

CONCUR WALK THROUGH GUIDE – WFH COVID-19 (L2/L3)

Step 1: Please follow the below instructions to update your bank details.

- Login to OFA: <https://ofa.amazon.com>
- Click on AMZ Global Workflow Approver (left hand corner under Main Menu).
- Click on My Bank Account
- Click on Add New Account and enter the details in the required fields to update your bank details
- Verify and confirm the bank account number.

(This will take min 24 to 48 hrs. to update bank details in concur. Post that please create a new expense report to proceed further.)

Step 2: login to concur tool using the link: <https://expenses.corp.amazon.com/> (sso within amazon network)

The screenshot shows the SAP Concur web interface. At the top, there's a navigation bar with 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Shamil' under the 'amazon.com' domain. A prominent orange callout box with the text 'Click to start a report' points to the '+ Start a Report' button in the top right area. Below this, there are buttons for '+ Upload Receipts', '00 Required Approvals', '00 Available Expenses' (which is highlighted in light blue), and '00 Open Reports'. The main content area is divided into sections: 'COMPANY NOTES' with a reminder about bank account information, and 'MY TASKS' which shows three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00). Each task card indicates that the user currently has no items and includes a checkmark icon at the bottom.

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Step 3: Select a report Name – “Type an appropriate name” (e.g. Internet expense March 2020)

Step 4: select the policy type as “India T&E policy”

Note: Do not alter other options, as the Project and Cost center will be auto updated by the tool.

The screenshot shows the SAP Concur 'Create a New Expense Report' form. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The right side has 'Help', 'Profile', and a user icon. The main heading is 'Manage Expenses' with a sub-heading 'Create a New Expense Report'. The form is divided into two sections: 'Report Header' and a lower section for organizational details. In the 'Report Header' section, 'Report Name' is highlighted with an orange box and labeled 'Step 3'. 'Policy' is highlighted with an orange box and labeled 'Step 4'. The 'Policy' dropdown is set to 'India T&E Policy'. Other fields include 'Report Key', 'Business Purpose', 'Report Date' (03/30/2020), and a 'Comment' text area. The lower section contains fields for 'Country' (IN), 'Company Code/Legal Entity' ((9A) ADCI - Karnataka), 'Location Code' ((4955) BLR13 -Corp Office - Taurus), 'Cost Center' ((8678) Emp Svcs - ERC VAR), 'Project' (0000), and 'Mobile Phone Exception Granted'. A checkbox for 'Report has expenses that benefit a Government official' is present. At the bottom right, there are 'Next >>' and 'Cancel' buttons. An orange arrow points to the 'Next >>' button.

Report Header	
Report Name	Report Key
India T&E Policy	Business Purpose
Report Date	03/30/2020

Country	
IN	Company Code/Legal Entity
(9A) ADCI - Karnataka	Location Code
(4955) BLR13 -Corp Office - Taurus	Cost Center
(8678) Emp Svcs - ERC VAR	Project
0000	Mobile Phone Exception Granted

☐ Report has expenses that benefit a Government official

Next >> Cancel

Step 5: Click Next.

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Step 6: Select Expense Type as – “On Call Internet Dongle Device” (For Internet Dongle Device purchase/installation) and “On Call internet Dongle Rental” (For monthly service charges)

Note: Installation and device purchase charges are onetime reimbursements and monthly service charges will be recurring reimbursements (in case this exception continues).

The screenshot shows the SAP Concur 'Expense' page. The header includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The main heading is 'Internet expense March 2020'. Below this are buttons for '+ New Expense', '+ Quick Expenses', 'Details', 'Receipts', and 'Print / Email'. A table on the left lists expense types with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The 'New Expense' form is open, showing a search bar and a list of 'Recently Used Expense Types' and 'All Expense Types'. The 'All Expense Types' are organized into categories: 01) Travel Expenses, 02) Transportation, 03) Meals, 04) Entertainment, 05) Office Expenses, 06) Fees, 07) Government Official Related, 08) Communications, 10) Other, and 11) Petty Cash. An orange arrow points from the '08) Communications' category to a callout box.

