

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.

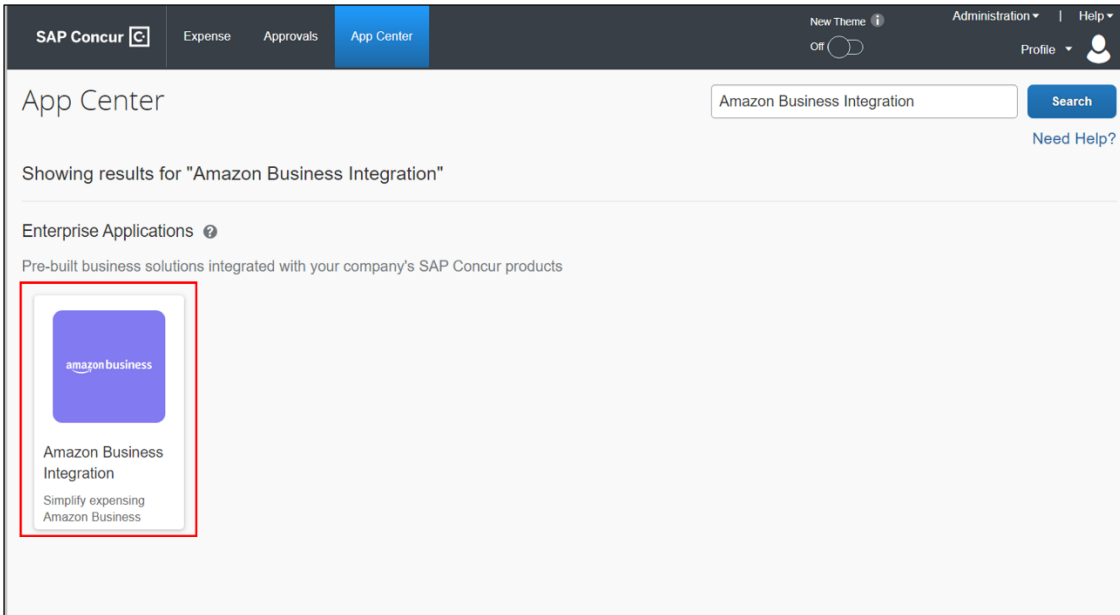
If you have your SAP Concur password saved on your internet browser, the same password automatically appears in the Password field when the Amazon login window appears.

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

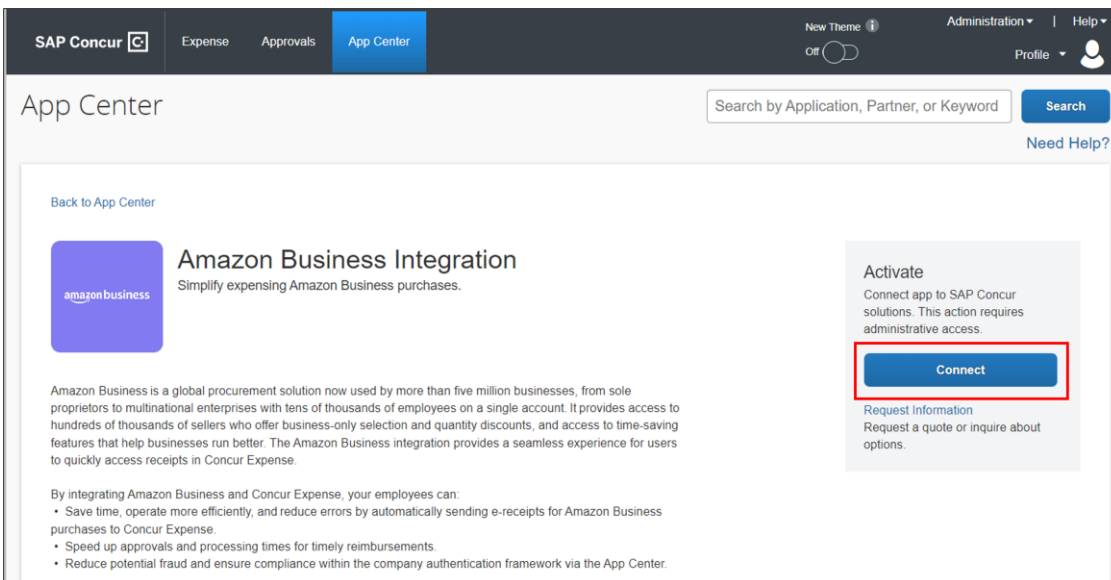
1. Log into SAP Concur using your SAP Concur administrative credentials.

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.

