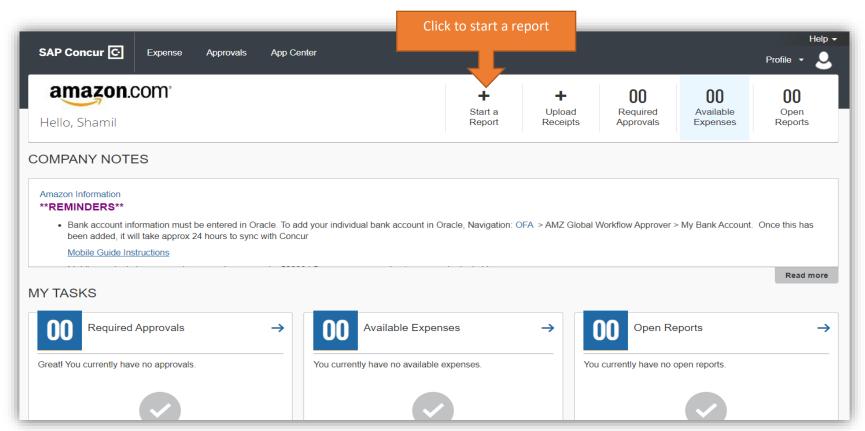
Step 1: Please follow the below instructions to update your bank details.

- 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.)

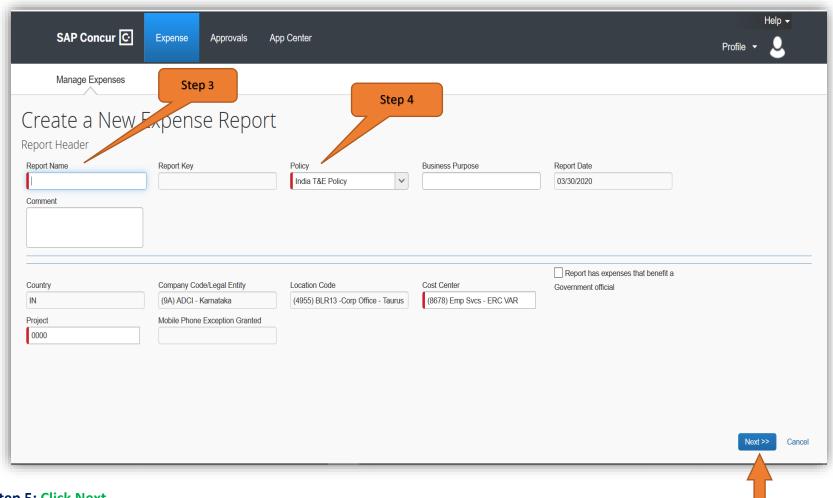
Step 2: login to concur tool using the link: https://expenses.corp.amazon.com/ (sso within amazon network)



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

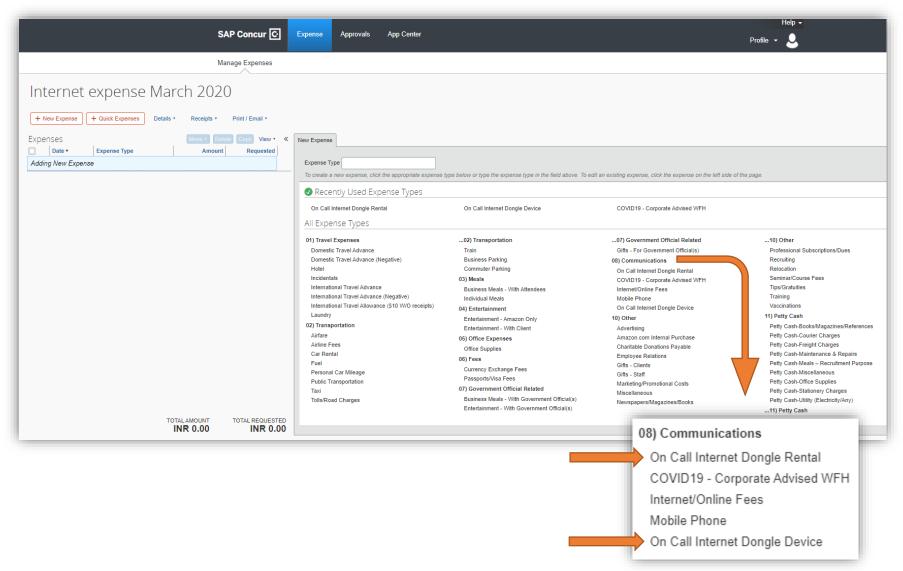
Step 4: select the policy type as "India T&E policy"