Recently Used Expense Types

- On Call Internet Dongle Rental
- On Call Internet Dongle Device
- COVID19 - Corporate Advised WFH

All Expense Types

- 01) Travel Expenses**
 - Domestic Travel Advance
 - Domestic Travel Advance (Negative)
 - Hotel
 - Incidentals
 - International Travel Advance
 - International Travel Advance (Negative)
 - International Travel Allowance (\$10 W/O receipts)
 - Laundry
- 02) Transportation**
 - Airfare
 - Airline Fees
 - Car Rental
 - Fuel
 - Personal Car Mileage
 - Public Transportation
 - Taxi
 - Tolls/Road Charges
- 03) Meals**
 - Business Meals - With Attendees
 - Individual Meals
- 04) Entertainment**
 - Entertainment - Amazon Only
 - Entertainment - With Client
- 05) Office Expenses**
 - Office Supplies
- 06) Fees**
 - Currency Exchange Fees
 - Passports/Visa Fees
- 07) Government Official Related**
 - Business Meals - With Government Official(s)
 - Entertainment - With Government Official(s)
- 08) Communications**
 - On Call Internet Dongle Rental
 - COVID19 - Corporate Advised WFH
 - Internet/Online Fees
 - Mobile Phone
 - On Call Internet Dongle Device
- 10) Other**
 - Advertising
 - Amazon.com Internal Purchase
 - Charitable Donations Payable
 - Employee Relations
 - Gifts - Clients
 - Gifts - Staff
 - Marketing/Promotional Costs
 - Miscellaneous
 - Newspapers/Magazines/Books
- 11) Petty Cash**
 - Petty Cash-Books/Magazines/References
 - Petty Cash-Courier Charges
 - Petty Cash-Freight Charges
 - Petty Cash-Maintenance & Repairs
 - Petty Cash-Meals - Recruitment Purpose
 - Petty Cash-Miscellaneous
 - Petty Cash-Office Supplies
 - Petty Cash-Stationery Charges
 - Petty Cash-Utility (Electricity/Any)

TOTAL AMOUNT
INR 0.00

TOTAL REQUESTED
INR 0.00

08) Communications

On Call Internet Dongle Rental
COVID19 - Corporate Advised WFH
Internet/Online Fees
Mobile Phone
On Call Internet Dongle Device

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Step 6: Select appropriate transaction date (i.e.; Date of payment with your service provider)

Step 7: Select Business purpose as **“Yes”**

Step 8: Enter the vendor/service provider name, city of purchase, payment type and amount. *{Note: Amount cannot exceed more than INR 1250}*

Step 9: Select receipt status from the drop down as **“receipt”**

The screenshot shows the SAP Concur 'New Expense' form. The header includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The main title is 'Internet expense March 2020'. On the left, there are buttons for '+ New Expense' and '+ Quick Expenses', and a table with columns for Date, Expense Type, Amount, and Requested. The 'New Expense' form is filled out with the following details:

Expense Type	Transaction Date	Business Purpose	Enter Vendor Name	City of Purchase
On Call Internet Dongle Rents	04/30/2020	Yes	ACT	Bangalore, INDIA

Payment Type	Amount	* No Itemized Receipt Available	Receipt Status	* Personal Expense (do not reimburse)
Cash	1,250.00 INR	<input type="checkbox"/>	Receipt	<input type="checkbox"/>

Comment	Cost Center	* Project	* (For Affidavit Only) L6+ Manager Approval Attached
appropriate comments if required	(8678) Emp Svcs - ERC VAR	0000	

At the bottom right, there are buttons: Save, Itemize, Allocate, Attach Receipt, and Cancel. An orange arrow points to the 'Save' button.

Step 10: Click to save the report.

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Step 11: Check the box to return to expense report.

The screenshot displays the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The user's profile and help options are in the top right. The main heading is 'Internet expense March 2020', with a 'Delete Report' link on the right. Below the heading are buttons for '+ New Expense', '+ Quick Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' table has columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'New Expense' tab is active, showing a form to create a new expense. Below the form is a list of 'Recently Used Expense Types' and 'All Expense Types'. An orange callout box labeled 'Step 11' points to a checkbox in the 'Expenses' table.

