



amazon business

**Punchout
Integration with
Amazon Business**

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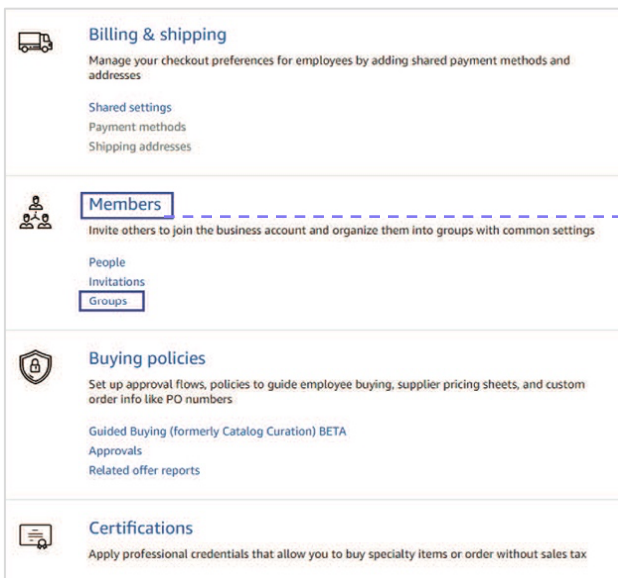
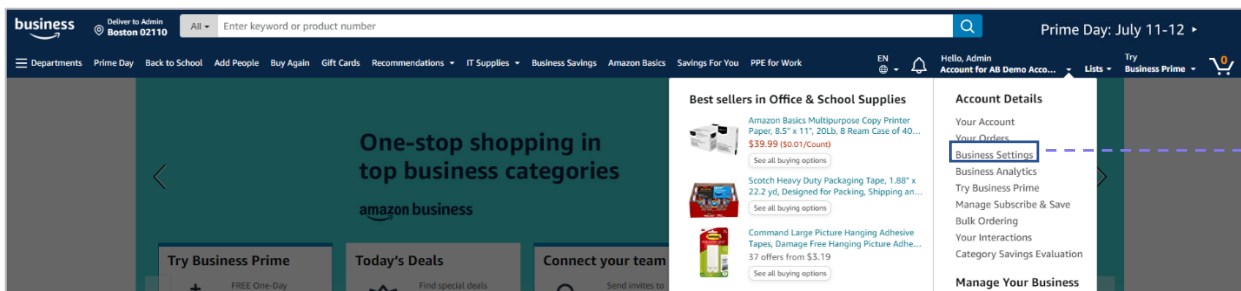
Punchout Integration with Amazon Business

Overview

This document provides guidance and reference material for IT professionals to establish a Punchout integration to Amazon Business.

Punchout setup on Amazon Business

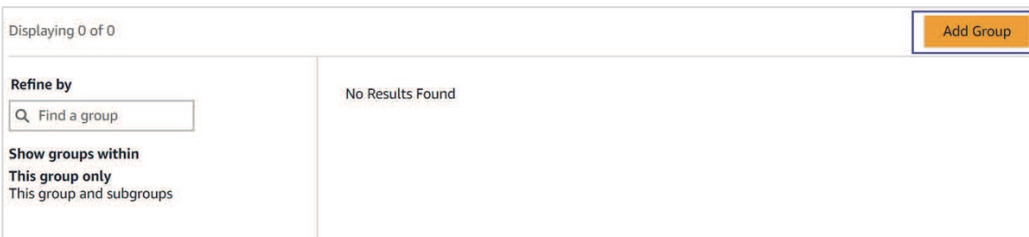
If you don't already have an Amazon Business account, please register for one here: www.Amazon.com/Business



In Amazon Business, generate your credentials.

- Open the **Your Account** dropdown menu.
- Select **Business Settings**.

- Click on **Groups** under the **Members** heading
- Click on **Add Group** to create a new group. This group will be used as the Punchout group.



Punchout Integration with Amazon Business

Create Group

Group name
Punchout Group

Turn off purchasing for this group

Payment methods
Which payment methods should members of this group use to place orders?