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

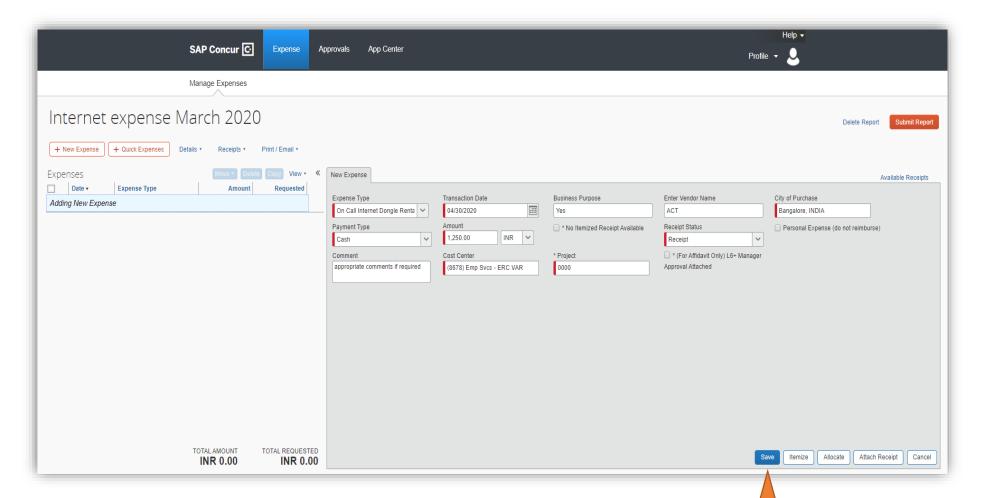


Step 6: Select Expense Type as – "On Call Internet Dongle Device" (For Internet Dongle Device purchase/installation) and "On Call Internet Dongle Rental" (For monthly service charges)

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

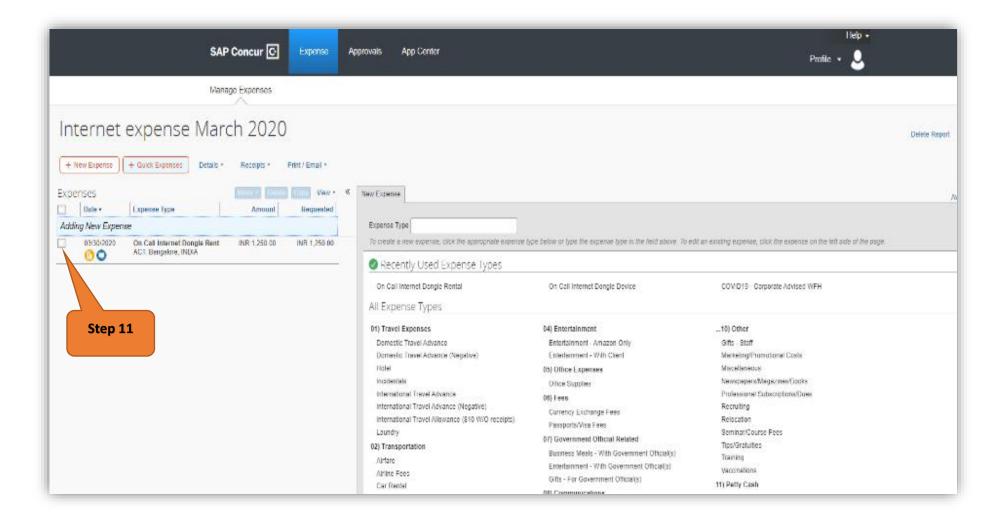


- Step 6: Select appropriate transaction date (i.e.; Date of payment with your service provider)
- Step 7: Select Business purpose as "Yes"
- Step 8: Enter the vendor/service provider name, city of purchase, payment type and amount. {Note: Amount cannot exceed more than INR 1250}
- Step 9: Select receipt status from the drop down as "receipt"

