

# 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.

| SAP Concur C   | Expense        | Approvals     | App Center     |                    | New Theme (1)               | Administration •   Help •<br>Profile • 💄 |
|--|----------------|---------------|----------------|--------------------|-----------------------------|--|
| App Center   |                |               |                |                    | Amazon Business Integration | Search                                   |
| Showing results f  | or "Amazo      | on Busines    | s Integratio   | n"                 |                             | Need Help?                               |
| Enterprise Applicati   | ons 🕜          |               |                |                    |                             |  |
| Pre-built business sol<br>amazon business<br>Amazon Business<br>Integration<br>Simplify expensing<br>Amazon Business | utions integra | ated with you | ır company's S | AP Concur products |                             |  |

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

|   | SAP Concur 🖸  | Expense  | Approvals  | App Center   |  |                     | neme (i)<br>D                        | Administration<br>F   | n•   Help•<br>Profile • 😞 |
|---|---|--|--|--|--|---------------------|--------------------------------------|---|---------------------------|
| A | App Center  |  |  |  |  | Search by Applicati | ion, Partner,                        | or Keyword  | Search<br>Need Help?      |
|   | Back to App Center  | Amazo<br>Simplify exp  | on Busi<br>ensing Amazo  | ness Int   | egration   |                     | Activate<br>Connect ap<br>solutions. | e<br>pp to SAP Concur<br>This action requires<br>tive access. | 5                         |
|   | Amazon Business is a<br>proprietors to multinal<br>hundreds of thousand<br>features that help bus<br>to quickly access rece | global procure<br>ional enterprise<br>is of sellers who<br>inesses run bel<br>ipts in Concur | ment solution n<br>s with tens of th<br>offer business<br>ter. The Amazo<br>Expense. | ow used by more<br>nousands of empl<br>-only selection an<br>n Business integr | than five million businesses, from sole<br>oyees on a single account. It provides access to<br>id quantity discounts, and access to time-saving<br>ration provides a seamless experience for users |                     | Request In<br>Request a<br>options.  | Connect<br>formation<br>quote or inquire at                   | bout                      |
|   | By integrating Amazo<br>• Save time, operate<br>purchases to Concur<br>• Speed up approval<br>• Reduce potential fr         | n Business and<br>more efficiently<br>Expense.<br>s and processir<br>aud and ensure          | Concur Expense<br>of and reduce en<br>of times for time<br>compliance with           | se, your employee<br>rors by automatic<br>ely reimbursemen<br>thin the company | es can:<br>ally sending e-receipts for Amazon Business<br>Its.<br>authentication framework via the App Center.   |                     |                                      |   |                           |

**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**.

| SAP Con | Configuration                                  |  |        | ×    |
|---------|--|--|--------|------|
|         | Amazon Business M<br>Select the Amazon Busines | farketplaces<br>s Marketplace you use. |        | - 11 |
|         | Country<br>© United Kingdom<br>O United States |  |        | -    |
|         |  |  | Cancel | inue |
|         |  |  |        |      |

7. In the **Allowed Payment Types** section, select the payment types that you want to block.

| Configuration  | ×  |
|--|--|
| - Payment Types  | Reset Selection to Default   |
| Not Allowed Payment Types 1  | Allowed Payment Types  |
| Move to Allowed payment category   | Move to Not Allowed payment category   |
| Description  | Description  |
|  | Amazon Points  |
|  | Amazon.com Store Card  |
|  | American Express   |
|  | Bank Account   |
|  | Cash on Delivery   |
|  | China Union Pay  |
|  | Convenience Store Payment  |
|  | Credit Memo  |
| Transaction Routing  |  |
| Amazon Business users can be placed into a gro<br>group admin. You can choose whether to route tr<br>or to the Amazon Business admin at the parent e | up, with a shared payment method configured by the<br>ansactions to the person who places the transaction,<br>ntity level. |
| Route transaction to admin for shared payments   | $\bigcirc$   |
|  | Cancel Back Continue   |

- 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.

| Configuration  | × |
|--|---|
| Confirmation   |   |
| Connect to this Amazon Business Marketplace:<br>United Kingdom |   |
| Blocked Payment Types: None                                    |   |
| Route transaction to admin for shared payments: False          |   |
| Cancel Back Save   |   |