Individual Payment Methods – Employees provide their own

Shared Payment Methods – Admin will provide ones for the group to use

Shipping addresses
Which shipping addresses can members of this group ship orders to?

Individual Addresses – Employees provide their own

Shared Addresses – Admin will provide ones for the group to use

PunchOut (optional)
Assign PunchOut orders to:
Business unit / Department name / Cost center

Add Group Cancel

- Select **Individual** or **Shared** payment methods and **Individual** or **Shared** addresses depending on how your users pay for purchases.

Please note that Ship to address from electronic PO is the final address we ship to.

Displaying 1 of 1

Refine by

Find a group

Show groups within

This group only

This group and subgroups

Punchout Group / Punchout Group

- Click on the newly created group.
Note: If it does not show up immediately, please refresh the web page.

Billing & shipping
Manage your checkout preferences for employees by adding payment and shipping info.

Shared settings Budgets (Blanket POs)
Payment methods Receiving (3-Way Match)
Addresses and delivery preferences
Business order info

Members
Invite others to join the business account and organize them into groups with common settings

People
Invitations
Groups

Buying policies
Guide employee buying by setting purchasing rules and approval workflows based on spending limits, seller or product preferences.

Buying policies & approvals
Negotiated pricing

Tax Exemption & Licenses
Apply professional credentials that allow you to buy specialty items or order without sales tax

Tax exemption
Licenses and credentials

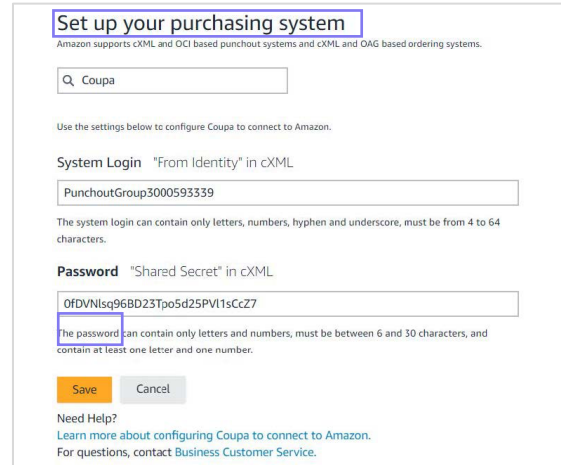
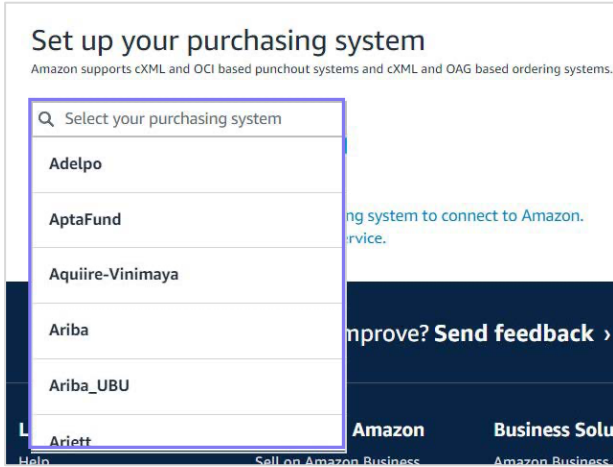
System integrations
Connect Amazon Business with other purchasing, tracking, and financial programs you use

Configure purchasing system Domain verification
Configure e-Invoicing UNSPSC product classification
Single Sign-On (SSO) App Center
Amazon WorkDocs

