

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.

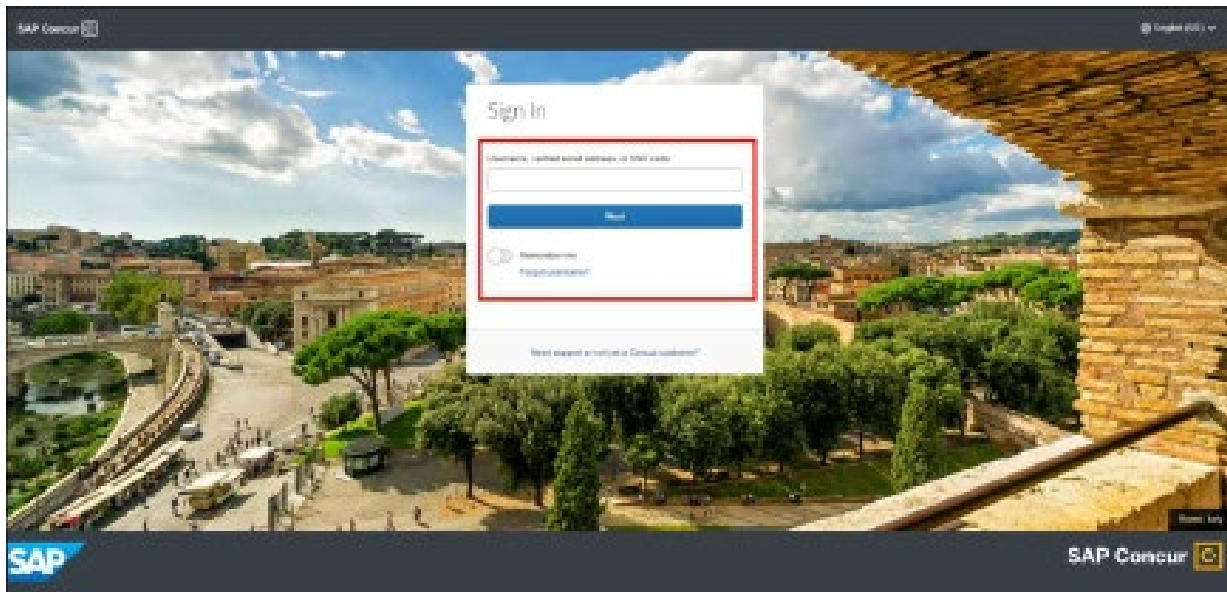
To ensure that you can receive transactions from Amazon Business, please verify your email address in SAP Concur.

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.

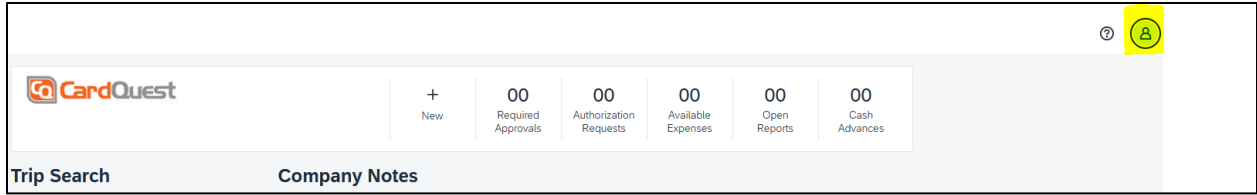
The integration matches the email address in the transaction to a matching email address in SAP Concur. Transactions will only be matched to verified email addresses (an email address that the owner within SAP Concur has verified). The system will discard transactions not matching a verified email address.

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

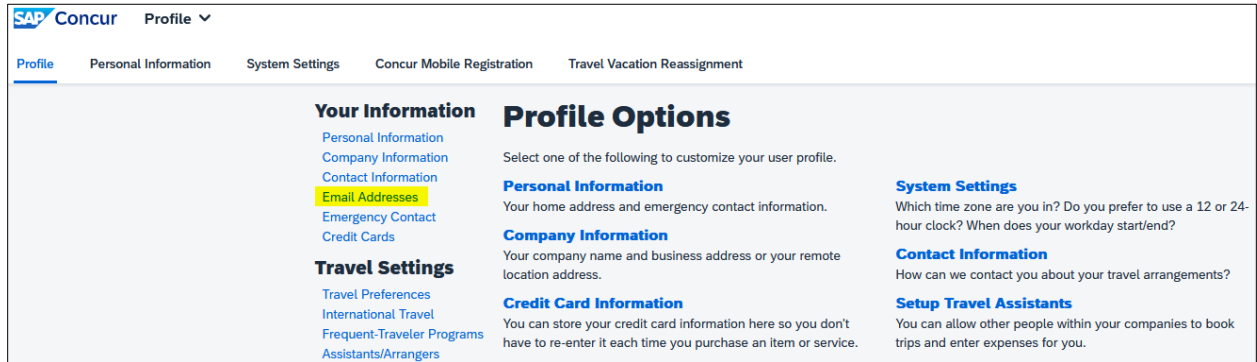
1. Sign into SAP Concur with your credentials.



