



**amazon business**

**Liftbase Punchout/  
Punch-in  
integration with  
Amazon Business**

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# Overview

This document provides guidance and reference material to IT professionals to establish a Punchout/Punch-in integration to Amazon Business.

## Punchout/Punch-in setup on Amazon Business

If you don't already have an Amazon Business account, please register for one in the Amazon Business store you are looking to integrate with Amazon Business:

<https://www.amazon.co.uk/business> - For UK Amazon Business store

<https://www.amazon.de/business> - For DE Amazon Business store

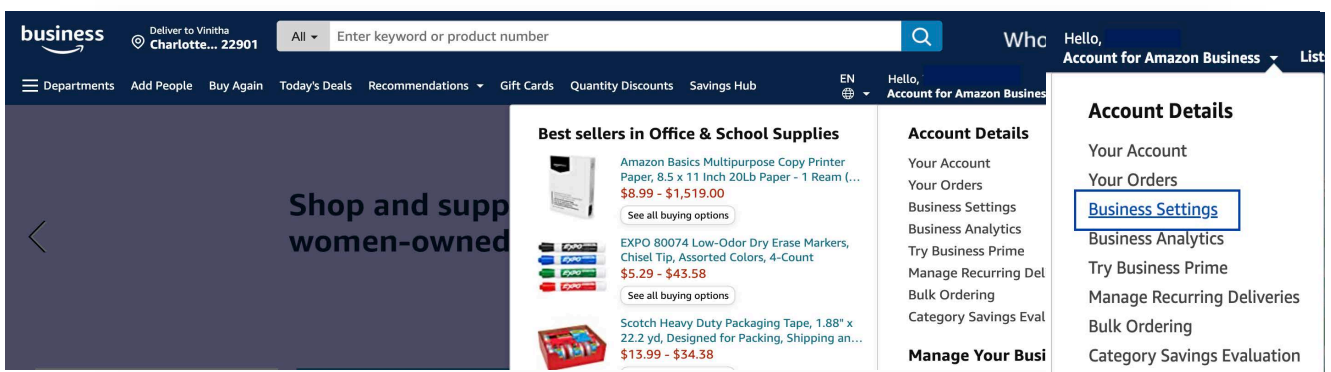
<https://www.amazon.fr/business> - For FR Amazon Business store

<https://www.amazon.it/business> - For IT Amazon Business store

<https://www.amazon.es/business> - For ES Amazon Business store

It may take up to 72 hours for the account to be verified and activated.

Once the account is activated, login to your Amazon Business account and navigate to [Business Settings](#) by Hovering over your name as below:



The screenshot shows the Amazon Business account settings page. The top navigation bar includes the Amazon Business logo, delivery location (Charlotte, NC), a search bar, and the user's name (Who). The main content area is divided into three columns. The left column features a large banner for 'Shop and support women-owned'. The middle column, titled 'Best sellers in Office & School Supplies', lists three products: Amazon Basics Multipurpose Copy Printer Paper, EXPO 80074 Low-Odor Dry Erase Markers, and Scotch Heavy Duty Packaging Tape. The right column, titled 'Account Details', lists various account management options, with 'Business Settings' highlighted in a blue box. Below this, there is a 'Manage Your Business' section.

- Under 'Members' click on 'Groups'. Click on [Add Group](#) to create a new Group. This group can be used as both Punchout/Punch-in group. Select 'Individual payment methods' or 'Shared payment methods' depending on how you want your users to pay for goods.

The screenshot shows a dashboard with four main sections:

- Billing & shipping**: Manage your checkout preferences for employees by adding shared payment methods and addresses. Sub-options: Shared settings, Payment methods, Shipping addresses.
- Members**: Invite others to join the business account and organize them into groups with common settings. Sub-options: People, Invitations, **Groups** (highlighted).
- Buying policies**: Set up approval flows, policies to guide employee buying, supplier pricing sheets, and custom order info like PO numbers. Sub-options: Guided Buying (formerly Catalog Curation) BETA, Approvals, Related offer reports.
- Certifications**: Apply professional credentials that allow you to buy specialty items or order without sales tax. Sub-options: Tax exemption, Add licenses.