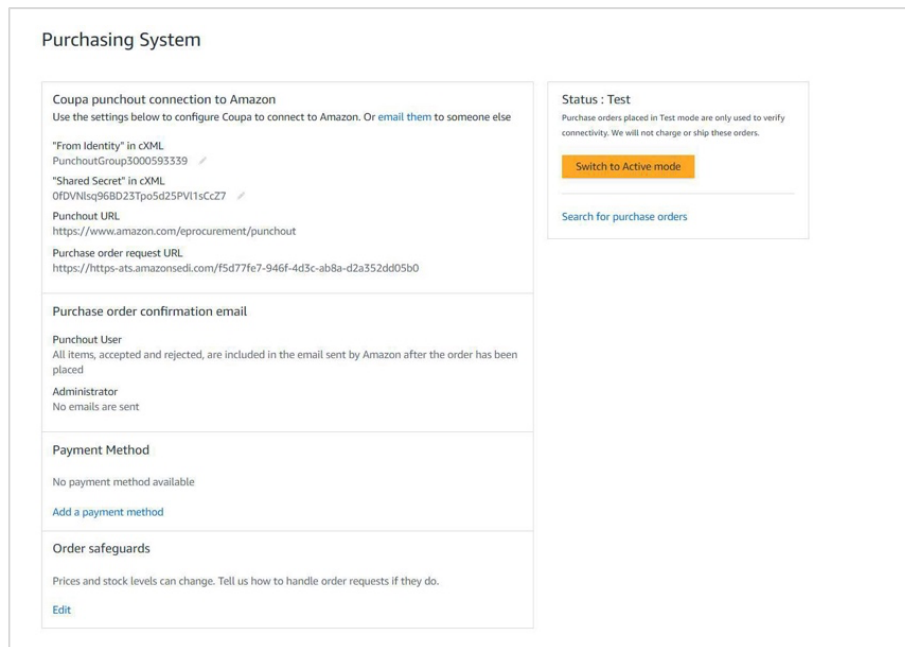
- Under **System Integrations**, click on **Configure Purchasing System**.

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- Select your purchasing system from the drop-down and click on **Save**.



- During this step you will receive your system login (from identity), password (shared secret), Punchout URL and purchase order URL.



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Punchout setup in procurement software

In your procurement software, add Amazon Punchout credentials generated in previous step.

Once you have the correct setup, you should be able to Punchout to Amazon Business. To the right are the values we should receive in cXML Header for Punchout and PO.

Email address in Punchout setup request is mandatory for Amazon. We currently look at four locations for the email address in this order, and whatever we find first is what we use:

1. Extrinsic field with name "UserEmail"
2. ShipTo address email
3. Contact email
4. Extrinsic with name "Email"

For precision, these are the xPATHs in order of preference:

```
"//Extrinsic[@name='UserEmail']"  
"//ShipTo/Address/Email",  
"//Contact/Email"  
"//Extrinsic[@name='Email']"
```

```
<Header>  
  <From>  
    <Credential domain="NetworkId">  
      <Identity>System Login Generated in Previous Step</Identity>  
    </Credential>  
</From>  
<To>  
  <Credential domain="NetworkId">  
    <Identity>Amazon</Identity>  
  </Credential>  
</To>  
<Sender>  
  <Credential domain="NetworkId">  
    <Identity>System Login Generated in Previous Step</Identity>  
    <SharedSecret>Password Generated in Previous Step</SharedSecret>  
  </Credential>  
  <UserAgent>Test</UserAgent>  
</Sender>  
</Header>
```

eg:

```
<Extrinsic name="UserEmail">prodealerorders@s-us.com</Extrinsic>  
<Extrinsic name="Email">prodealerorders@s-us.com</Extrinsic>  
<Email>test@123.com<Email/>
```

Cart ID or Supplier Part Auxiliary ID (SPAID):

When the user completes the Punchout session and submits the order for approval, Amazon sends a unique identifier to identify the cart or Punchout session. This is sent in Supplier Part Auxiliary ID on Punchout Order Message from Amazon to your purchasing system.

Amazon needs this value in Purchase Order Request. The first part of the value (before the comma) is the session ID, and the second part is the line number.

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It can be sent across at multiple places:

- Option 1: `<SupplierPartAuxiliaryID>135-4871846-5290837,1</SupplierPartAuxiliaryID>`
- Option 2: `<Description xml:lang="en">Premium Quality 10|135-4871846-5290837,1</Description>`
- Option 3: *Comment field*
- Option 4: *Extrinsic field*

```
<ItemIn quantity="3">
  <ItemID>
    <SupplierPartID>B01LFFGW5K</SupplierPartID>
    <SupplierPartAuxiliaryID>135-6563160-0044502,1</SupplierPartAuxiliaryID>
  </ItemID>
```

Please note other values that are mandatory for Amazon:


- Payload ID in cXML Punchout setup request and order request should be always unique.
- Amazon supports only new order type. Update and delete are not supported as part of Punchout integration
- Users must contact customer support to make changes or to cancel an existing purchase order.