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**.

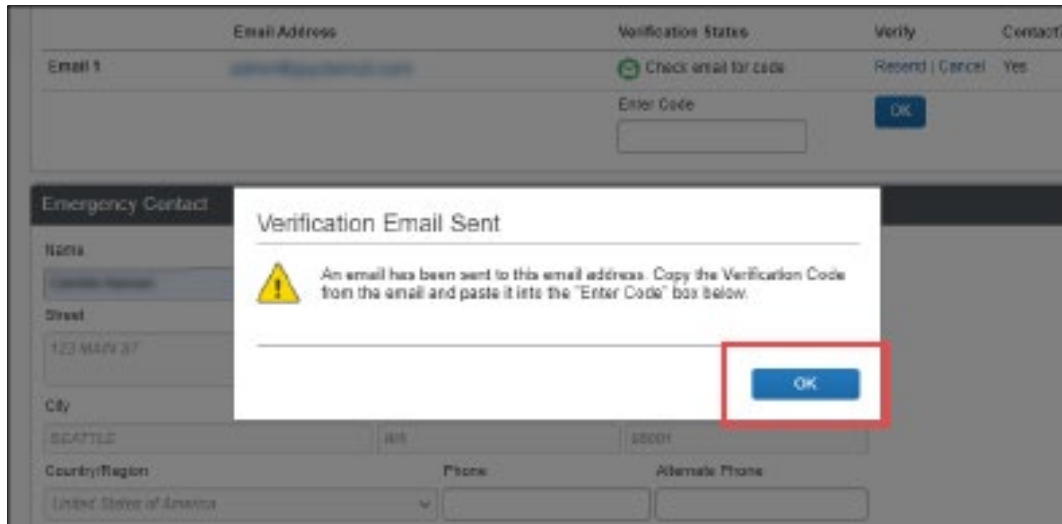


4. On the **Profile-Personal Information** page, in the **Email Addresses** section, click the **Verify** link.

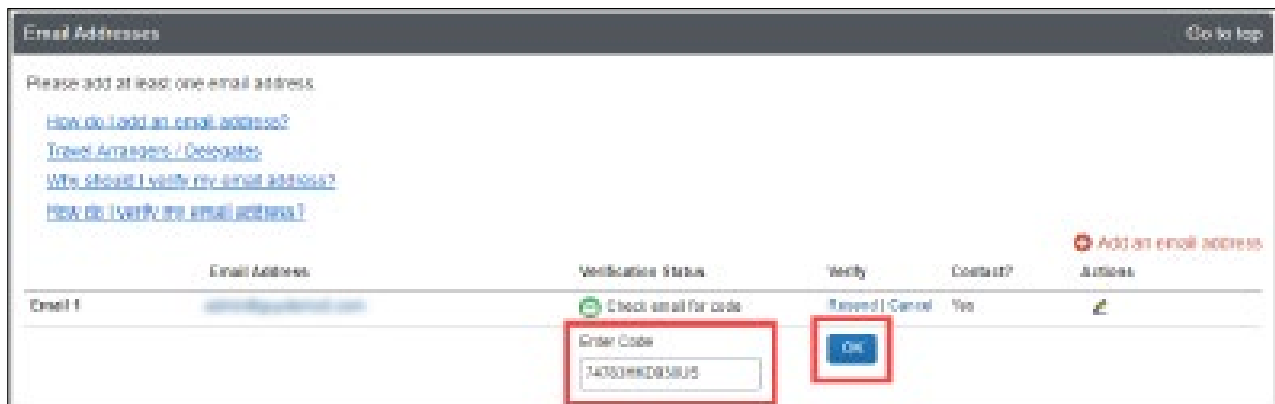
A verification email is sent to your email address.



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.



Amazon Business
US

\$163.60

07/17/2022 9:09 PM

Order Number: 114-4192966-0747440

Description	Quantity	Unit Price	Amount
[REDACTED]	8	\$18.98	\$151.84
Tax			\$11.76
Shipping Charge			\$0.00
			Subtotal: \$151.84
			Tax: \$11.76
			Total: \$163.60



Invoice

Paid

[REDACTED]

Invoice date / Delivery date: 10 October 2022
 Invoice #: 06286C90ZAEU
 Total payable: £1.16

For customer support visit www.amazon.co.uk/contact-us

Business address	Delivery address	Sold by
AMZBUS development test - UK	[REDACTED]	Amazon EU S.à r.l. UK Branch
[REDACTED]		

Order information

Order date: 07 October 2022
 Order #: 026-3857896-0206032
 Order placed by: [REDACTED]

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: B01N02H04C	1	£0.61	20%	£0.61	£0.61
Cadbury Twirl Chocolate Bar, 40g ASIN: B000ML0P1M	1	£0.46	20%	£0.56	£0.56
Shipping Charges		£2.49		£2.59	£2.59
Promotions		-£2.49		-£2.39	-£2.39

Invoice total		£1.16
VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£0.97	£0.19
Total	£0.97	£0.19