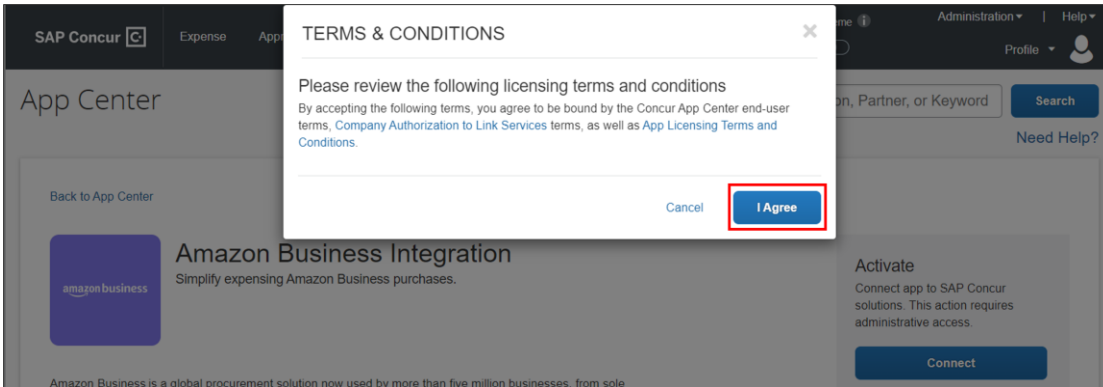


4. On the **App Center** page for Amazon Business Integration, click **Connect**.

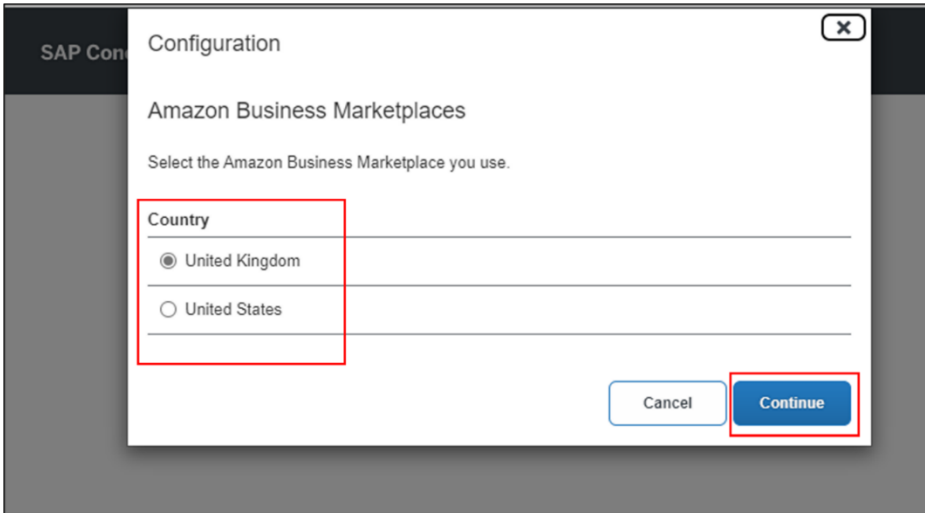


NOTE: If the **Connect** button is grayed out on the **App Center** page, your company may not allow you to integrate your Amazon Business account with SAP Concur. You may need to contact your company's SAP Concur administrator for further assistance.

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.

Configuration
✕

[Reset Selection to Default](#)

Payment Types

Not Allowed Payment Types i

Move to Allowed payment category

Description

Allowed Payment Types

Move to Not Allowed payment category

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 group, with a shared payment method configured by the group admin. You can choose whether to route transactions to the person who places the transaction, or to the Amazon Business admin at the parent entity level.

Route transaction to admin for shared payments

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:

United Kingdom

Blocked Payment Types: **None**

Route transaction to admin for shared payments: **False**

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.

https://www.amazon.com/ap/signin?openid.pape.max_auth_age=3600&openid.return_to=https%3A%2F%2Fwww...

amazon business

Sign in with business credentials

Email or mobile phone number

Password [Forgot your password?](#)

By continuing, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

Keep me signed in. [Details](#) ▾

[Business Customer Service](#) [Conditions of use](#) [Privacy Notice](#)

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

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

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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.

SAP Concur Expense Approvals **App Center** Administration Help

Search by Application, Partner, or Keyword Search [Need Help?](#)

[Back to App Center](#)

Amazon Business Integration
Simplify expensing Amazon Business purchases.