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Payment method setup

Amazon Business offers several payment methods, such as credit card or Amazon's [Pay by Invoice](#) line. The payment method lives on Amazon Business and must be added by an administrator, prior to going live.

- Add your payment method by going to Business Settings > Groups.
- Click on newly created Punchout group.
- Click on Payment methods under Billing & shipping.



Billing & shipping

Manage your checkout preferences for employees by adding shared payment methods and addresses

[Shared settings](#)

[Payment methods](#)

[Shipping addresses](#)

- Add Payment Method.

Punchout Group - [Payment methods](#) ▾

Members of this group will only be able to place orders with the payment methods listed below. A few [product exceptions](#) may require group members to enter their own payment method and will not be documented in the business' order history.

Add a New Payment Method

Credit or Debit Cards

Amazon accepts all major credit and debit cards.

[Add a card](#)



Punchout Integration with Amazon Business

Testing

You are now ready to test the Punchout and submit some test orders. While in test mode, place variety of orders (suggestions below) and ensure you receive an order confirmation email to the email address used for Punchout to Amazon Business. Please note that the orders placed during test mode will be considered as Test Order and will not be charged or shipped. This will be highlighted in the order confirmation email as well.

Prerequisites

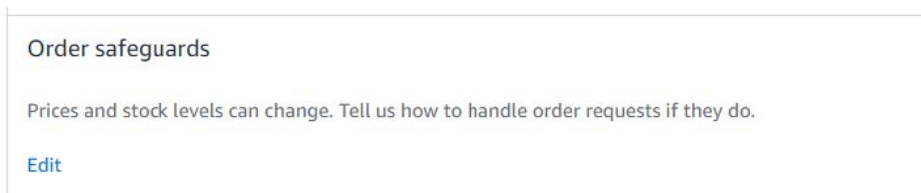
- One type of product, quantity one.
- One type of product, quantity three.
- Two different products, quantity one.
- Two different products, quantities three & five.

Review order safeguards

Order safeguards protect customers from unexpected or undesired changes in fulfillment conditions between the time you construct your shopping cart at Amazon Business and the time the order is received by Amazon Business. These include changes to price, delivery lead time, whether the order is fulfilled by Amazon, limits on shipping charges, and inventory fulfillment conditions.

Setup Instructions

1. Order Safeguards can be setup by the admin under **Business Settings > Groups > Newly created Punchout group > System Integrations – Purchasing System > 'Order safeguards' section of Business Settings page.**
2. Turn on/ off the safeguard settings for each of the safeguards, as required.
3. Provide absolute or % value limits in the safeguards. We recommend that you use Amazon recommended settings to avoid order rejections.
4. Once you have set the safeguards, please save your settings.
5. The order can be fulfilled only if all conditions as laid out by the tolerance settings have been met, otherwise the user will be notified of the order rejection.
6. You can edit the order safeguards settings as and when needed, following the steps as above.



Please reach out to your Amazon Business Customer Support at [\(888\) 281-3847](tel:888-281-3847) to understand order safeguard settings.

Punchout Integration with Amazon Business

First time Punchout user experience

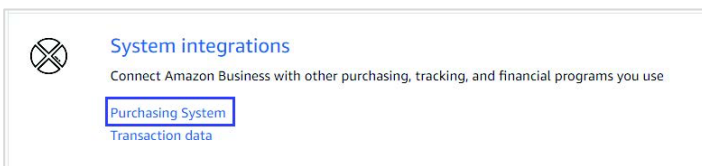
Please reach out to your Amazon Business representative or Customer Support at [\(888\) 281-3847](tel:888-281-3847) if you have any questions or concerns as you navigate Punchout for the first time.

