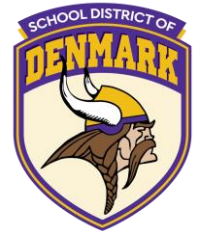# Amazon / Skyward e-Commerce Purchasing and Business Analytics

Janelle Marotz
Mike Koltes

business prime

Amazon Business Online Solutions

Overview

- Integration with Skyward Q (E-Commerce) overview
- Skyward Q vendor set-up
- Amazon site set-up
- How to process a purchase order from Skyward to Amazon

Amazon Business Online Solutions

Overview

- Imported partial invoices
- Reconciliation with the help of Amazon
- Questions

Amazon Business Online Solutions

Definitions
- Punchout / E-Commerce
  - A financial system connected electronically with a vendor to do purchasing from the vendor's website
  - Example: Skyward and Amazon purchasing
- Imported partial invoices
  - Example: Amazon connects to Skyward and
- Electronic receiving
  - Receiving items electronically through Skyward

System Integration Advantages

Can integrate Amazon easily with Skyward

- Connect your systems to simplify purchasing and move towards paperless options
- Direct purchases from Amazon Business through purchasing system to comply with organization's buying policies
- Manage end-to-end reconciliation electronically using e-Invoice

HAPPY DANCE

Amazon Business Online Solutions

Amazon Business Settings
- Login to Amazon business
  - Must be an admin security level
- Go to business settings

Amazon Business Online Solutions

Amazon

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

Purchasing System

Domain verification

E-Invoicing

UNSPSC product classification

Single Sign-On (SSO)

Identity management (SCIM)

Amazon WorkDocs

App Center

Amazon Business Online Solutions

Amazon Business Settings

Purchasing System

Use the settings below to configure Skyward to connect with Amazon Business.

Skyward punchout connection to Amazon Business
Download Skyward integration guide.

"From Identity" in cXML

██████████████

"Shared Secret" in cXML

████████████████████

Punchout URL
https://www.amazon.com/eprocurement/punchout

Purchase order request URL
████████████████████████████████████

Amazon Business Online Solutions

Status : Test

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

Start testing punchout setup   Switch to Active mode

Search for purchase orders

Skyward Punchout with Amazon

Skyward Purchasing Demo
- Login to Skyward
- Purchasing
  - My purchase order
  - Add purchase order
- Check the box for "shop online"

Skyward Punchout with Amazon

Skyward Punchout with Amazon

Skyward Punchout with Amazon

Skyward Punchout with Amazon

1	**Group**	CESA 5 E-Commerce	Change
		Group under CESA 5	

2	**Business order information**	Disabled	

3	**Shipping address**	MICHAEL A KOLTES, CESA 5	Change
		626 E SLIFER ST	
		PORTAGE, WI 53901	

4	**Payment method**	Pay by Invoice	Change

∧ Add a promotional code

[Enter code]   [Apply]

5   Review items and shipping

⚠ This order requires approval.

⚠ **Your order has been marked as restricted**

You can place the order but please note that it may not comply with your organization buying policies

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[Submit order for approval]

By placing your order, you agree to the
Amazon Business Accounts Terms and
Conditions and Amazon's privacy notice.

Order Summary

Items:	$6.99
Shipping & handling:	$6.99
Total before tax:	$13.98
Estimated tax to be collected:	$0.00

Order total: **$13.98**

How are shipping costs calculated?

Why didn't I qualify for free shipping?

Skyward Punchout with Amazon

Skyward Punchout with Amazon

Skyward Punchout with Amazon

Order Ecommerce Purchase Orders

Fiscal Year | Purchasing Group

Skyward Punchout with Amazon

Turn and Talk

After seeing this demo, what advantages do you see in using the Punchout process?
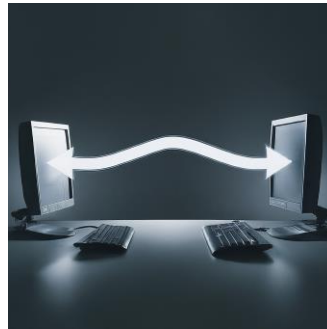
e-Invoices

- ## System Integrations
- ## Making reconciliation and data entry easy!
- ## E-commerce pay by invoice-available in <u>Qmlativ only</u>
  - Building imported partial Accounts Payable Invoices enables you to generate invoices from the partial invoices created by the E-Commerce vendor in the Skyward system based on the Purchase Order details. The system uses the imported partial invoice <u>and</u> your receiving records to determine whether to mark the imported partial invoice detail as Is Fully Received and whether this imported partial invoice makes the Purchase Order Fully Received.
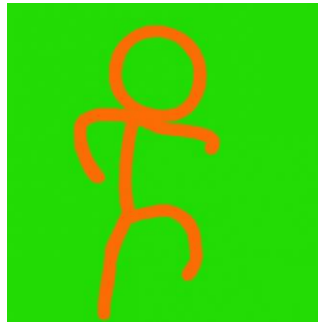
System Integrations

Contact Amazon to get started

Wisconsin Amazon contact to "turn on" imported partial invoices

Mahesh Reddi
rrmahesh@amazon.com

e-Invoices

This feature enables you to generate invoices from the partial invoices created by the e-Commerce vendor in the Skyward system based on the Purchase Order details. The invoices from the e-Commerce Vendors automatically display in the Imported Partial Invoices List.