Amazon Business is a global procurement solution now used by more than five million businesses, from sole proprietors to multinational enterprises with tens of thousands of employees on a single account. It provides access to hundreds of thousands of sellers who offer business-only selection and quantity discounts, and access to time-saving features that help businesses run better. The Amazon Business integration provides a seamless experience for users to quickly access receipts in Concur Expense.

By integrating Amazon Business and Concur Expense, your employees can:

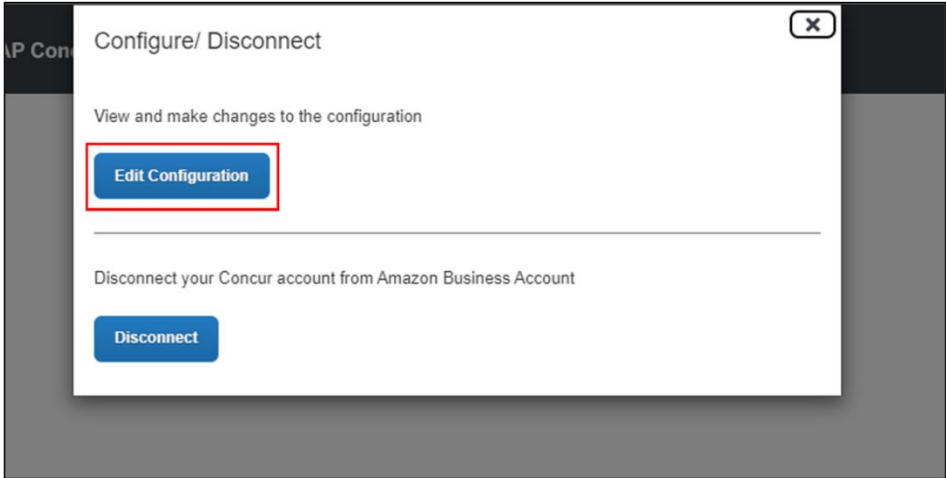
- Save time, operate more efficiently, and reduce errors by automatically sending e-receipts for Amazon Business purchases to Concur Expense.
- Speed up approvals and processing times for timely reimbursements.
- Reduce potential fraud and ensure compliance within the company authentication framework via the App Center.

Editing your Configurations

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

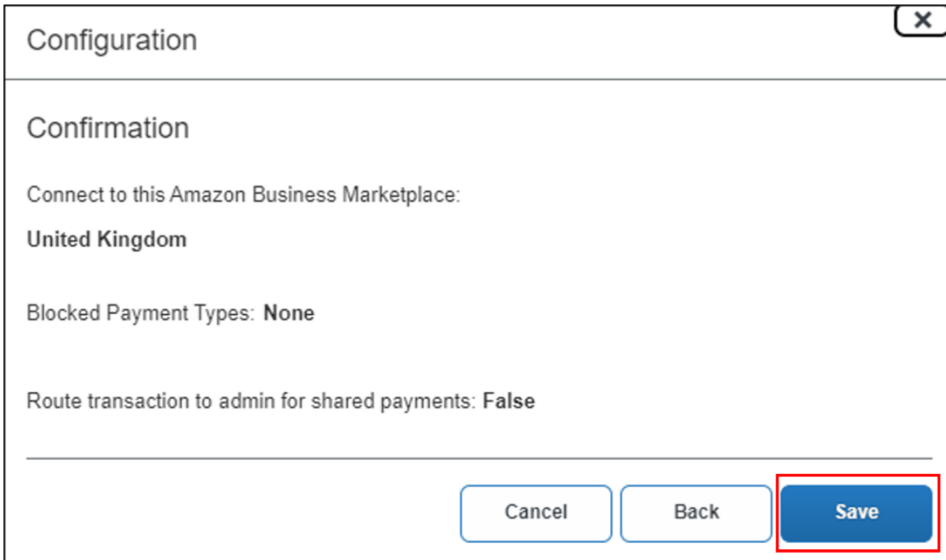
To edit configurations, follow the steps:

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**.