Displaying 0 of 0

[Add Group](#)

Refine by

No Results Found

Find a group

Show groups within

This group only

This group and subgroups

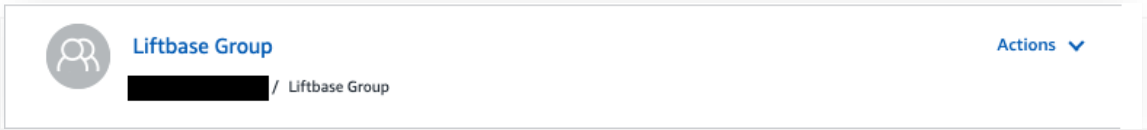
- Enter a group name of your choice and select [Shared payment methods and shared address](#) if a common payment instrument will be used for all the users. Select [Individual payment methods and addresses](#) only if users will use their own payment instrument (Users must add their payment instrument in their Amazon Business account if this option is selected)

The 'Create Group' dialog box contains the following fields and options:

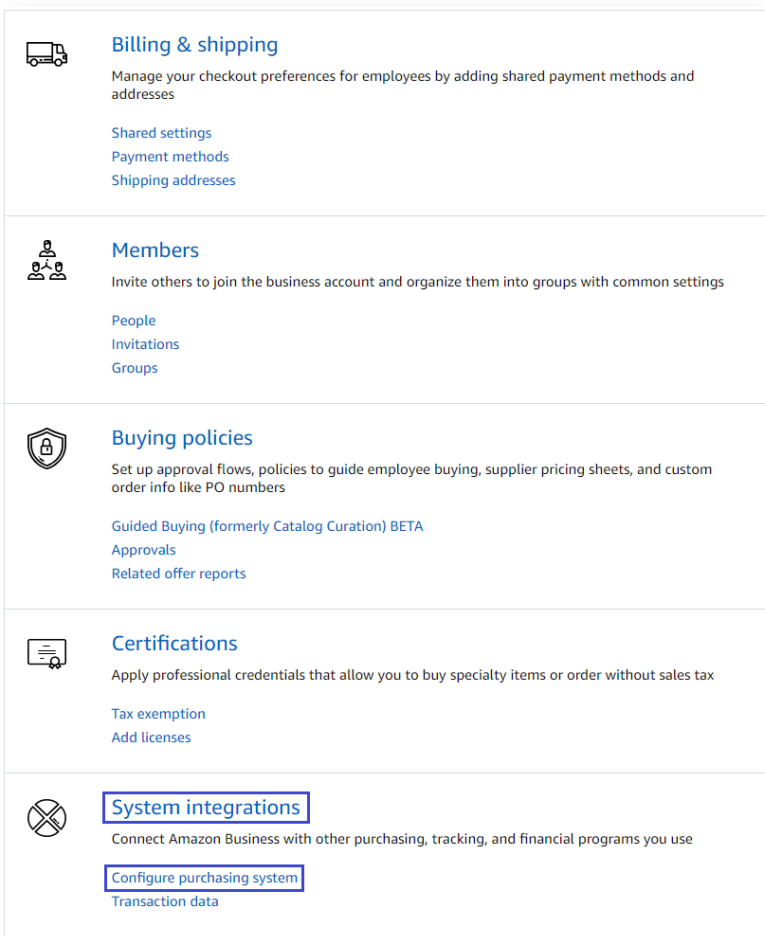
- Group name**: Text input field containing 'Liftbase Group'.
- Turn off purchasing for this group
- Payment methods**: Which payment methods should members of this group use to place orders?
  - Individual Payment Methods – Employees provide their own
  - Shared Payment Methods – Admin will provide ones for the group to use
  - Both Shared and Individual Payment Methods – Admins can provide payments for the group, employees can also use their own
- Delivery addresses**: Which delivery 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:
  - Text input field containing 'Business unit/Department name/Cost centre'

Buttons: [Add group](#) and [Cancel](#)

- Click on newly created group. If it doesn't show up immediately, please refresh the web page.
- If you already have an existing Punchout group, you can use the same group for Punch-in.

