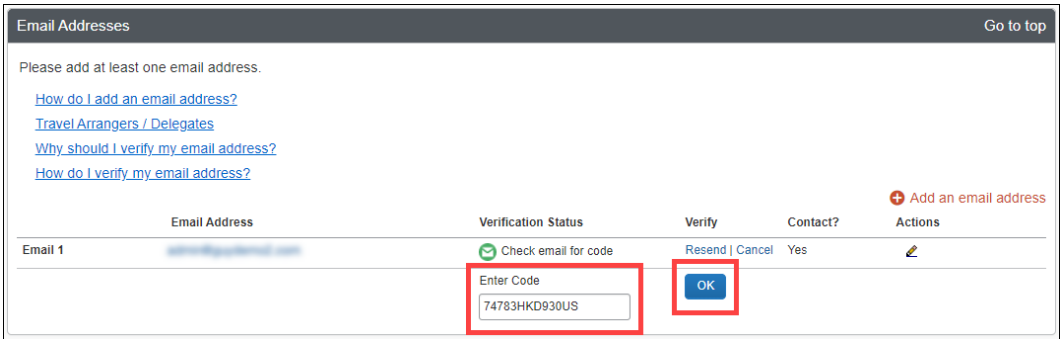

A verification email is sent to your email address.

6. On the **Verification Email Sent** window, click **OK**.

7. In the email from SAP Concur, copy the code.

8. On the **Your Information** page, in the **Email Addresses** section, paste the code into the **Enter Code** field, then click **OK**.

Your email address is now verified.

Once your email is verified, your Amazon Business transactions will be forwarded to your SAP Concur account. Please note that transactions are delivered to your SAP Concur account **24 to 30 hours** after the product ships from Amazon Business. If your purchase from Amazon Business is split into multiple shipments, you will see an expense for each shipment.

When your Amazon Business transactions are available, you can see them in your **Available Expenses** list.

Note: For US customers, receipts are generated by SAP Concur and will be attached with the expense details.

Note: For UK customers, the VAT (Value-added Tax) receipts provided by Amazon Business will be attached with the expense details. In case VAT receipts from Amazon are not available, SAP Concur-generated receipts will be attached.

amazon business

Invoice

Invoice date / Delivery date	10 October 2022
Invoice #	GB26BC9QZAEUI
Total payable	£1.16

For customer support visit www.amazon.co.uk/contact-us

Business address
AMZBUS development test - UK

Delivery address

Sold by
Amazon EU S.à r.l., UK Branch

Order information

Order date	07 October 2022
Order #	026-3857856-0208332
Order placed by	

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Cadbury Dairy Milk Giant Buttons Chocolate Bag, 40g ASIN: B015O2H04C	1	£0.51	20%	£0.61	£0.61
Cadbury Twirl Chocolate Bar, 43g ASIN: B000I4L0PM	1	£0.46	20%	£0.55	£0.55
Shipping Charges		£2.49		£2.99	£2.99
Promotions		-£2.49		-£2.99	-£2.99

Invoice total	£1.16

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£0.97	£0.19
Total	£0.97	£0.19