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

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.

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

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.
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>$18.98</td>
<td>$151.84</td>
</tr>
</tbody>
</table>

Tax                                      $11.76
Shipping Charge                          $0.00

Subtotal: $151.84
Tax: $11.76
Total: $163.60

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**Amazon Business**

Invoice

Paid

Invoice date / Delivery date: 10 October 2022
Invoice #: 0B28BG32Z62U
Total Payable: £1.16

Business address
AMAZON development test - UK

Sold by
Amazon EU S.r.l., UK Branch

Order information
Order date: 07 October 2022
Order #: 026-3891855-028832

Invoice details

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit price (excl. VAT)</th>
<th>VAT rate</th>
<th>Unit price (incl. VAT)</th>
<th>Item subtotal (incl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadbury Dairy Milk Giant Buttons Chocolate Bag, 40g</td>
<td>1</td>
<td>£0.51</td>
<td>20%</td>
<td>£0.61</td>
<td>£0.61</td>
</tr>
<tr>
<td>Cadbury Twirl Chocolate Bar, 40g</td>
<td>1</td>
<td>£0.46</td>
<td>20%</td>
<td>£0.56</td>
<td>£0.56</td>
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<tr>
<td>Shipping Charges</td>
<td></td>
<td>£2.49</td>
<td></td>
<td>£2.99</td>
<td>£2.99</td>
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<tr>
<td>Promotions</td>
<td></td>
<td>£2.49</td>
<td></td>
<td>£2.99</td>
<td>£2.99</td>
</tr>
</tbody>
</table>

Invoice total

<table>
<thead>
<tr>
<th>VAT rate</th>
<th>Item subtotal (excl. VAT)</th>
<th>VAT subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>£1.07</td>
<td>£0.19</td>
</tr>
</tbody>
</table>

Total: £1.16