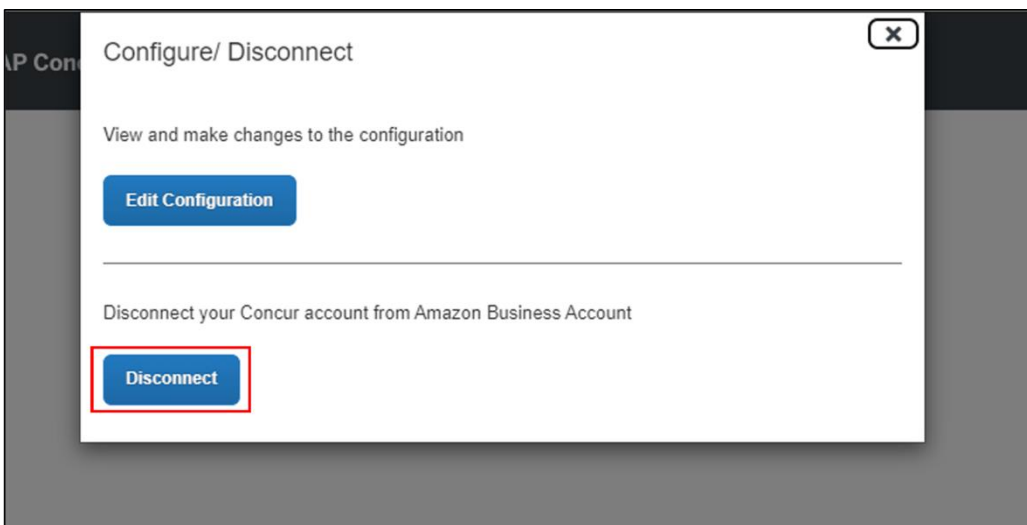
Disconnecting your Amazon Business Account from SAP Concur

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.

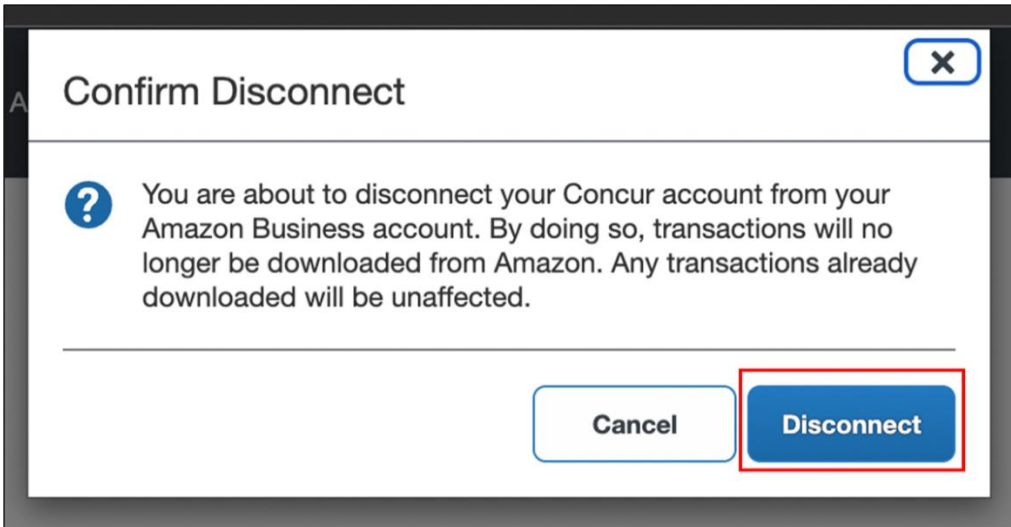
To disconnect your Amazon Business account from SAP Concur, follow these steps:

1. On the **App Center** page for Amazon Business, click **Disconnect**.
2. On the **Configuration/Disconnect** window, click **Disconnect**.

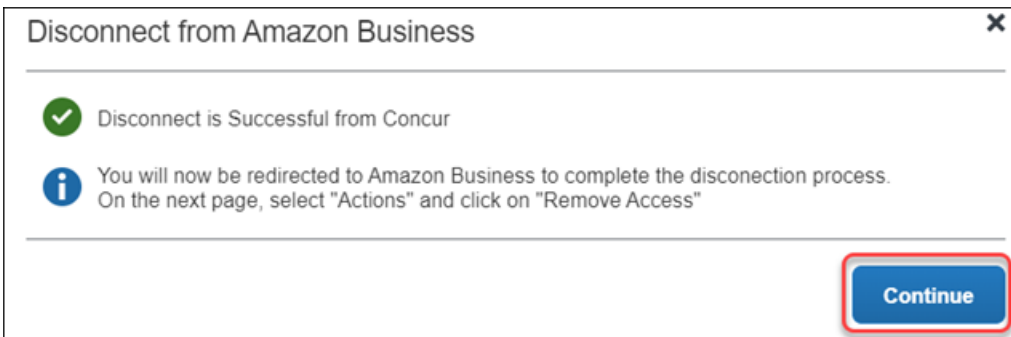
Note: You can click **Edit Configuration** to edit the existing configurations.



