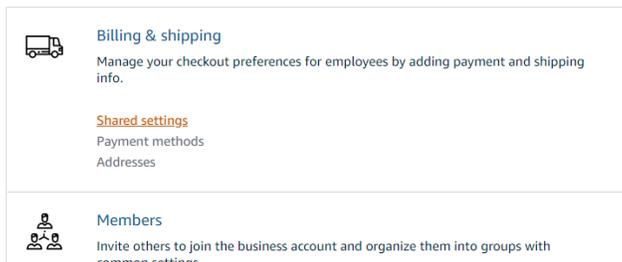


# Amazon Business Ordering With QuoteWerks

## Integration Setup Instructions

The QuoteWerks integration with Amazon Business uses a Direct Order Punchout Integration. The QuoteWerks Corporate Edition with the Real-time Module is required for the Purchasing integration with Amazon Business. Your Amazon Business Account or Group must utilize shared payment methods.

1. [Create a free Amazon Business account](#)
2. When logged into your Amazon Business account, hover over your Account on the top right and click on “Business Settings.”
3. In Business Settings, click on “Shared Settings”



4. In Shared Settings, select “Shared payment Methods and Addresses” and press the “Update” button and you will be back to Business Settings.

## Shared settings

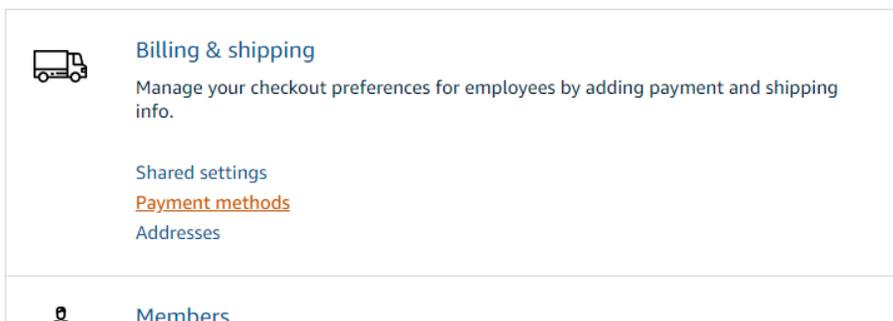
[Back to Your Company](#)

### Checkout settings

- Individual payment methods and addresses
- Shared payment methods and addresses
- Do not allow users to place orders on this group

Update

5. In Business Settings, click on “Payment Methods”



- In Payment Methods, Add a new payment method or select an existing Payment Method.

Your Company - **Payment methods** ▾  
Your Company

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

Enter your card information:

<b>Name on card</b>	<b>Card number</b>	<b>Expiration date</b>	<b>Add your card</b>
<input type="text"/>	<input type="text"/>	01 ▾ 2019 ▾	<input type="button" value="Add your card"/>

- In Business Settings, click on “Configure Purchasing System” in the System Integrations section and select **QuoteWerks--DirectOrdering** from the dropdown list.

### Select your purchasing system

Amazon supports cXML and OCI based punchout systems and cXML and OAG based ordering systems.

QuoteWerks--DirectOrdering ▾

- Procurement-Partners
- Procurify
- Prodigio-Solutions
- QuoteWerks--DirectOrdering**
- ReQlogic
- SAP-Fiori
- SAP-SRM
- SciQuest-JAGGAER
- SDI-PUNCHOUT
- Sidewalk--Direct-Ordering
- Simeno
- Skyward
- SMARTByGEP
- SollodTechnologies
- Spectrum

is not listed, tell us which

- Click Continue. This will configure unique credentials for your organization.