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	03/30/2020	On Call Internet Dongle Rent ACT, Bangalore, INDIA	INR 1,250.00	INR 1,250.00

Step 11

New Expense

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

On Call Internet Dongle Rental	On Call Internet Dongle Device	COVID19 - Corporate Advised WFH
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All Expense Types

01) Travel Expenses Domestic Travel Advance Domestic Travel Advance (Negative) Hotel Incidentals International Travel Advance International Travel Advance (Negative) International Travel Allowance (\$10 WFO receipts) Laundry	04) Entertainment Entertainment - Amazon Only Entertainment - With Client 05) Office Expenses Office Supplies 06) Fees Currency Exchange Fees Passports/Visa Fees 07) Government Official Related Business Meals - With Government Official(s) Entertainment - With Government Official(s) Gifts - For Government Official(s) 08) Communications	...10) Other Gifts - Staff Marketing/Promotional Costs Miscellaneous Newspapers/Magazines/Books Professional Subscriptions/Books Recruiting Relocation Seminar/Course Fees Tips/Gratuities Training Vacations 11) Petty Cash
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Step 12: Click on “attach receipt” as shown below.

SAP Concur Expense Approvals App Center Help Profile

Manage Expenses

Internet expense March 2020

Delete Report Submit Report

+ New Expense + Quick Expenses Details Receipts Print / Email

Expenses

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/30/2020	On Call Internet Dongle Rent ACT, Bangalore, INDIA	INR 1,250.00	INR 1,250.00

Move Delete Copy View

Expense

Expense Type: On Call Internet Dongle Rent Transaction Date: 03/30/2020 Business Purpose: Yes Enter Vendor Name: ACT City of Purchase: Bangalore, INDIA

Payment Type: Cash Amount: 1,250.00 INR * No Itemized Receipt Available Receipt Status: Receipt * Personal Expense (do not reimburse)

Comment: appropriate comments if required Cost Center: (8678) Emp Svcs - ERC VAR * Project: 0000 * (For Affidavit Only) L6+ Manager Approval Attached

TOTAL AMOUNT: INR 1,250.00 TOTAL REQUESTED: INR 1,250.00

Save Itemize Allocate Attach Receipt Cancel

Click here

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Step 13: Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

The screenshot displays the SAP Concur 'Manage Expenses' interface. A modal window titled 'Attach Receipt' is open, prompting the user to click 'Browse' to select a file for upload. The modal also lists 'Available Receipts' which can be attached directly. The background interface shows a table of expenses for March 2020, with a total amount of INR 1,250.00 and a total requested amount of INR 1,250.00.

Expense Table:

Date	Expense Type	Amount	Requested
3/30/2020	On Call Internet Dongle Rent	INR 1,250.00	INR 1,250.00

Available Receipts:

- covid_faq_claim_...
- Steps to change or update mobile...
- Steps to change or update mobile...

Form Fields:

- Enter Vendor Name: ACT
- City of Purchase: Bangalore, INDIA
- Receipt Status: Receipt
- Personal Expense (do not reimburse): ☐
- * (For Affidavit Only) L6+ Manager: ☐
- Approval Attached: ☐

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

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The screenshot displays the SAP Concur Expense Management interface. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The user's profile and help options are visible on the right. The main heading is 'Manage Expenses', and the specific entry is titled 'Internet expense March 2020'. Action buttons for '+ New Expense', '+ Quick Expenses', 'Details', 'Receipts', and 'Print / Email' are present. A table of expenses shows one entry for 'On Call Internet Dongle Rent' on 03/30/2020 for INR 1,250.00. An orange callout bubble points to the 'Receipt Image' tab, with the text 'Click to view the uploaded receipt'. The 'Receipt Image' tab is active, showing a screenshot of a search results page for 'UMANG APP'. At the bottom, the 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both INR 1,250.00. A 'Detach From Entry' button is located in the bottom right corner.