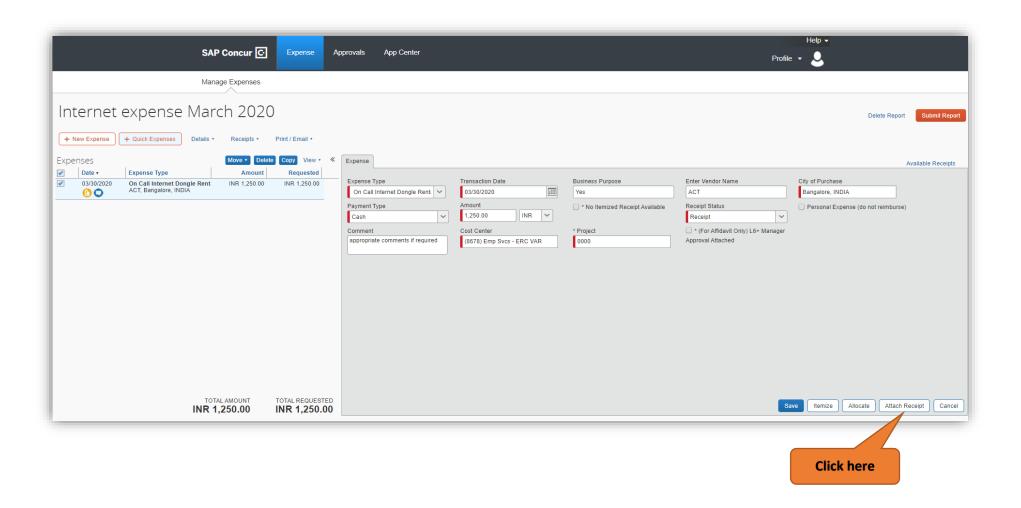


Step 10: Click to save the report.

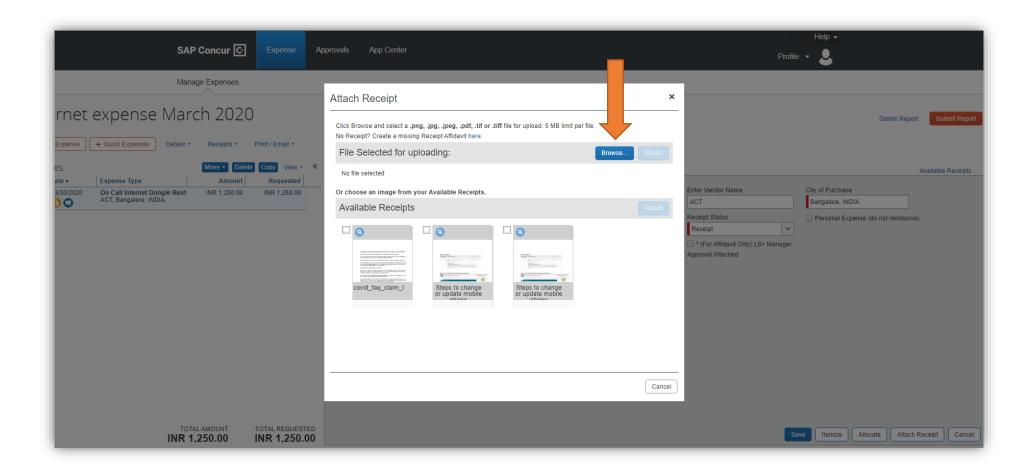
Step 11: Check the box to return to expense report.

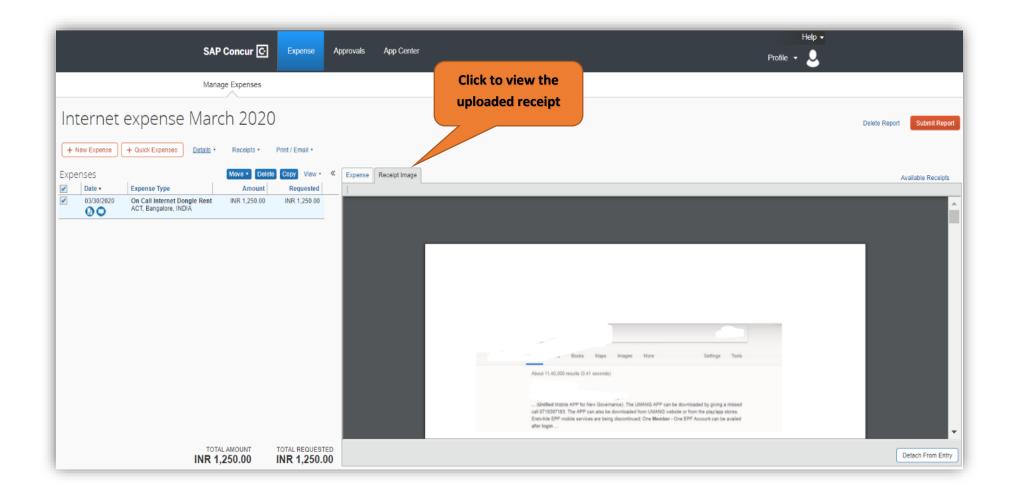


Step 12: Click on "attach receipt" as shown below.