Move to production

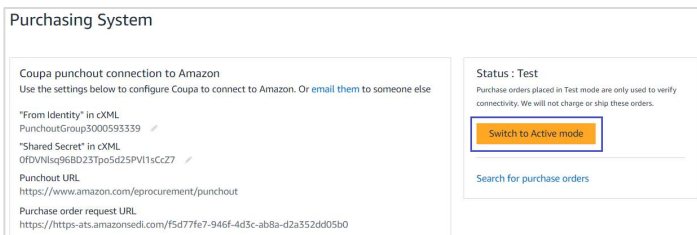
After an administrator has tested system connectivity, they can change the group status to active mode. Your Punchout credentials will be the same. If you would like to have different credentials for production, you should create a new group and generate new credentials as shown in this document.

When the status is in active mode, purchase orders will ship, and the selected payment method will be charged.

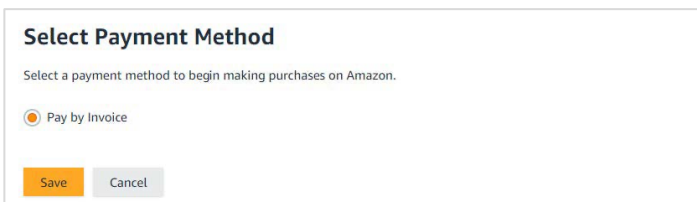
Note: After an administrator changes from test to active mode, the business account can be edited back to test mode.



- To update from test to active mode, navigate to **Business Settings > Groups**.



- Click on **Newly Created Group > Purchasing System > Switch to Active Mode**.



- Select your payment method and save your settings. If you selected an individual payment method while creating a group, then you will not be asked to select a payment method.

Punchout Integration with Amazon Business

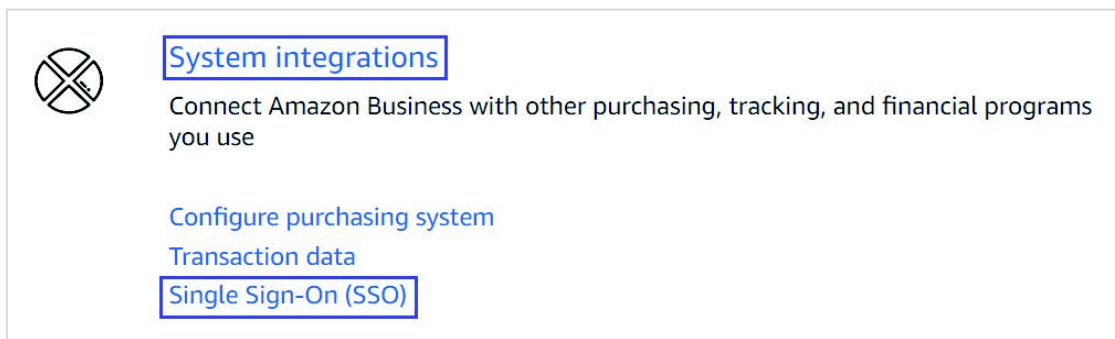
Electronic invoice setup (if needed)

Please contact your Amazon Business Customer Advisor to know whether electronic invoicing is supported for your e-procurement platform.

Single Sign-on (SSO)

Single Sign-on can be setup via self-service.

- Add your payment method by going to **Business Settings > System Integrations > Single Sign-On (SSO)** and follow the steps on the page.
- Please contact your Amazon Business Customer Advisor, if you experience any issues.



Appendix

Amazon Business customer service/post-production support

Contact the Amazon Business customer service team for any transactional questions related to an order, including ordering, quantity availability, shipment speed, delivery tracking, returns, and refunds. This team can also provide administrator support, including feature configuration and system integration support.

Phone: [\(888\) 281-3847](tel:8882813847) | Email: corporate-punchout@amazon.com

Please note that we keep adding new features to Amazon Business and the website. You may see slight differences in terminology and/or layout compared to this document. If you have any questions, then please contact Amazon Business customer service.

Learn more about Amazon Business Punchout: business.amazon.com/en/find-solutions/punchout.