How to integrate Amazon Business & SAP Concur

For employees purchasing items through Amazon Business, the Amazon Business / SAP Concur integration makes reporting those expenses easy! Just sign into SAP Concur, add your expenses to an expense report, match with the P-card transaction, view the e-receipt, submit, and you're done - no more need to import receipts.

Prerequisites

To enable your SAP Concur entity to get transactions from Amazon Business, please be aware of the following prerequisite: To ensure that you can receive transactions from Amazon Business, please be sure to verify your email address within SAP Concur.

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

SAP Concur solutions receives transactions from Amazon Business. These transactions contain the email address of the buyer and payer. 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 has been verified by the owner within SAP Concur). Transactions - not matching a verified email address - will be discarded by the system.

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

**Step 1.** On the Sign In page, sign into SAP Concur with your credentials.
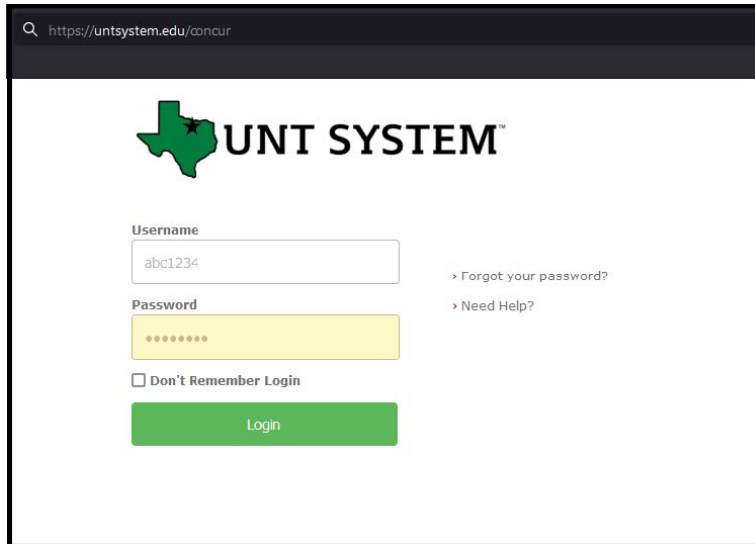
Step 2. The **New: Amazon Business Integration** window appears with a message informing you that the Amazon Integration is now available and asks you to verify your email to get started.
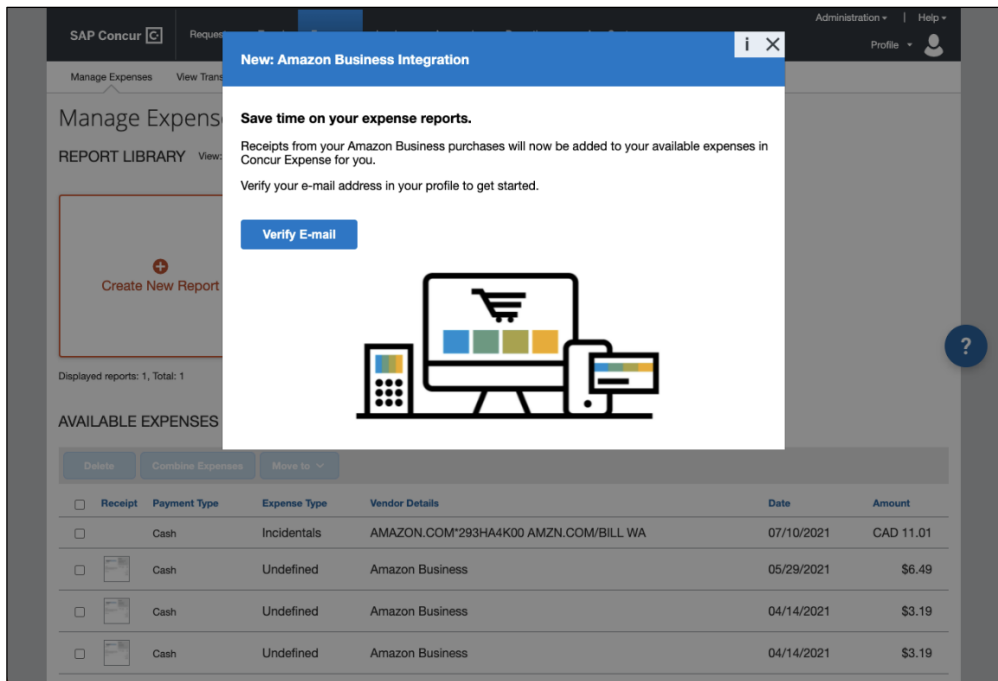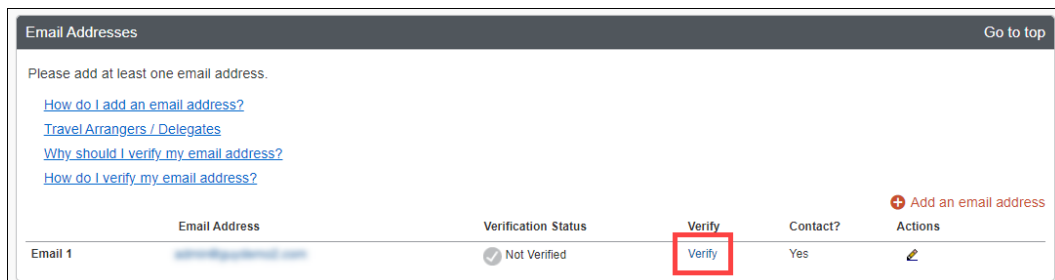
Step 3. On the SAP Concur home page, click Profile and then click Profile Settings.
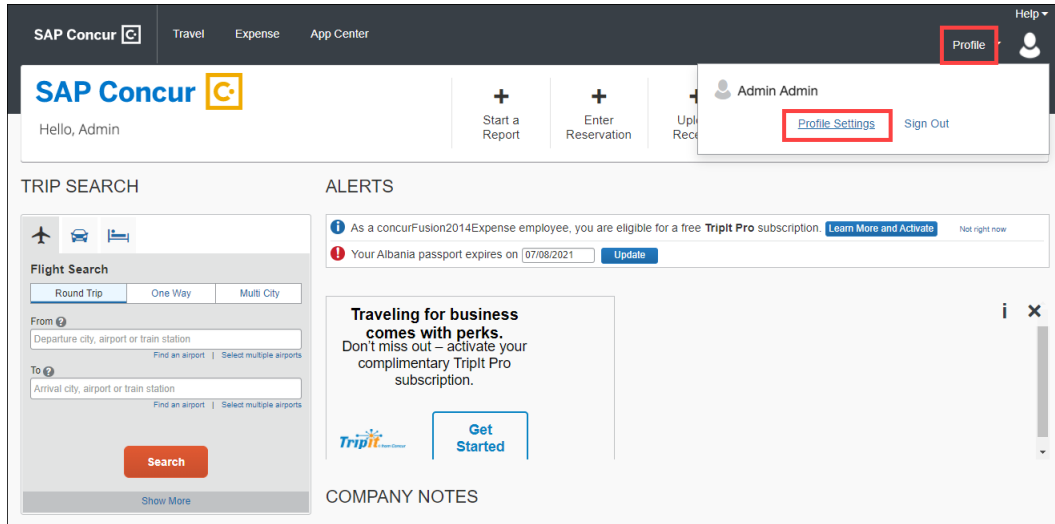