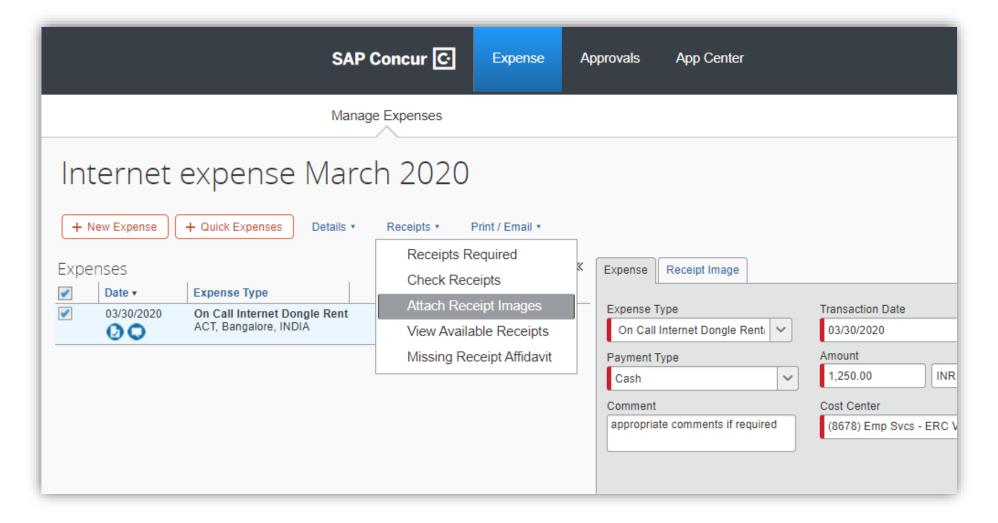


Step 13: Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.



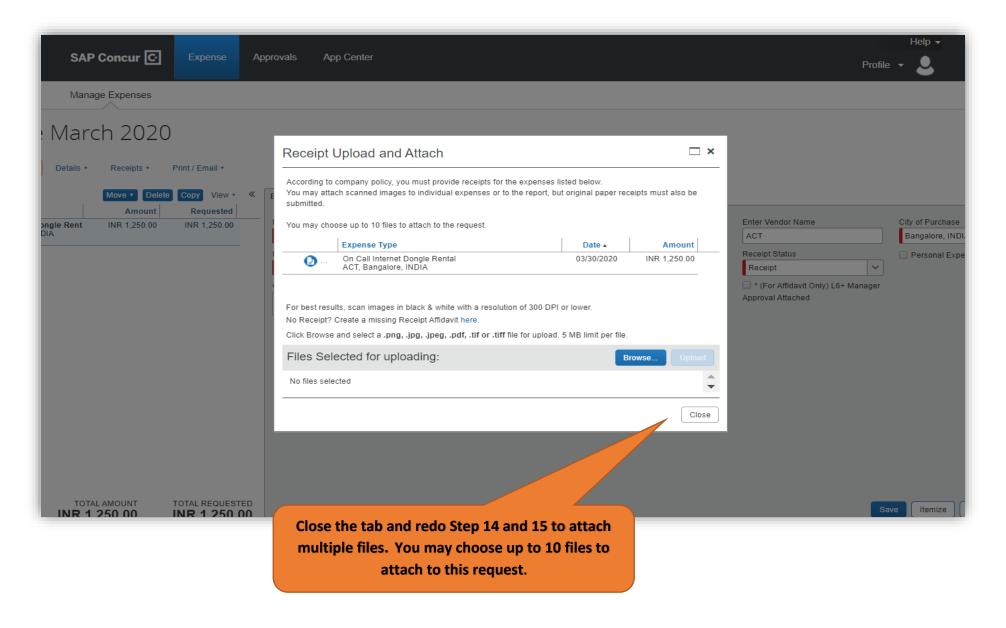


Step 14: Choose "Attach Receipt Images" from the drop down to upload any additional receipts.