12. Sign in to Amazon Business with your admin credentials. If you do not have an Amazon account, create an account on the <u>Account Creation</u> page.

| Note: Create an account | here for | · UK | customers. |
|-------------------------|----------|------|------------|
|-------------------------|----------|------|------------|

| Sign in with business<br>credentials<br>Email or mobile phone number          |
|---|
| Password Forgot your password?  |
| Sign in   |
| By continuing, you agree to Amazon's Conditions of<br>Use and Privacy Notice. |
| ☐ Keep me signed in. Details ▼  |
| Business Customer Service Conditions of use Privacy Notice                    |
| © 1996-2022, Amazon.com, Inc. or its affiliates                               |

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

| amazon business   |
|---|
| AmazonBusinessIntegrationNonProd would like access to:  |
| i Your organization's name, detailed account order information such as items purchased, amounts, associated e-mail addresses, payment instrument types, and other information about your account.   |
| By clicking "Allow" you consent to Amazon Business sharing your Amazon Business account information including order data and information about ordering users on an ongoing basis. You acknowledge use of this data is governed by the aforementioned entity's privacy, data, and security policies, and agreements. Amazon is not responsible for use of this information. |
| Cancel Allow  |
| Amazon Privacy Notice ©1996-2022, Amazon.com, Inc. or its affiliates  |

Your Amazon Business account is now connected to SAP Concur.

| Success!   | ×     |
|--|-------|
| Your Amazon Business Account is now connected to SAP Concur. |       |
|  | Close |

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**.

| VP Cone | Configure/ Disconnect  | × |  |
|---------|--|---|--|
|         | View and make changes to the configuration  Edit Configuration |   |  |
|         | Disconnect your Concur account from Amazon Business Account    |   |  |
|         | Disconnect   |   |  |
|         |  |   |  |

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.

| Configuration                              | Ĺ                | × |
|--|------------------|---|
| Confirmation                               |                  |   |
| Connect to this Amazon Business Marketpla  | ice:             |   |
| United Kingdom                             |                  |   |
| Blocked Payment Types: None                |                  |   |
| Route transaction to admin for shared paym | ents: False      |   |
|  | Cancel Back Save |   |

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.

| \P Con | Configure/ Disconnect  | × |  |
|--------|--|---|--|
|        | View and make changes to the configuration                             |   |  |
|        | Edit Configuration   |   |  |
|        | Discussion from America Business Assured                               |   |  |
|        | Disconnect your Concur account from Amazon Business Account Disconnect |   |  |
|        |  |   |  |

3. On the **Confirm Disconnect** dialog box, click **Disconnect** to disconnect the Concur account from the Amazon Business account.

| Confirm Disconnect     You are about to disconnect your Concur account from your |   |   |  |  |  |
|--|---|---|--|--|--|
|  | ? | You are about to disconnect your Concur account from your<br>Amazon Business account. By doing so, transactions will no<br>longer be downloaded from Amazon. Any transactions already<br>downloaded will be unaffected. |  |  |  |
| L  |   | Cancel Disconnect   |  |  |  |

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.

| Disc | onnect from Amazon Business  | × |
|------|--|---|
| Ø    | Disconnect is Successful from Concur   |   |
| 0    | You will now be redirected to Amazon Business to complete the disconection process.<br>On the next page, select "Actions" and click on "Remove Access" |   |
|      | Continu  | e |

5. On the **Amazon Business** page, click **Actions > Remove Access**.

| amazon business  |                                   |  |  |  |  |
|--|-----------------------------------|--|--|--|--|
|  |                                   |  |  |  |  |
| Active apps with access to your Amazon Business data   |                                   |  |  |  |  |
| You or your account administrator has given access to some of your Amazon Business profile and apps. | account data to below third-party |  |  |  |  |
| AmazonBusinessIntegrationNonProd   | Actions 🗸                         |  |  |  |  |
| Access given on: 26 October 2022   | View access                       |  |  |  |  |
|  | 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.

| Account Access removed successfully.   | × |
|--|---|
|  |   |
| Active apps with access to your Amazon Business data   |   |
| You/Your account admin has given access to some of your Amazon Business' profile and account data to below third party apps. |   |
| There are no third party apps connected to your 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.