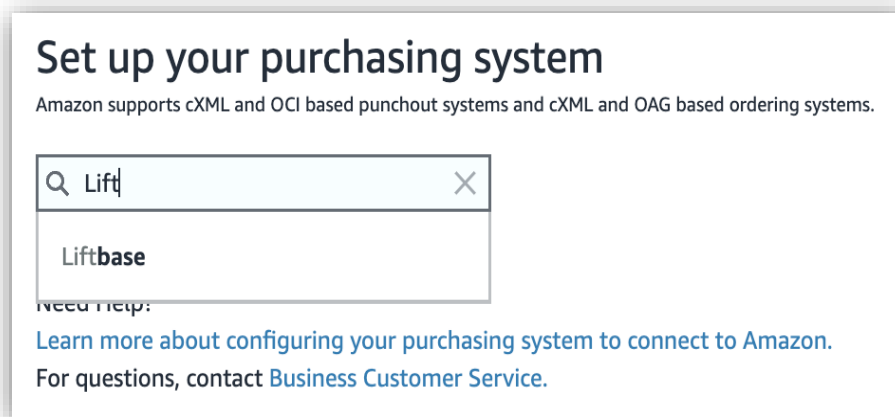


- Under 'System Integrations', click on 'Configure Purchasing System'.

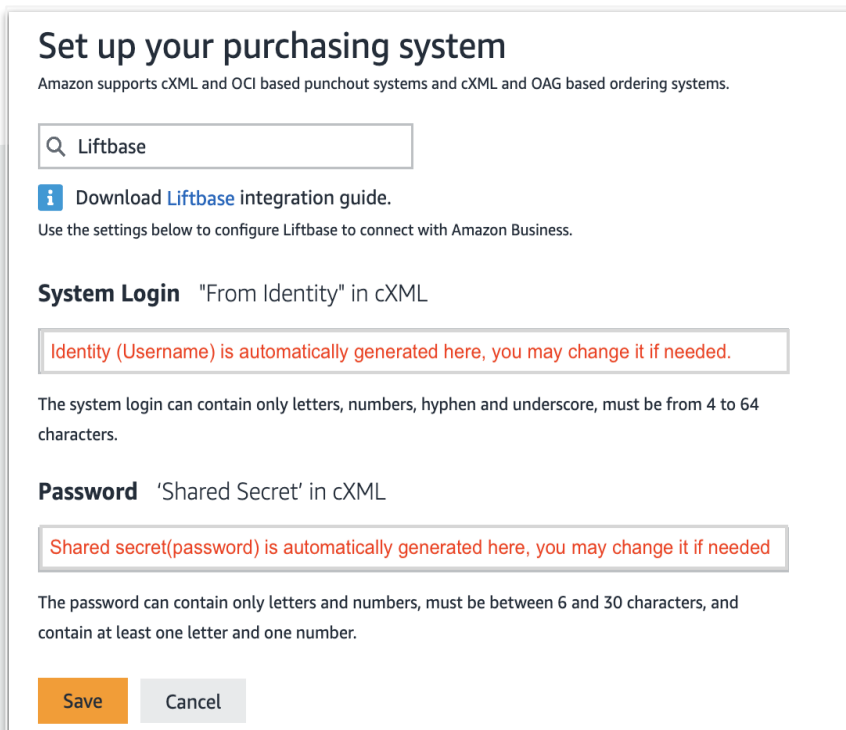


- Type *Liftbase* in the search bar and select it.

Change the System login and Password per your choice if needed.



- During this step you will receive your user name (from/sender identity), password (shared secret), Punchout URL and purchase order URL. Please note, these details will also be emailed to you as well if you select the email these settings option,



## Purchasing System

Use the settings below to configure Liftbase to connect with Amazon Business. You can also [email these settings](#)

<p><b>Liftbase punchout connection to Amazon Business</b></p> <p>Download <a href="#">Liftbase</a> integration guide.</p> <p>"From Identity" in cXML [REDACTED]</p> <p>'Shared Secret' in cXML [REDACTED]</p> <p>Punchout URL <a href="https://www.amazon.de/eprocurement/punchout">https://www.amazon.de/eprocurement/punchout</a></p> <p>Punchout Test URL <a href="https://www.amazon.de/eprocurement/punchout/test">https://www.amazon.de/eprocurement/punchout/test</a></p> <p>Purchase order request URL <a href="https://https-eu-ats.amazonsedi.com/[REDACTED]">https://https-eu-ats.amazonsedi.com/[REDACTED]</a></p>	<p><b>Status : Test</b></p> <p>Purchase orders placed in Test mode are only used to verify connectivity. We will not charge or dispatch these orders.</p> <p><a href="#">Start testing punchout setup</a> <a href="#">Switch to Active mode</a></p> <hr/> <p><a href="#">Search for purchase orders</a></p>
<p><b>Taxonomy settings</b></p> <p>Classification taxonomy to use in punchout UNSPSC</p>	
<p><b>Advanced settings</b></p> <p>Use these settings to configure additional information</p> <p>Extend punchout configuration Extend punchout configuration to legal entities or groups <a href="#">Configure</a></p>	
<p><b>Purchase order confirmation email</b></p> <p>Punchout User All items, accepted and rejected, are included in the email sent by Amazon Business after the order has been placed</p> <p>Administrator No e-mails are sent</p>	
<p><b>Payment Method</b></p> <p>No payment method available</p> <p><a href="#">Add a payment method</a></p>	
<p><b>Order safeguards</b></p> <p>Prices and stock levels can change. Tell us how to handle order requests if they do.</p> <p><a href="#">Edit</a></p>	