### Configure system login and password

<p><b>System Login</b>  <small>"From Identity" in cXML</small></p>	<input style="width: 100%;" type="text" value="Manufacturing5623110922"/> <small>The system login can contain only letters and numbers, must be from 4 to 64 characters.</small>
<p><b>Password</b>  <small>"Shared Secret" in cXML</small></p>	<input style="width: 100%;" type="text" value="pRyKIQZWRI3gtTINGAEVavsZajIHE5"/> <small>The password can contain only letters and numbers, must be between 6 and 30 characters, and contain at least one letter and one number.</small>
<input type="button" value="Continue"/> <input type="button" value="Back"/>	

- Click Continue to see the System Login, Password, Punchout URL, Purchase Order Request URL. *Please ignore the Punchout URL (This will not be entered into QuoteWerks). The Purchase Order Request URL will change when you click continue. Enter the Purchase Order Request URL the you see on Step 10 into QuoteWerks.* These are the credentials you will plug into the QuoteWerks platform to initiate the connection.

<b>System Login</b> "From identity" in cXML	Manufacturing5623110922
<b>Password</b> "Shared Secret" in cXML	pRyKIQZWRI3gtTINGAEVavsZajjHE5
<b>Punchout URL</b>	https://www.amazon.com/eprocurement/punchout
<b>Purchase Order Request URL</b>	https://https.amazonsedi.com/64bbf3f2-7dd6-4193-8935-2615c3cb21dd

Configure Quotewerks--DirectOrdering with these settings to test connectivity and place test purchase orders.

Your purchase settings are defaulted to test mode.

When you have confirmed that punchout and ordering work, go to the settings page and set your purchase settings to active.

Email a copy of these settings to yourself or someone else in your organization

- Once you click "Continue and View Settings," you will be in "Test" mode. **\*You must have a payment method added to your account while in TEST mode and before switching to Active mode.\*** (see Step 16). Click "Edit" and switch to "Active."

**Settings**

FEATURE	STATUS	
<b>System</b>	Status	<b>Test Mode.</b> Orders placed in this mode are only used to verify connectivity. We will not charge or ship these orders <a href="#">Edit</a>
<b>Connecting to Amazon using Quotewerks--DirectOrdering</b> <a href="#">Edit</a>		
Punchout URL	https://www.amazon.com/eprocurement/punchout	
Purchase order request URL	https://https-ats.amazonsedi.com/64bbf3f2-7dd6-4193-8935-2615c3cb21dd	
System Login	Manufacturing5623110922	
Punchout Password	***** <a href="#">Show Password</a>	

- In QuoteWerks Desktop, navigate to the Tools > Options menu and select the Real-time Tab. On the Real-time Tab, click on the Real-time Step button.

- On the QuoteWerks Real-time Setup, click on the Amazon Business tab and enter the System Login, Punchout Password, Purchase Order URL, and email address that was generated in the Amazon Business Purchasing System Setup.

The screenshot shows two overlapping windows. The top window is titled 'Options' and has a 'Real-time Setup' button. The bottom window is titled 'Real-time Setup' and contains the following fields:

- Amazon Product Source:**  Show Amazon Product Source on Product Lookup (USA Only and Product Content Subscription Required)
- Amazon Business Purchasing Setup:**
  - Credentials:**

NOTE: These are not the same as your Amazon Website Credentials.

System Login:

Punchout Password:
  - Purchase Order Email Address:**

Email Address:
  - Purchase Order Request URL:**

URL:

At the bottom of the 'Real-time Setup' window are 'Ok' and 'Cancel' buttons, and an 'amazon business' logo with a link to 'Learn More about Amazon Business'.

- Ensure the Payment Method is added while in TEST mode. Go to Your Account > Business Settings > Billing & Shipping > Payment Methods > Add Payment Method
- Once the payment method is added in TEST mode, go back to System Integrations > Purchasing System