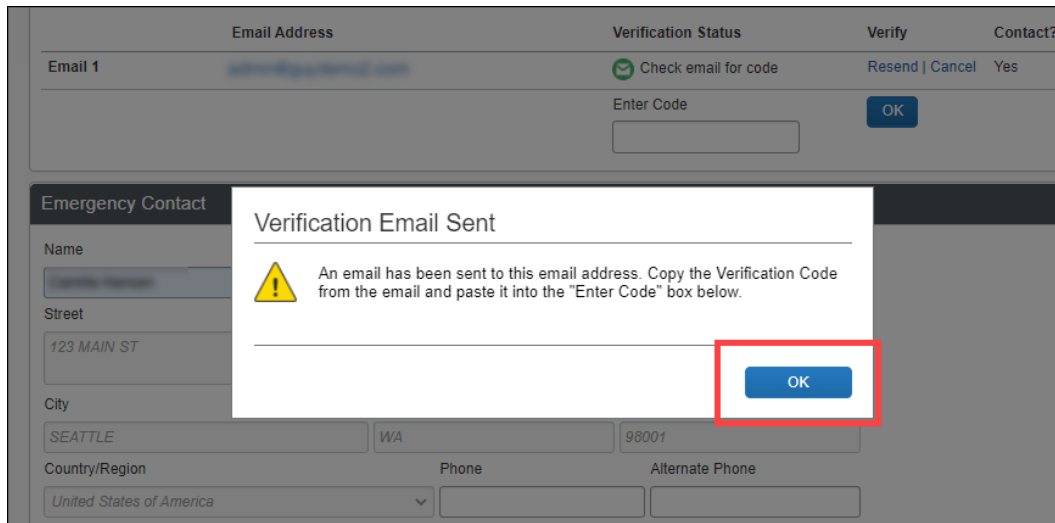**Step 4.** On the Profile tab, in the Your Information section, click Email Addresses.
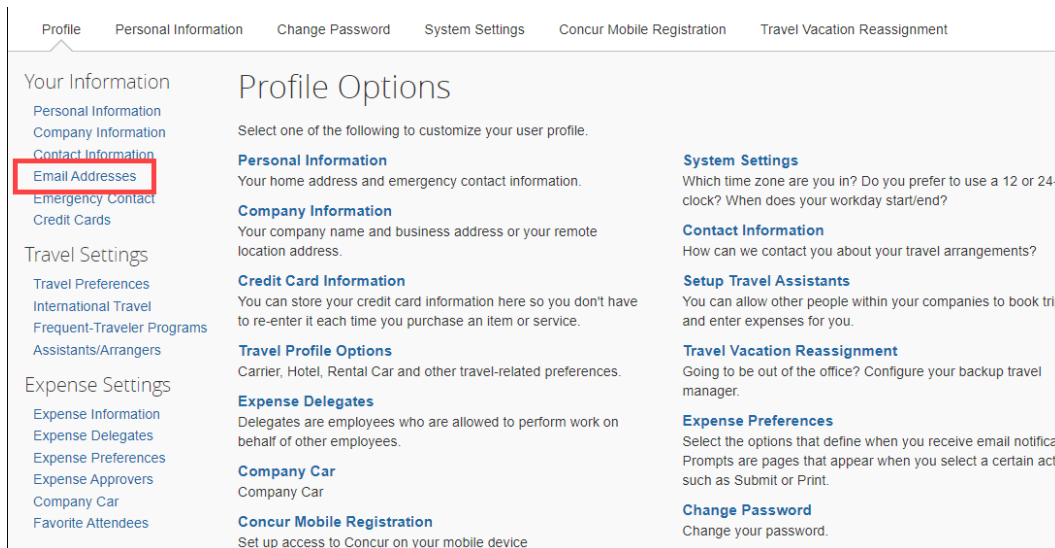
Step 5. On the My Profile - Personal Information page, in the Email Addresses section, click the Verify link on the desire email address row.
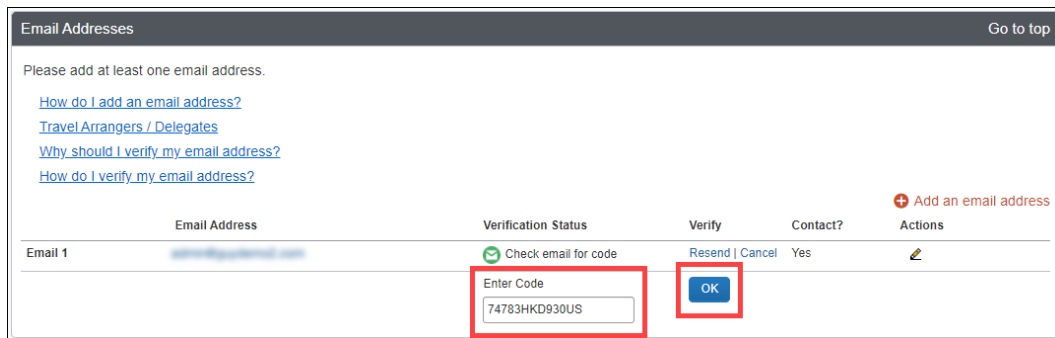
An email verification email will be sent to your email address.

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

Step 7. Go to your email inbox, find the email from SAP Concur, and copy the corresponding code.

Step 8. On the Your Information page, in the Email Addresses section, paste the code into the Enter Code field and 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.

This concludes the process for enabling the Amazon Business and SAP Concur integration.