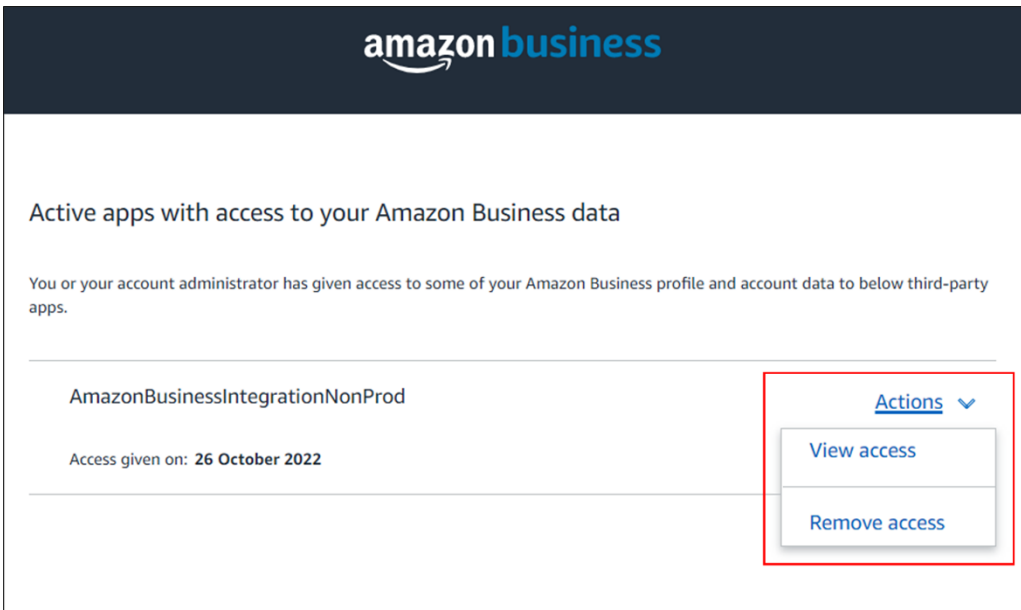
3. On the **Confirm Disconnect** dialog box, click **Disconnect** to disconnect the Concur account from the Amazon Business account.



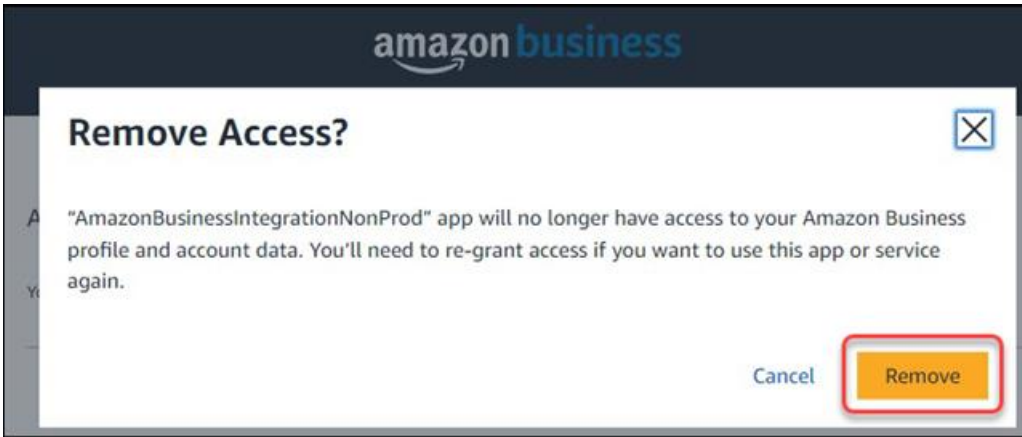
4. On the **Disconnect from Amazon Business** dialog box, click **Continue**, and you will be redirected to Amazon Business to complete the disconnection process from the Amazon Business application.



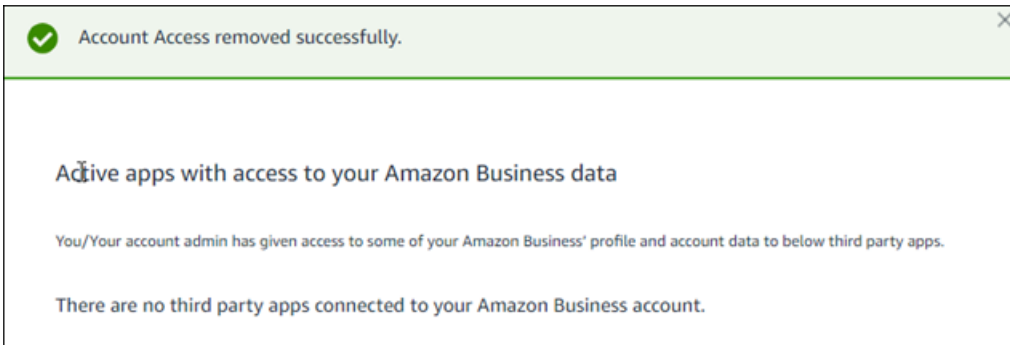
5. On the **Amazon Business** page, click **Actions > Remove Access**.



