## **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 CardQuest (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 SAP Concur home page, click the **Profile** icon, then click **Profile Settings**.

							® <mark>(</mark> 8)
CardQuest	+ New	00 Required Approvals	00 Authorization Requests	00 Available Expenses	00 Open Reports	<b>OO</b> Cash Advances	
Trip Search	Company Notes						

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

SAP Co	ONCUR Profile 🗸			
Profile	Personal Information	System Settings Concur Mobile Regis	stration Travel Vacation Reassignment	
		Your Information Personal Information	<b>Profile Options</b>	
		Company Information Contact Information	Select one of the following to customize your user profile.	Curtor Catlera
		Email Addresses Emergency Contact	Personal Information Your home address and emergency contact information.	System Settings Which time zone are you in? Do you prefer to use a 12 or 24- hour clock? When does your workday start/end?
		Credit Cards Travel Settings	Company Information Your company name and business address or your remote location address.	Contact Information How can we contact you about your travel arrangements?
		Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers	Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.	Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.

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

A verification email is sent to your email address.

Email Addresse	9				Go te top
Please add at le	cest one email address.				
time do Ledd	an ernell address?				
IntelAstary	atra / Oniogatoa				
Why should i	selfy my email address?				
	ly my email at tress?				
					Accian creat accress
	Email Address	Verification Status	Verily	Context3	Action
Empli 1	and the second second second	(f) Not Verified	Verify	Yes	1

5. On the Verification Email Sent window, click OK

	Email Address	Verification States	Wority	Contact?
Email 1		Check entail for cede	Resend   Cance	si Yes
		Enter Cede	OK	
Emergency Contact Name Street	Verification Email Sent An email has been sent to this from the email and paste it int	email eddress. Copy the Verification Co the "Enter Code" box below.	oda -	
City		oĸ		
21112	415	ABOOH		
Country/Region	Phone	Alternate Phone		
Linest Stores of America	8 6			

- 6. In the email from SAP Concur, copy the code.
- 7. On the **Your Information** page, in the **Email Addresses** section, paste the code into the **Enter Code** field, then click **OK**.

Ernal Address					Go to top
Please add at le	east one email address.				
Travel Arrans Why should I How do I ver	Lan, ernal, address? <u>erns / Generatives</u> Soldte my amail address? IV my amail address Ernall Address	Vertication Stress	Vectly	Contact?	O Add an emoli addrese Artices
Credit 1	and the second second	🕒 Check email for code	Report   Cancel	Yes	t
		Enter Code 74753/HRD038U5	OK I		

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	3.60 22 9:09 PM	
Amazon Business US	Order Num	ber 114-4192866	0747440
Description	Quantity	Unit Price	Amount
	8	\$18.98	\$151.84
Tax			\$11.76
Shipping Charge			\$0.00
		Su	btotal: \$151.84
			Tax: \$11.76
			Total: \$163.60

amazon bus	iness						Invoice
				Paid			
				Invoice date / Invoice # Total payable		10 Octob 0525507 £1.16	
Por cualionner support visit www. Business address ANZBUS development last - UK		nlaci-as Delivery address			iold by mean EU 5.4	. UK Branch	
Order information	67 October 2						
Order # Order placed by	025-3857855	-6206332					
Invoice details							
Description			Qty	Unitprice (encl. VAT)	WAT cate	Unit price (Incl. VAT)	Rem subtotal (Incl. VAT)
Cedibury Dairy Milk Olant Butte ASIN: 801502H040	ns Chocolata Bag	1. 40g	1	50.61	20%	62.61	20.61
Cedaury Twin Chocolete Bar. 4 ASER: BODDHLOPM	iðg		۹.,	10.46	20%	£9.55	\$9.55
Shipping Charges				52.49		62.00	£1.00
Promotivers.				-62.49		-62.50	42.39
			Invoice	e total			£1.16
				WAT use	Here of	ubisturi L. WAT)	VAT subbtal
				29%		61.97	60.19