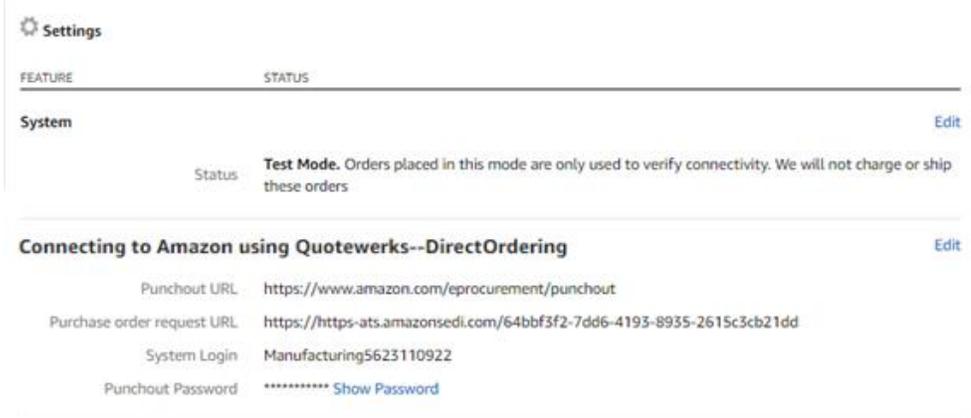
### System integrations

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

**Purchasing System**

Transaction data

15. Click Edit under System within the Settings page.



16. Then select "Active" and save.

### Edit system settings

Keep the status as Test when you initially set up or edit and test the configuration. Set the status to Active to allow users to place purchase order requisitions on Amazon.

Status  Test Purchase orders placed in Test mode are only used to verify connectivity. We will not charge or ship these orders.

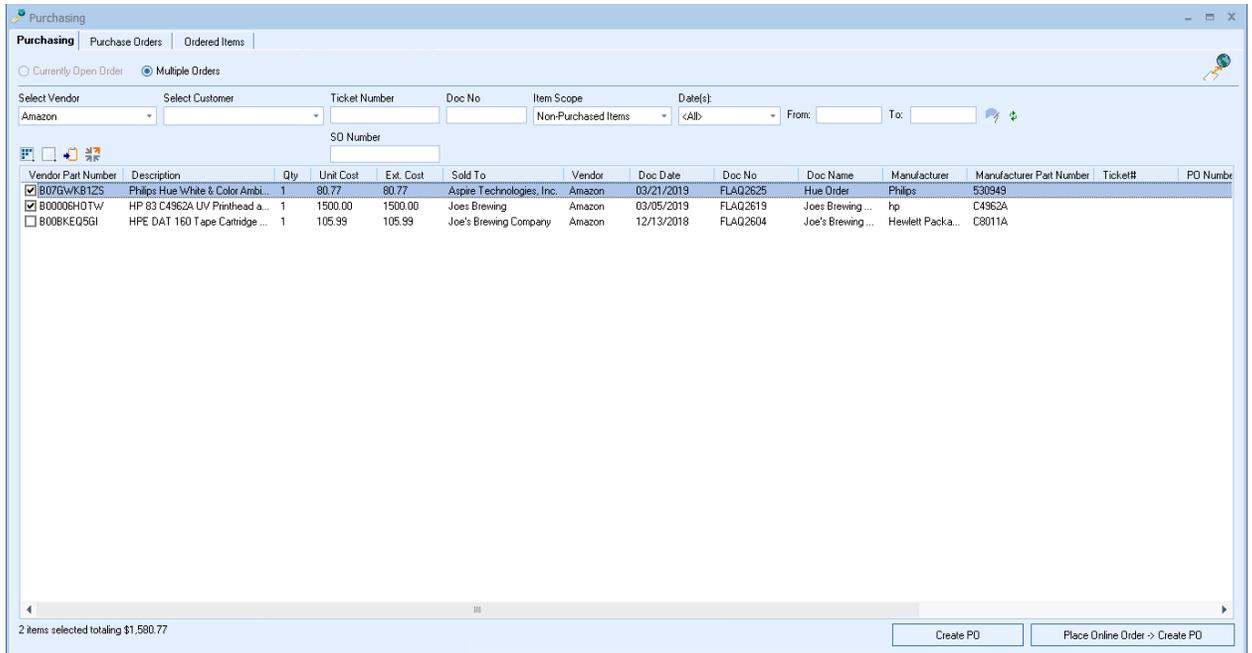
Active Purchase orders placed in Active mode are shipped and charged to your business account

Save Cancel

17. To place an Order with Amazon Business from within QuoteWerks, select the Purchasing button on the QuoteWerks Toolbar.