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.

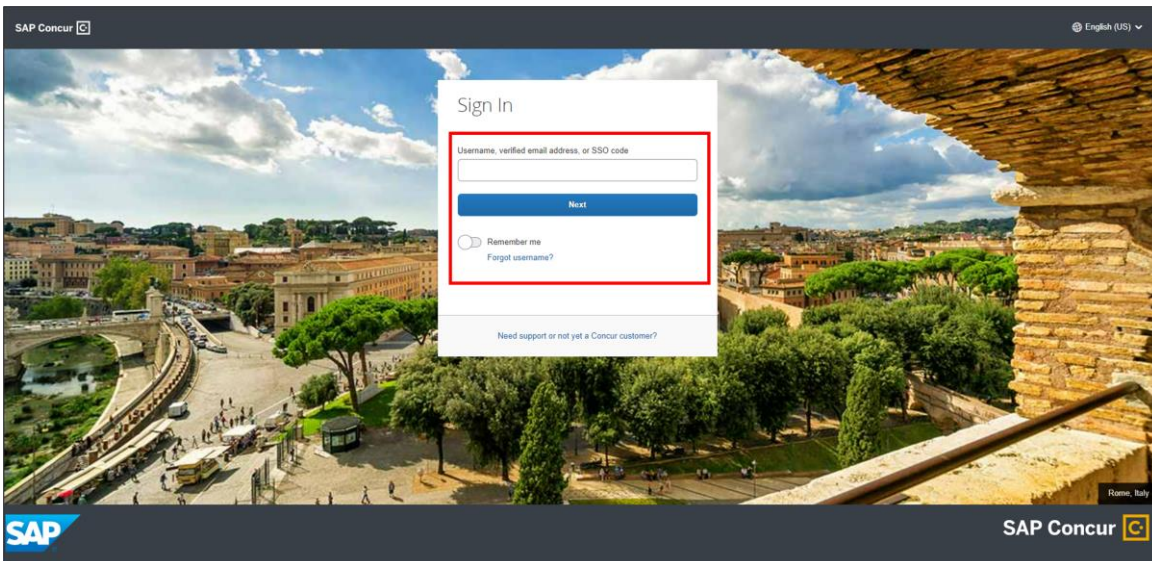
To ensure that you can receive transactions from Amazon Business, please verify your email address in SAP Concur.

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.

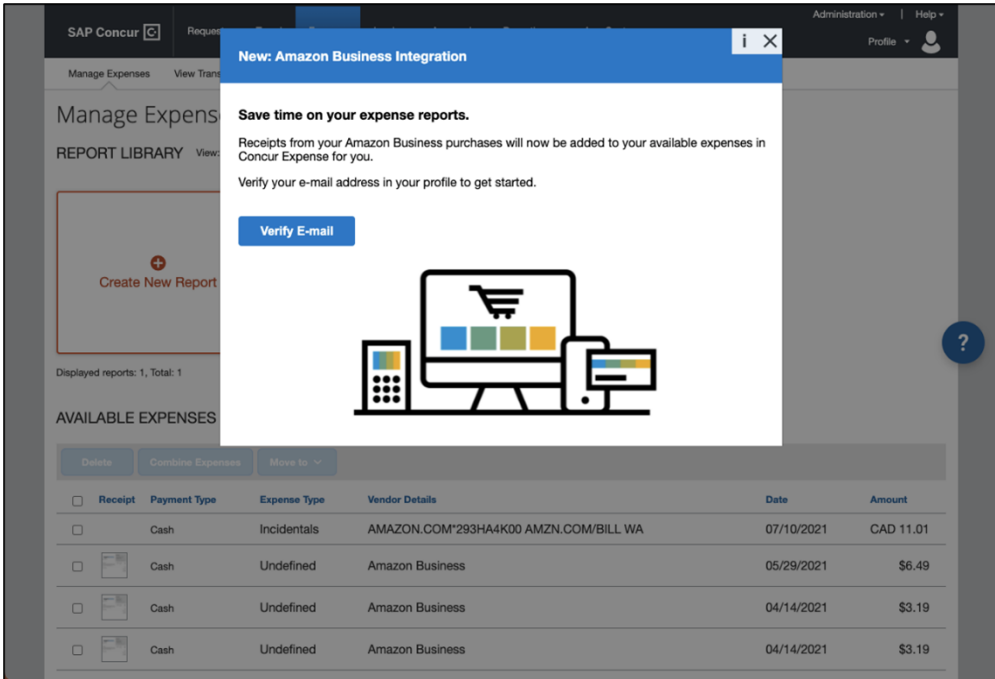
To ensure that your email address is verified within SAP Concur, follow these steps:

1. Sign into SAP Concur with your credentials.

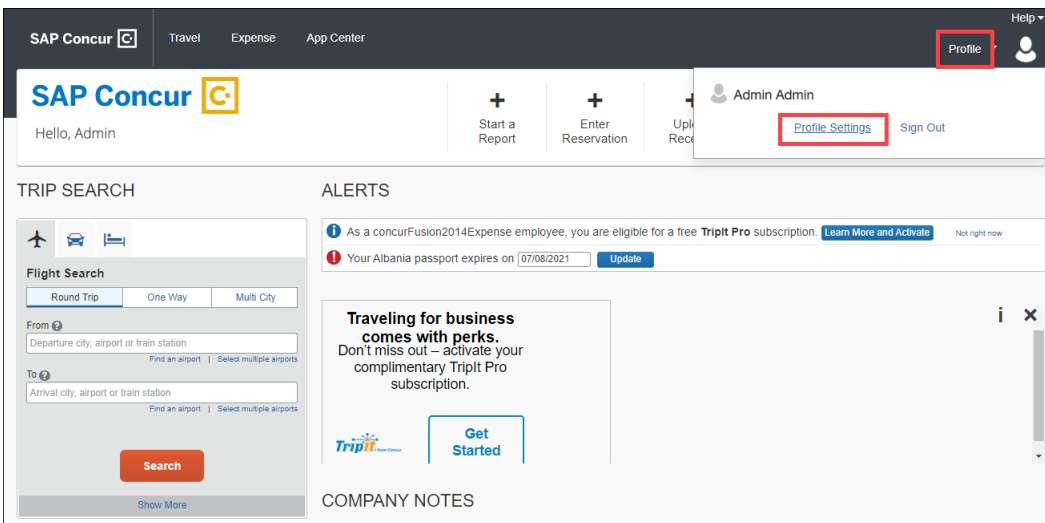


2. On the **New: Amazon Business Integration** window, select the **Verify E-mail** button to get started.

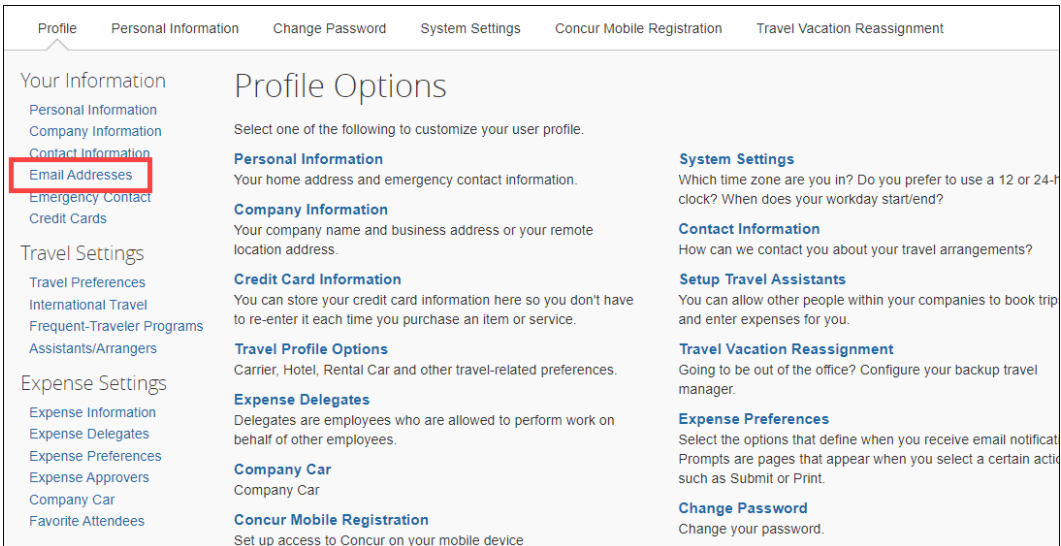
Note: If you do not see the **New: Amazon Business Integration** dialog box, you can directly navigate to **Profile>Profile Settings**.