|   |  |  | Administ   | ration +   Help + |  |
|---|--|--|------------|-------------------|--|
| SAP Concur       Report       Report       I X       Profit         Manage Expense       Wew Tare       Amazon Business Integration       I X       Profit         Manage Expense       Wew Tare       Save time on your expense reports.       Receipts from your Amazon Business purchases will now be added to your available expenses in Concur Expense for you.       Verify your e-mail address in your profile to get started.       Verify E-mail         Image Expense       Verify E-mail       Image Expense       Verify E-mail       Image Expense         Image Expense       Concure       More to verify       Verify E-mail       Image Expense       Image Expense         Image Expense       Concure       More to verify       Verify E-mail       Image Expense       Image Expense       Image Expense         Image Expense       Image Expense       More to verify       Image Expense       Image Expense <th>Profile 💌 💄</th> <th></th> | Profile 💌 💄  |  |            |                   |  |
| Manage Expense  | SAP Concur       Request       New: Amazon Business Integration       Image Expenses       Image Expenses       Image Expenses       Save time on your expense reports.         Manage Expenses       Save time on your expense reports.       Receipts from your Amazon Business purchases will now be added to your available expenses in Concur Expense for you.       Verify your - mail address in your profile to get started.         Image Expense       Verify E-mail       Image Expense       Verify E-mail         Image Expense       Verify E-mail       Image Expense       Image Expense         Image Expense       Verify E-mail       Image Expense       Image Expense <th></th> <th></th> |  |            |                   |  |
| REPORT LIBRARY View:  | Receipts from your A<br>Concur Expense for y   | mazon Business purchases will now be added to your available experience. | enses in   | ator              |  |
|   | Verify your e-mail add   | dress in your profile to get started.                                    |            |                   |  |
| Create New Report Displayed reports: 1, Total: 1 AVAILABLE EXPENSES   | Verify E-mail  |  |            | ?                 |  |
|   |  |  |            |                   |  |
| Receipt Payment Type  | Expense Type   | Vendor Details   | Date       | Amount            |  |
| Cash  | Incidentals  | AMAZON.COM*293HA4K00 AMZN.COM/BILL WA                                    | 07/10/2021 | CAD 11.01         |  |
| Cash  | Undefined  | Amazon Business  | 05/29/2021 | \$6.49            |  |
| Cash  | Undefined  | Amazon Business  | 04/14/2021 | \$3.19            |  |
| Cash  | Undefined  | Amazon Business  | 04/14/2021 | \$3.19            |  |

3. On the SAP Concur home page, click **Profile**, then click **Profile Settings**.

|   | Help +  |
|---|---|
| SAP Concur C Travel Expense                       | p Center Profile r  |
| SAP Concur C.<br>Hello, Admin                     | +     +     -     & Admin Admin       Start a     Enter     Upl     Profile Settings     Sign Out       Report     Reservation     Record     Profile Settings     Sign Out |
| TRIP SEARCH                                       | ALERTS  |
| 🛧 🚘 🖿   | As a concurFusion2014Expense employee, you are eligible for a free Tripit Pro subscription. Learn More and Activate     Not right now                                       |
| Flight Search                                     | Vour Albania passport expires on 07/08/2021 Update  |
| Round Trip One Way Multi City                     |   |
| From (2)  | Traveling for business i ×  |
| Departure city, airport or train station          | comes with perks.   |
| Find an airport   Select multiple airports        | complimentary TripIt Pro  |
| Arrival city, airport or train station            | subscription.   |
| Find an airport   Select multiple airports Search | Get<br>Started .  |
| Show More   | COMPANY NOTES   |

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



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

| Email Address    | es                         |                     |        |          | Go to top              |
|------------------|----------------------------|---------------------|--------|----------|------------------------|
| Please add at le | east one email address.    |                     |        |          |                        |
| How do I add     | d an email address?        |                     |        |          |                        |
| Travel Arrang    | gers / Delegates           |                     |        |          |                        |
| Why should I     | I verify my email address? |                     |        |          |                        |
| How do I ver     | ify my email address?      |                     |        |          |                        |
|                  |                            |                     |        |          | 🕀 Add an email address |
|                  | Email Address              | Verification Status | Verify | Contact? | Actions                |
| Email 1          | attentigeptered cars       | Not Verified        | Verify | Yes      | L                      |

A verification email is sent to your email address.