SAP Concur Expense Approvals App Center

Help Profile

Manage Expenses

Internet expense March 2020

+ New Expense + Quick Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
03/30/2020	On Call Internet Dongle Rent ACT, Bangalore, INDIA	INR 1,250.00	INR 1,250.00

Expense Receipt Image Available Receipts

Click to view the uploaded receipt

Books Maps Images More Settings Tools

About 11,42,000 results (0.41 seconds)

... (Unified Mobile APP for New Governance). The UMANG APP can be downloaded by giving a missed call 9718397183. The APP can also be downloaded from UMANG website or from the play/app stores. Erstwhile EPF mobile services are being discontinued. One Member - One EPF Account can be availed after login ...

TOTAL AMOUNT
INR 1,250.00

TOTAL REQUESTED
INR 1,250.00

Detach From Entry

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Step 14: Choose “Attach Receipt Images” from the drop down to upload any additional receipts.

The screenshot displays the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'SAP Concur', 'Expense' (highlighted), 'Approvals', and 'App Center'. The main heading is 'Internet expense March 2020'. Below this, there are buttons for '+ New Expense', '+ Quick Expenses', and a 'Receipts' dropdown menu. The 'Receipts' dropdown is open, showing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images' (highlighted), 'View Available Receipts', and 'Missing Receipt Affidavit'. On the left, an 'Expenses' table lists one entry: 'On Call Internet Dongle Rent' for '03/30/2020' in 'ACT, Bangalore, INDIA'. On the right, the 'Expense' details panel is visible, showing fields for 'Expense Type' (On Call Internet Dongle Rent), 'Transaction Date' (03/30/2020), 'Payment Type' (Cash), 'Amount' (1,250.00 INR), and 'Cost Center' ((8678) Emp Svcs - ERC V).

Manage Expenses

Internet expense March 2020

+ New Expense + Quick Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses	Date ▾	Expense Type
<input checked="" type="checkbox"/>	03/30/2020	On Call Internet Dongle Rent ACT, Bangalore, INDIA

Receipts Required
Check Receipts
Attach Receipt Images
View Available Receipts
Missing Receipt Affidavit

Expense Receipt Image

Expense Type: On Call Internet Dongle Rent ▾ Transaction Date: 03/30/2020

Payment Type: Cash ▾ Amount: 1,250.00 INR

Comment: appropriate comments if required Cost Center: (8678) Emp Svcs - ERC V

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Step 15: Browse and attach the additional receipts (if any).

[This should be a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file]

The screenshot displays the SAP Concur Expense Management interface. A modal window titled "Receipt Upload and Attach" is open, overlaying the main expense details. The modal contains instructions on receipt requirements and a table of expenses. The background shows the "Manage Expenses" page for March 2020, with a table of expenses and a summary at the bottom.

Receipt Upload and Attach

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report, but original paper receipts must also be submitted.

You may choose up to 10 files to attach to the request.

Expense Type	Date	Amount
On Call Internet Dongle Rental ACT, Bangalore, INDIA	03/30/2020	INR 1,250.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: Browse... Upload

No files selected

Close

Background Interface:

Manage Expenses

March 2020

Details Receipts Print / Email

Move Delete Copy View

Amount	Requested
INR 1,250.00	INR 1,250.00

On Call Internet Dongle Rental
ACT, Bangalore, INDIA

Enter Vendor Name: ACT City of Purchase: Bangalore, INDIA

Receipt Status: Receipt

* (For Affidavit Only) L6+ Manager Approval Attached

TOTAL AMOUNT: INR 1,250.00 TOTAL REQUESTED: INR 1,250.00

Save Itemize

Close the tab and redo Step 14 and 15 to attach multiple files. You may choose up to 10 files to attach to this request.

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Step 16: Click on “view receipts in new window” to review and confirm the uploaded receipts.