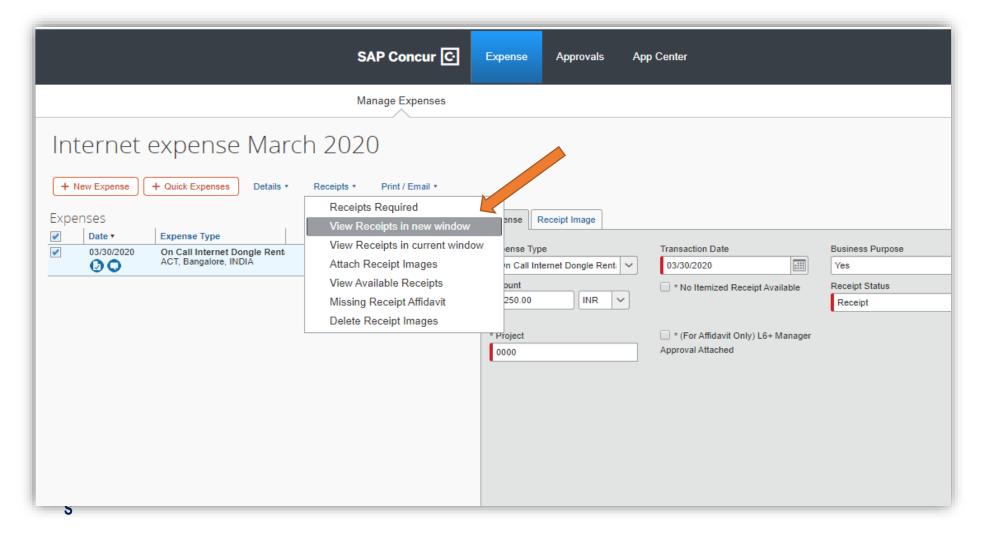


Step 15: Browse and attach the additional receipts (if any).

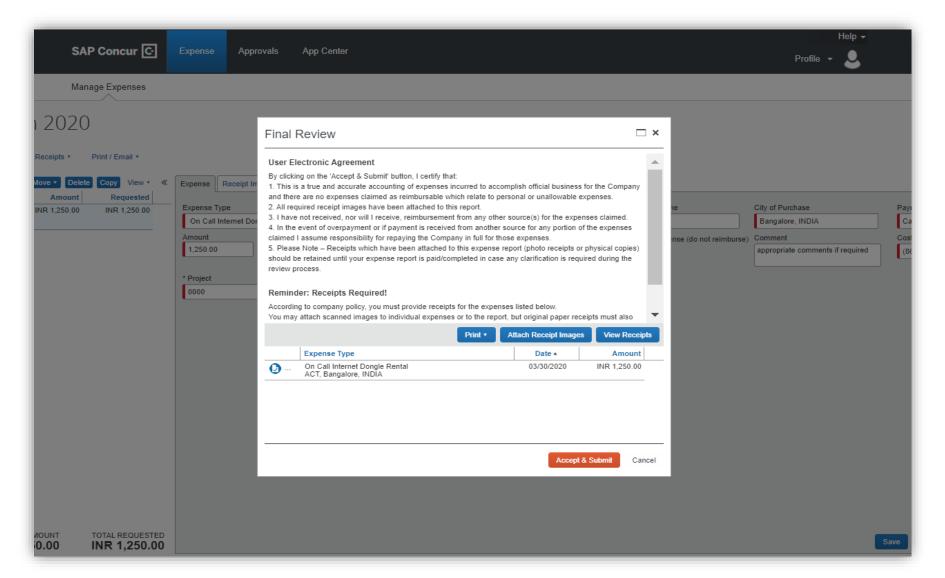
[This should be a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file]



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

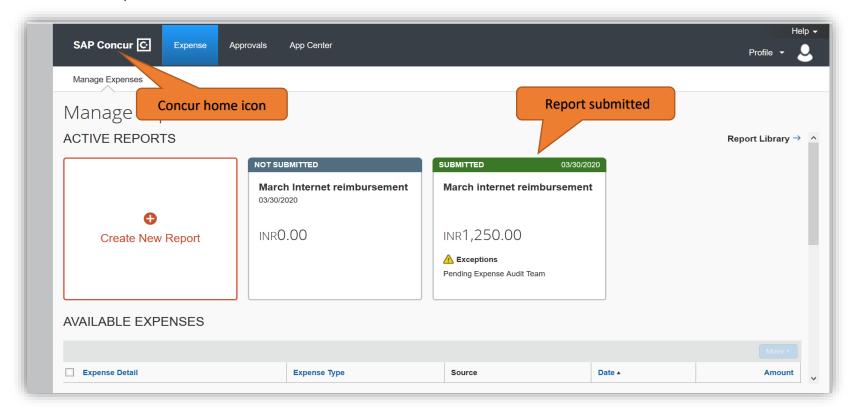


Step 17: Click on "submit report" and then "accept t& submit" to complete your claim submission



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.



"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"