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

|  | Email Address   | Verification Status   | Verify          | Contact? |
|--|---|---|-----------------|----------|
| Email 1  |   | Check email for code  | Resend   Cancel | Yes      |
|  |   | Enter Code  | ок              |          |
| Emergency Contact Name Street 123 MAIN ST City | Verification Email Sent An email has been sent to this from the email and paste it into | s email address. Copy the Verification Code<br>to the "Enter Code" box below.<br>OK |                 |          |
|  | WA I  | 98001   |                 |          |
| Country/Region                                 | Phone   | Alternate Phone   |                 |          |
| United States of America                       | ×   |   |                 |          |

- 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**.

| Email Addresses   | ;  |                             |                 |          | Go to top            |
|---|--|-----------------------------|-----------------|----------|----------------------|
| Please add at lea:<br>How do I add a<br>Travel Arranger | st one email address.<br>In email address?<br>rs / Delegates |                             |                 |          |                      |
| Why should I verify                                     | erify my email address?<br>my email address?                 |                             |                 |          |                      |
|   |  |                             |                 |          | Add an email address |
|   | Email Address  | Verification Status         | Verify          | Contact? | Actions              |
| Email 1   | advordigação val con   | 😋 Check email for code      | Resend   Cancel | Yes      | L                    |
|   |  | Enter Code<br>74783HKD930US | ОК              |          |                      |

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.

| amazon business       | \$163.60<br>07/17/2022 9:09 PM |                 |                   |  |
|-----------------------|--------------------------------|-----------------|-------------------|--|
| Amazon Business<br>US | Order Num                      | ber: 114-419286 | 6-0747440         |  |
| Description           | Quantity                       | Unit Price      | Amount            |  |
|                       | 8                              | \$18.98         | \$151.84          |  |
| Тах                   |                                |                 | \$11.76           |  |
| Shipping Charge       |                                |                 | \$0.00            |  |
|                       |                                | S               | ubtotal: \$151.84 |  |
|                       |                                |                 | Tax: \$11.76      |  |
|                       |                                |                 | Total: \$163.60   |  |

**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 bus   | iness                         |                             |         |  |                          |                             | Invoic                      |
|--|-------------------------------|-----------------------------|---------|--|--------------------------|-----------------------------|-----------------------------|
|  |                               |                             |         | Paid   |                          |                             |                             |
|  |                               |                             |         | Invoice date /<br>Invoice #<br>Total payable | Delivery date            | 10 Octob<br>GB26BC<br>£1.16 | er 2022<br>9QZAEUI          |
| For customer support visit www.a<br>Business address<br>AMZBUS development test - UK | amazon.co.uk/con              | tact-us<br>Delivery address |         | S<br>A                                       | Sold by<br>Imazon EU S.à | r.l., UK Branch             |                             |
| Order information<br>Order date<br>Order #<br>Order placed by<br>Invoice details     | 07 October 20<br>026-3857856- | 22<br>0208332               |         |  |                          |                             |                             |
| Description  |                               |                             | Qty     | Unit price<br>(excl. VAT)                    | VAT rate                 | Unit price<br>(incl. VAT)   | Item subtotal<br>(incl. VAT |
| Cadbury Dairy Milk Giant Buttor<br>ASIN: B01502H04C                                  | ns Chocolate Bag,             | 40g                         | 1       | £0.51  | 20%                      | £0.61                       | £0.6                        |
| Cadbury Twirl Chocolate Bar, 4<br>ASIN: B00014L0PM                                   | 3g                            |                             | 1       | £0.46  | 20%                      | £0.55                       | £0.5                        |
| Shipping Charges   |                               |                             |         | £2.49  |                          | £2.99                       | £2.99                       |
| Promotions   |                               |                             |         | -£2.49                                       |                          | -£2.99                      | -£2.99                      |
|  |                               |                             | Invoice | e total                                      |                          |                             | £1.1                        |
|  |                               |                             |         | VAT rate                                     | Item s<br>(exc           | ubtotal<br>:I. VAT)         | VAT subtota                 |
|  |                               |                             |         | 20%  |                          | £0.97                       | £0.15                       |
|  |                               |                             |         |  |                          |                             |                             |