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, there is a navigation bar with 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. Below this, the page title is 'Internet expense March 2020'. On the left, there are buttons for '+ New Expense' and '+ Quick Expenses', along with tabs for 'Details', 'Receipts', and 'Print / Email'. A table of expenses is shown, with one entry selected: 'On Call Internet Dongle Rent' for '03/30/2020' in 'ACT, Bangalore, INDIA'. A dropdown menu is open from the 'Receipts' tab, showing options: 'Receipts Required', 'View Receipts in new window' (highlighted with an orange arrow), 'View Receipts in current window', 'Attach Receipt Images', 'View Available Receipts', 'Missing Receipt Affidavit', and 'Delete Receipt Images'. The right side of the interface shows the details of the selected expense, including 'Expense Type' (On Call Internet Dongle Rent), 'Transaction Date' (03/30/2020), 'Business Purpose' (Yes), 'Receipt Status' (Receipt), and 'Project' (0000).

Manage Expenses

Internet expense March 2020

+ New Expense + Quick Expenses Details Receipts Print / Email

Expenses

<input checked="" type="checkbox"/>	Date ▼	Expense Type
<input checked="" type="checkbox"/>	03/30/2020	On Call Internet Dongle Rent ACT, Bangalore, INDIA

Receipts Required

- View Receipts in new window
- View Receipts in current window
- Attach Receipt Images
- View Available Receipts
- Missing Receipt Affidavit
- Delete Receipt Images

Expense Type: On Call Internet Dongle Rent

Transaction Date: 03/30/2020

Business Purpose: Yes

Receipt Status: Receipt

* Project: 0000

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Step 17: Click on “submit report” and then “accept t& submit” to complete your claim submission

The screenshot shows the SAP Concur 'Final Review' modal for an expense report. The background interface includes a top navigation bar with 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The main area is titled 'Manage Expenses' and shows a list of expenses with columns for 'Amount' and 'Requested'. A specific expense is highlighted: 'On Call Internet Dongle Rental' for INR 1,250.00, dated 03/30/2020, under project '0000'. The 'Final Review' modal contains a 'User Electronic Agreement' section with five numbered terms of service. Below this is a 'Reminder: Receipts Required!' section with instructions on providing receipts. At the bottom of the modal are buttons for 'Print', 'Attach Receipt Images', 'View Receipts', 'Accept & Submit', and 'Cancel'. The background interface also shows a 'City of Purchase' dropdown set to 'Bangalore, INDIA' and a 'Comment' field with the text 'appropriate comments if required'. A 'Save' button is visible in the bottom right corner of the background interface.

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.
5. Please Note – Receipts which have been attached to this expense report (photo receipts or physical copies) should be retained until your expense report is paid/completed in case any clarification is required during the review process.

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report, but original paper receipts must also

Expense Type

Expense Type	Date	Amount
On Call Internet Dongle Rental ACT, Bangalore, INDIA	03/30/2020	INR 1,250.00

Accept & Submit Cancel

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Note: In case you have submitted, the expense report and if you have change or edit any information. Follow the below pointers.

- Click on concur home icon
- Select the report submitted
- Click on recall option to make changes
- Resubmit the report.

The screenshot displays the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The 'Expense' tab is selected. The main content area is titled 'Manage Expenses' and 'Manage ACTIVE REPORTS'. On the left, there is a 'Create New Report' button with a red plus icon. In the center, there are two report cards. The first card, titled 'NOT SUBMITTED', shows 'March Internet reimbursement' for '03/30/2020' with an amount of 'INR0.00'. The second card, titled 'SUBMITTED' with a green header, shows 'March internet reimbursement' for '03/30/2020' with an amount of 'INR1,250.00'. Below the 'SUBMITTED' card, there is a warning icon and the text 'Exceptions Pending Expense Audit Team'. On the right side, there is a 'Report Library' link. At the bottom, there is a table with columns: 'Expense Detail', 'Expense Type', 'Source', 'Date', and 'Amount'. The 'Expense Detail' column is currently selected.

Concur home icon

Report submitted

“Once you submit the expense report your reporting manager will be notified via an automated email. Reporting manager will then have to review and approve your claim in Concur. Post approval concur will process the payment within 2-3 business days.”

“Make sure the claim is submitted within 60 days for a particular month”