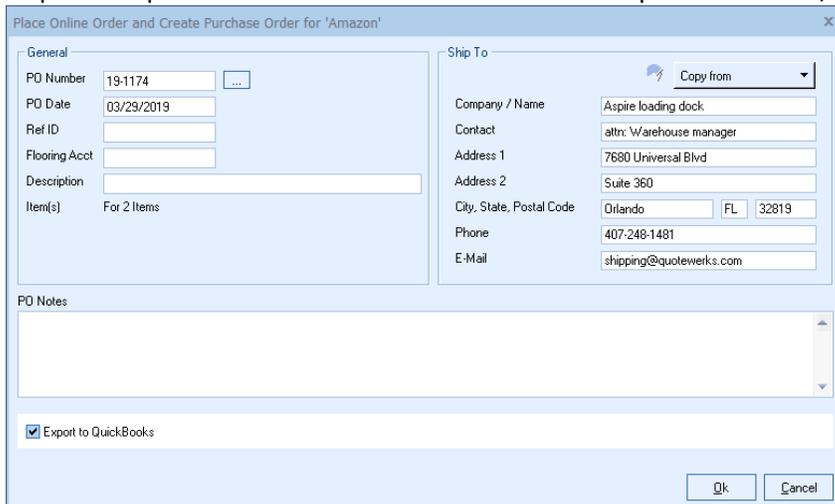


18. Select Amazon in the Vendor dropdown and check the Amazon Products that you would like to purchase by checking the checkbox to the left of the product. Then, Press the Place Online Order -> Create PO button.



Note: Only QuoteWerks Orders will appear in the QuoteWerks Purchasing window. To place an order with Amazon Business, you must already have an Order in QuoteWerks with items on the document that have a Vendor Name of Amazon. The Amazon lines on the Order must also have the ASIN in the Vendor Part Number field. Products sourced via the QuoteWerks Amazon Product Source on the Product Lookup will have a Vendor of Amazon and the ASIN in the Vendor Part Number Field by default.

19. On the QuoteWerks Purchase Order window, fill out the PO Number, Ship To Information, and any other information you would like to store with the Purchase Order. The PO Number and Ship To Address are required to place an order with Amazon Business. To place the order, click the Ok button.



20. For post-production issues regarding the Amazon Business account integration, please contact: [corporate-PunchOut@amazon.com](mailto:corporate-PunchOut@amazon.com)
21. For any issues related to the QuoteWerks Setup and Configuration, please contact: [support@quotewerks.com](mailto:support@quotewerks.com). Additional QuoteWerks Purchasing and Procurement information can also be found in our online [Help Documentation](#).

## FAQs

**Q:** How will I know if the order placed via QuoteWerks was accepted by Amazon Business?

**A:** You will receive an email confirmation from Amazon Business to the email address you entered into the Amazon Business setup in QuoteWerks. This may take 15 to 60 minutes to receive. You can also log into your Amazon Business account in your browser and hover over your Account on the top right and click on “Business Analytics.” In the Amazon Business Analytics, select Orders under Reports. You will be able to see all orders placed in the selected time period and also filter by PO number. This is the same PO number that you used in QuoteWerks when submitting the Order to Amazon Business.

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**Q:** Amazon Business sent an email saying “Items will not be shipped” and also contained the following text “Your order was canceled because your group changed from shared to individual payment after the order was placed and we don’t have a payment method for you on file. Enter a valid payment method in Your Account and try again, or talk to your admin.”

**A:** This typically happens when your Group / Account configured in Amazon Business is configured to use Individual Payment Methods. Change your Account to use Shared Payment methods. See Steps 3 through 6 above.

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**Q:** I placed an Order with Amazon Business via QuoteWerks and did not receive an email confirmation from Amazon Business and do not see a record of the order on the Website. What do I do?

**A:** Make sure that your Amazon Business Account or Group is set to “Shared payment Methods and Addresses”, Ensure that the user that created the Punchout Credentials on the Amazon Business Website has the “Punchout User” Role (Members -> People -> Edit User), and confirm the Credentials and URL entered into QuoteWerks match Amazon Business. If those all have been verified, please contact QuoteWerks Technical Support.