- Once the credentials are generated, the purchasing system is set to Test mode in the Amazon Business account.
- The purchasing system is set to Test mode by default in the Amazon Business account. So all the PO's transmitted to Amazon Business will be accepted as test orders only in this mode. Once the testing is successful, you will have to switch the mode from Test to Active to be able to place live orders.

<p><b>Status : Test</b></p> <p>Purchase orders placed in Test mode are only used to verify connectivity. We will not charge or dispatch these orders.</p> <p><a href="#">Switch to Active mode</a></p> <hr/> <p><a href="#">Search for purchase orders</a></p>
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## Punchout setup in Liftbase software

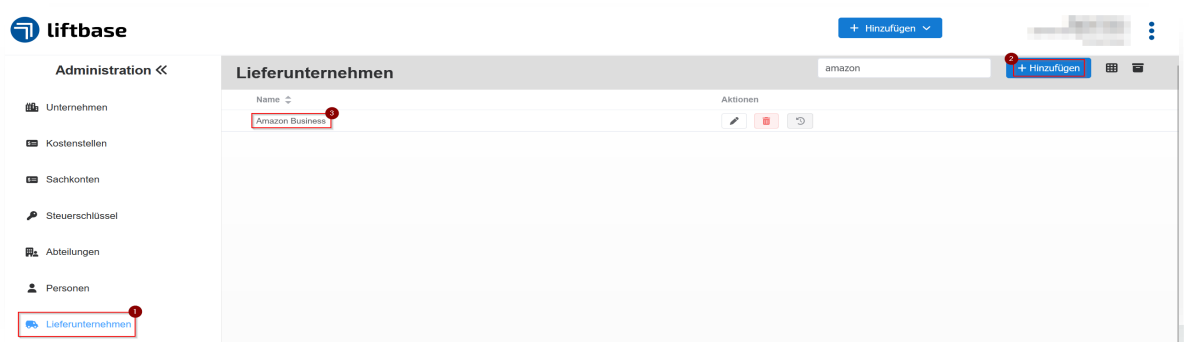
### Instructions for Liftbase's customers

You can now access the configuration settings for Liftbase in one of two ways.

1

#### Set up Amazon Business as a new supplier (if not yet added to the system).

1. Click **three dots** on the upper right corner
2. Select "**Administration**" (requires the "Administrator" role for the currently logged in user)
3. Select "**suppliers**" (Lieferunternehmen) on left side
4. Click "**+Add**" (+ Hinzufügen) in the header menu
5. Input "**Amazon Business**" for "name" and click "**add**" (Hinzufügen) at the bottom to add the supplier.



2

#### Connect Liftbase with Amazon

1. Click **three dots** on the upper right corner
2. Select "**Administration**" (requires the "Administrator" role for the currently logged in user)
3. Select "**configuration**" (Konfiguration)
4. Select the Punch-Out header and click on **Amazon Business**
5. Copy Identity, Shared Secret, Punch-Out URL, Purchase Order URL (Bestell-URL)
6. Leave the field "**E-Mail**" empty for now
7. In the dropdown "**default supplier**" (Standard-Lieferunternehmen) select "**Amazon Business**"
8. Click "**save**" (Speichern) at the bottom of the page



The screenshot shows the Liftbase administration interface. On the left is a navigation menu with 'Konfigurationen' highlighted. The main area is titled 'Konfigurationen' and has several tabs: Allgemein, Kontaktdaten, Bankverbindung, Allgemeine Rollenvorbelegungen, Bestellanforderungen, Benachrichtigungen, Integrationen (highlighted with a red box and a '2' marker), Bestellungen, and DATEV. Under the 'Integrationen' tab, there is a dropdown menu with 'amazon business' selected (marked with a red box and a '1' marker). Below this, the configuration details for Amazon Business are shown, with several fields highlighted in yellow: Identity, Secret, Punch-out-URL (https://www.amazon.de/eprocurement/punchout), Bestell-URL (https://https-eu-ats.amazonaws.com/...), E-Mail, and Standard-Lieferunternehmen (Amazon Business).