Ex: if the vendor generated two invoices because they could not ship the brooms and cleaning spray you requested in your e-commerce purchase order in one order, you could use this feature to build an invoice for each invoice in the Skyward system to ensure the vendors receive payment for the purchased items.

e-Invoices

Preparations:
1: Make sure you have the **pay by invoice** options set up in your e-Commerce code.
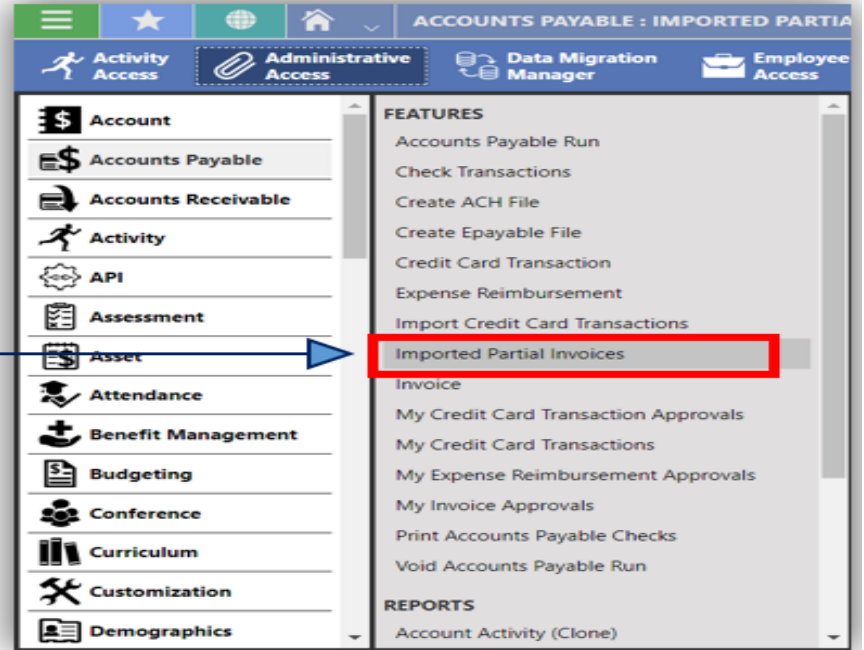2: In order to start, you must have purchase orders that have been sent to your e-Commerce vendor.

Steps:

1: Navigate to the Accounts Payable Module and select Imported Partial Invoices under Features.

e-Invoices

Imported Partial Invoice List

IMPORTED PARTIAL INVOICES

Search Purchase Order Number 🔍 👁 View: Skyward Default ▼ Filter: Waiting ⌄ Quick Filter

	Purchase Order Number ↑	Vendor	Supplier Invoice Number	Invoice Time	Payment Term

No records to display

IMPORTED PARTIAL INVOICE DETAILS

Search Description 🔍 👁 View: Skyward Default ▼ Filter: Skyward Default

Description ↑	Quantity	Unit Cost	Shipping Amount	Tax Amount	Unit of Measure	

No records to display

2: The next screen should show the Imported Partial Invoice list. If you completed all the preparations, you should see a list of invoices you have made here!

e-Invoices

You must build an invoice in the system for each invoice created by the e-commerce vendor. Detailed information on the charges of each imported partial invoice displays in the Imported Partial Invoice Details screen while the associated purchase order information displays in the Purchase Order Details screen.

e-Invoices

Once you build the invoice; you return to the Imported Partial Invoice List.

The invoice is created in the Accounts Payable Invoice feature.

Detailed information on the charges of each imported partial invoice displays in the Imported Partial Invoice Details screen while the associated purchase order information displays in the Purchase Order Details screen.

Imported Partial Invoice List

IMPORTED PARTIAL INVOICES

Search Purchase Order Numbe 🔍 👁 View: Skyward Default (Modified) 🔻 Filter: Waiting (Modified) ⌄

	Purchase Order	Vendor	Supplier Invoice Number	Invoice Time	Payment Term	Purchase Order Fully Received	Fiscal Year	Payment Term	Amount	Amount by Account

Record Options

✏ Build Invoice

▼ 0002400... AMAZON CAPITAL... 2HL7AZJCB4... 2/25/2024 2:...