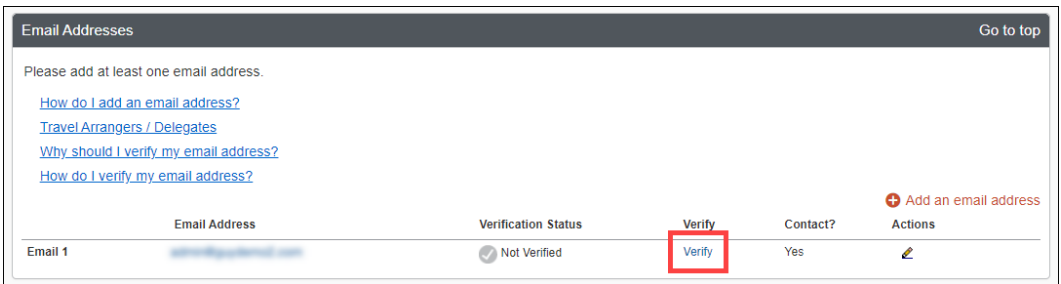
3. On the SAP Concur home page, click **Profile**, then click **Profile Settings**.



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

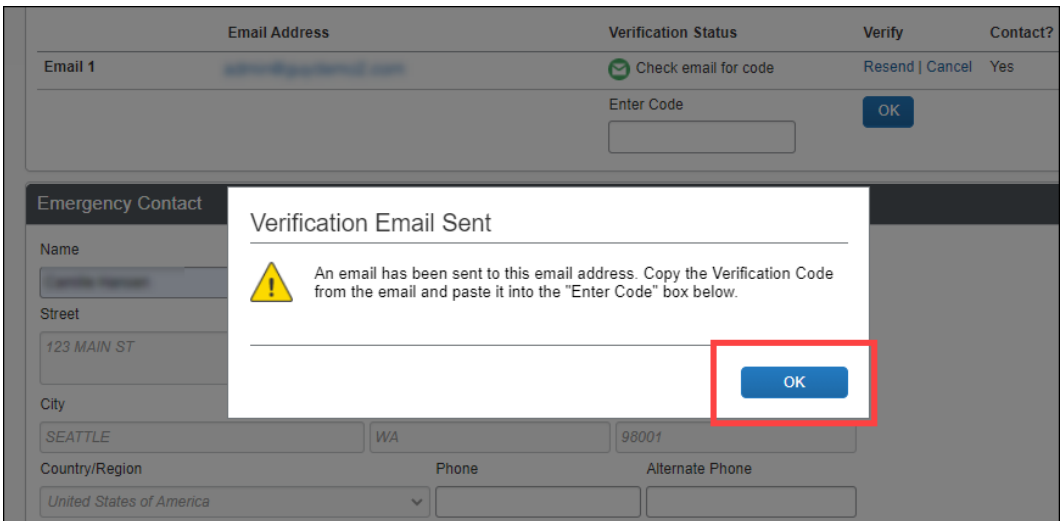


5. On the **My Profile-Personal Information** page, in the **Email Addresses** section, click the **Verify** link.

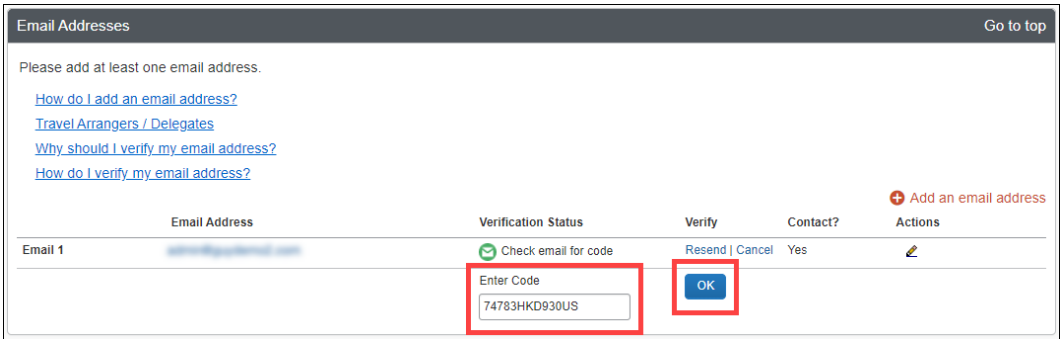


A verification email is sent to your email address.

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.

		<p>\$163.60</p> <p>07/17/2022 9:09 PM</p> <p>Order Number: 114-4192866-0747440</p>	
<p>Amazon Business US</p>			
Description	Quantity	Unit Price	Amount
	8	\$18.98	\$151.84
Tax			\$11.76
Shipping Charge			\$0.00
			Subtotal: \$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.

Paid

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: B0004L0PM	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