3

### Now check the function of the catalog and ordering system on Amazon in test mode

This means that you can select Amazon items and submit test orders. You will then receive an email notifying you that the order has been received, but it will not be fulfilled as it was placed in test mode.

The screenshot shows the purchasing interface. At the top, there is a search bar with the text 'Produkte suchen'. To the right of the search bar is a blue '+' button and a shopping cart icon with a dropdown arrow (marked with a red box and a '1' marker). Below the search bar, the text 'Keine Produkte ausgewählt, bitte fügen Sie Produkte hinzu.' is displayed. At the bottom, there is a blue button with the text '+ Bestellanforderung starten'. On the right side, there is a vertical list of supplier logos: Amazon Business (marked with a red box and a '2' marker), Mercateo, RAJA, and ENRAD.

4

### Enable the interface and use Amazon integration to process orders.

As soon as you want to use Integration to start processing orders, you can **Switch to Active mode** in the Purchasing System on Amazon Business.

The screenshot shows a status message in a white box with a black border. The text reads: 'Status : Test. Purchase orders placed in Test mode are only used to verify connectivity. We will not charge or dispatch these orders.' Below the text is an orange button with the text 'Switch to Active mode'. At the bottom of the box is a blue link with the text 'Search for purchase orders'.

## Testing

You are now ready to test the Punchout and submit some test orders. While in test mode, place several different orders (suggestions below) and make sure you receive an order confirmation for each. Please note that the test orders will be rejected by default and order confirmation emails clearly mentions this.

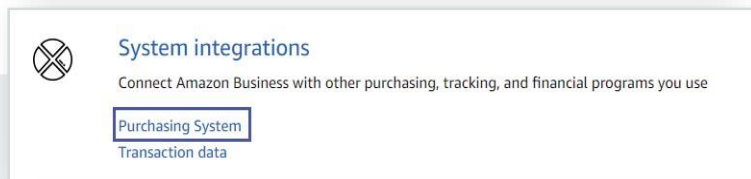
Here are some suggested test scenarios using product and quantity variations:

- 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

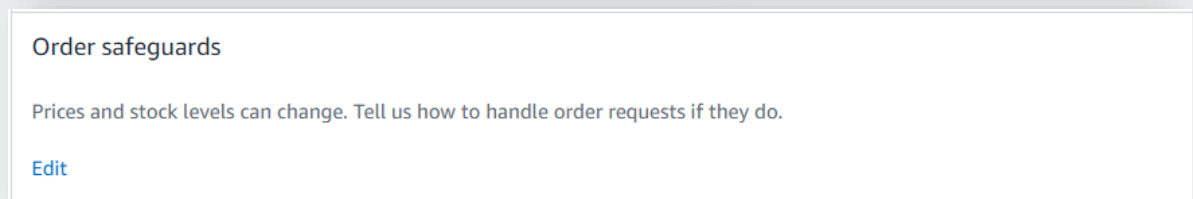
Amazon Business surfaces offers from multiple sellers and prices and inventory levels can change. We added some controls, so you can tailor how you interact with Amazon Business.

To change the default order safeguards, navigate to Business Settings → Groups → Click on the Group → Purchasing System → Order Safeguards



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

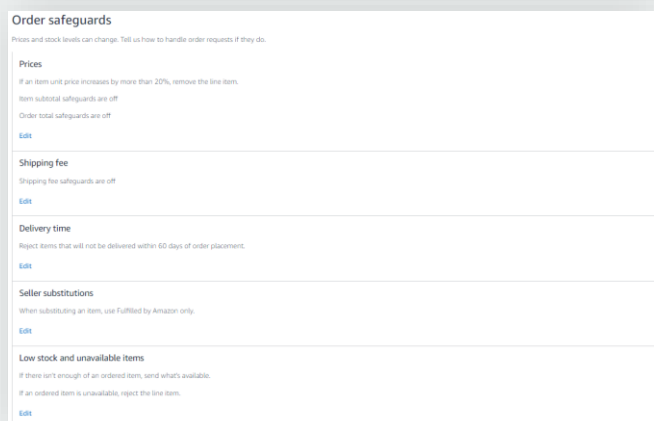
**Purchasing System**  
Transaction data



**Order safeguards**

Prices and stock levels can change. Tell us how to handle order requests if they do.