Totals

|◁ ◁ ▷ ▷| 50 ⌄ Total Records ⌄

Tip: Write the PO number down on the statement next to the line item
This will help you reconcile to the paper copies once your invoices are all built

e-Invoices

Once you build the invoice; you return to the Imported Partial Invoice List.
The invoice is created in the Accounts Payable Invoice feature.

Build Invoice from Imported Partial Invoices
Enter Invoice Details

School District of Denmark WI - DMT Build: 1177.11 (v1.177.2.04)

→ Next   ⊘ Cancel

INVOICE DETAILS

*Invoice Group	AMAZON ▼ AMAZON STATEMENT ▼
Purchase Order	0002400070 ▼ Recess supplies for students
*Vendor	AMAZON CAPITAL SERVICES INC ▼ PO Box 035184 SEATTLE, WA 98124-5184
*Fiscal Year	2023-2024 ▼
*Invoice Number	5R7YN5I18PKM
*Description	Recess supplies for students
*Batch	JLM
Payment Type	W - Wire Transfer ▼
Payment Terms	30 ▼ 0% discount if paid within 30 days
*Invoice Date	03/13/2024 Wednesday 📅
*Due Date	04/12/2024 Friday 📅
*Bank Account	▼ ▼

Tip: Use a different invoice Group code to help you group the invoices on your list or for easy reporting!

e-Invoices

Once you build the invoice; you return to the Imported Partial Invoice List.

The invoice is created in the Accounts Payable Invoice feature.

The invoice is being built using the imported partial invoice and your receiving records.

Build Invoice from Imported Partial Invoices
Review Invoice Details to be Added

← Previous   ✏ Edit   💾 Save   🚫 Cancel

Tip: Use a different charge account for Amazon vs other credit charges to help you reconcile!

INVOICE DETAILS

Search Display Order 🔍   👁 View: Skyward Default (Modified)   🔻 Filter: Skyward Default

Display Order	Catalog Item	Quantity	Unit Cost	Amount	Description	On Purchase Order	Is Fully Received	Accountings
1	B00L...	2.00000	19.60000	39.20	S&S Worldwide Giant Box of Jumbo Sid...	☑	☑	10 E 050 411 110000 000 (100.00%)
2	B07...	1.00000	9.98000	9.98	Kleenex 16 Pocket Packs (10 per pack), ...	☑	☑	10 E 050 411 110000 000 (100.00%)
3	B089...	2.00000	17.99000	35.98	JOYIN 2 Bottles Bubbles Refill 64 oz (up ...	☑	☑	10 E 050 411 110000 000 (100.00%)

e-Invoices

Once <u>all</u> Imported Partial Invoices are built, go to the Accounts Payable invoice List. This total should now match your statement.

- If it does not, then likely a late credit was applied that is not reflected on your statement.

Invoice List

INVOICES

	Purchase Order Number	Attachme	Vendor	Status	Due Date	Description	Invoice Number	Invoice Date	Amount	Batch	Invoice Group Code	Fiscal Year	Payment Type	Check Payment Type	Accounts Payable Run Description	Invoi
	8022400...	(0)	AMAZON CAPITAL SERVICES...	B - Batch	02/25/20...	District Library Books / Requ...	3Y1Z4CRVR5...	01/26/2024	9.98	Amazon	Def	2023-2...	W - Wire ...			Def
	8022400...	(0)	AMAZON CAPITAL SERVICES...	B - Batch	02/25/20...	District Library Books / Requ...	19X35P9ERFI3	01/26/2024	21.95	Amazon	Def	2023-2	W - Wire			Def
	8022400...	(0)	AMAZON CAPITAL SERVICES...	B - Batch	02/27/20...	District Library Books / Requ...										
	8022400...	(0)	AMAZON CAPITAL SERVICES...	B - Batch	02/28/20...	District Library Books / Requ...										

- Tip: If you are in the invoices screen and delete a transaction, it will bump it back to imported partial invoices screen. If you intend to keep this transaction in invoices change to $0.00.

Resources

Need help setting up Amazon Business?

Contact skywardamazonintegrations@amazon.com

https://go.skyward.com/wasboresources

The Amazon team can also provide administrator support, including feature configuration and system integration support.
Phone: (888) 281-3847 | | Email: corporate-punchout@amazon.com
Learn more about Amazon Business Punchout at Amazon Punchout
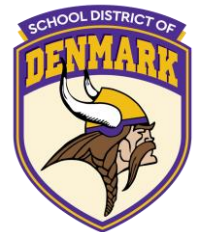
QUESTIONS?

Contact Information:

Mike Koltes

Director of Business Services
CESA #5
koltesm@cesa5.org
608-745-5416

Janelle Marotz, CPA, SFO, CSRM
School District of Denmark
marotzj@denmark.k12.wi.us
920-863-4006