[Edit](#)



**Order safeguards**  
Prices and stock levels can change. Tell us how to handle order requests if they do.

**Prices**  
If an item unit price increases by more than 20%, remove the line item.  
Item subtotal safeguards are off  
Order total safeguards are off  
[Edit](#)

**Shipping fee**  
Shipping fee safeguards are off  
[Edit](#)

**Delivery time**  
Reject items that will not be delivered within 60 days of order placement.  
[Edit](#)

**Seller substitutions**  
When substituting an item, use Fulfilled by Amazon only.  
[Edit](#)

**Low stock and unavailable items**  
If there isn't enough of an ordered item, send what's available.  
If an ordered item is unavailable, reject the line item.  
[Edit](#)

## First time Punchout user experience

User will be asked to create an Amazon Business account when they Punchout for the first time and this is a one-time process. For the subsequent Punchout's user will be taken to the Amazon Business home page directly without needing to login. User will be asked to enter the password only if they try to access Your Orders page on their account. Please reach out to your Amazon Business representative if you have any questions or concerns as you navigate Punchout for the first time.

## Punch-in user management and user experience

User has to be invited to the Amazon Business account by the admin to access Punch-in. Admin can add the users by navigating to the Punch-in group > **People** > **Add people** > **Enter the email address** of the user that needs access to Punch-in > Select **Punchout User role**. Once this is done, user can register themselves by following the steps on the invitation email. After registration, users can login using their email address and password and proceed with Punch-in. They can add items to their cart and transfer the cart back to Liftbase for approvals.

Users **should not have Requisitioner** role for Punch-in to work. Requisitioner is only used for direct website purchases and not for Punch-in purchases.

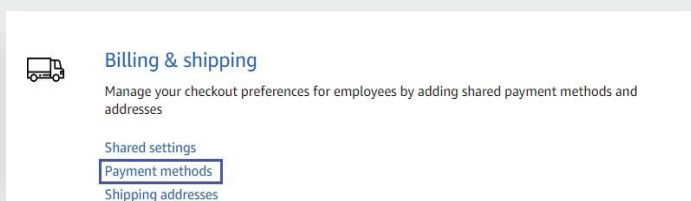
## Move to production

After an administrator has tested system connectivity, they can change the group status to active mode and to be able to do this, a payment method must be setup in the account.

### Payment method setup

Amazon Business offers several payment methods, such as credit card, Direct Debit or Amazon Business'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](#) and add your payment instrument



## Add a Payment Method

### Add a New Payment Method

#### Add bank account

Use your bank account. [Learn more](#)

^ Add a bank account

#### Credit Cards

Amazon accepts all major credit cards:

^ Add a card

Enter your credit card information:

Name on card	Card number	Expiration date	
<input type="text"/>	<input type="text"/>	01 ▾ 2020 ▾	<a href="#">Add your card</a>

## Pay by invoice

For Pay By Invoice, navigate to Business Settings → Pay By Invoice and setup the invoice template as needed.

Once the payment method is configured, the purchasing system can be switched to active mode.

To change the system status from test to active mode on Amazon Business for transmitting live orders, navigate to Business Settings → Groups → Purchasing system → Switch to Active mode → Select your payment instrument and save



### System integrations

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

[Purchasing system](#)

[Transaction data](#)

[Single Sign-On \(SSO\)](#)

#### Status : Test

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

[Switch to Active mode](#)

[Search for purchase orders](#)

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

After an administrator changes from test to active mode, the business account can also be edited back to test mode if needed.

## Single Sign-on (SSO)

If SSO is enabled, users don't have to create an account manually when they Punchout for the first time and they will also not be asked to enter password if they try to access [Your Orders page](#) on their account. Single Sign-on can be setup via self-service.

Please navigate 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.



### System integrations

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

[Configure purchasing system](#)

[Transaction data](#)

[Single Sign-On \(SSO\)](#)

## 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. If you have any issues regarding the Punchout integration or for any post production issues, please reach out to your Amazon Business account manager.