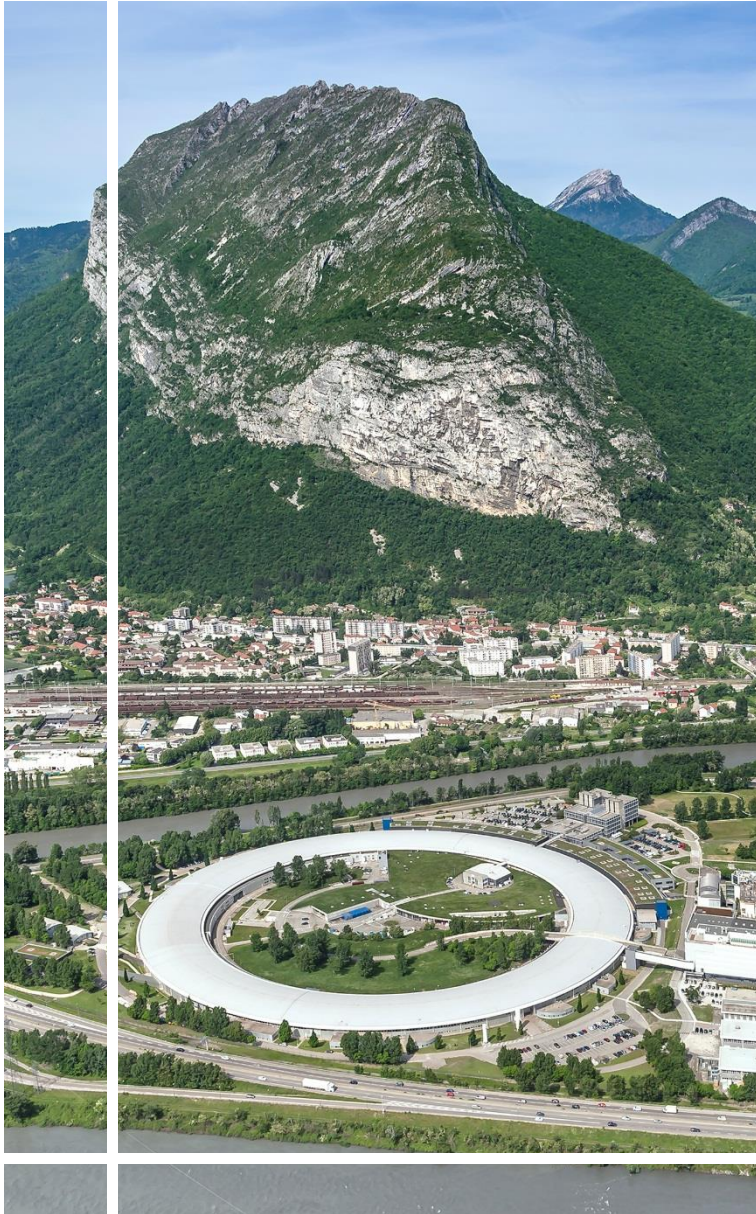




| The European Synchrotron



# SAP Concur



## Event participant

## First connection

The following slides give information on:

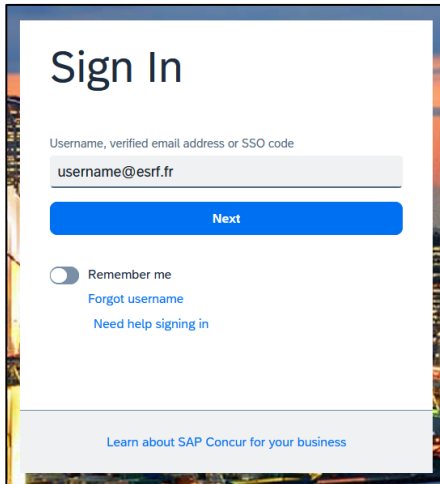
- ✓ First connection to SAP Concur web application
- ✓ Home page of SAP Concur web application

# FIRST CONNECTION TO SAP CONCUR

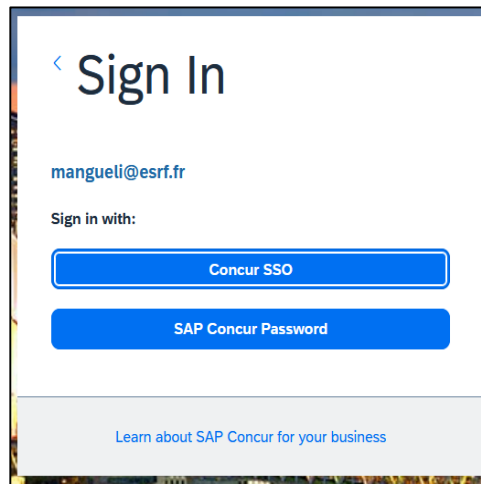
Link to SAP Concur web application:

- ✓ Sent by email from ESRF user Portal, with subject: « ESRF A Form: You have been added on an A Form »

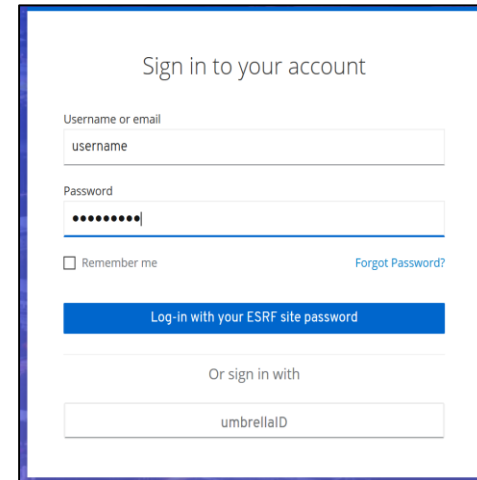
(1) « Username », followed by «@esrf.fr »



(2) Select « Concur SSO »



(3) Password (= the User Portal Password)



(4) Click here

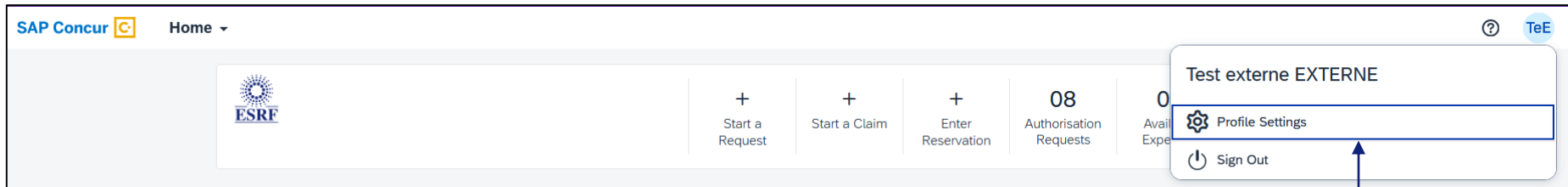
Welcome to SAP Concur home page!  
(see next slides)

# FIRST CONNECTION TO SAP CONCUR

## Preliminary actions required in your personal profile:

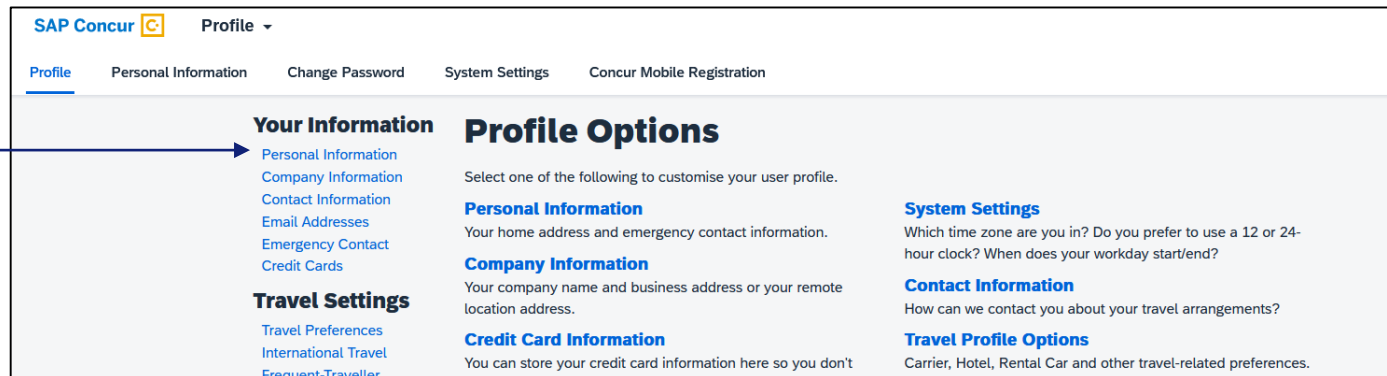
- 1 - Data treatment confidentiality acknowledgment by GBT American Express (i.e ESRF Travel agency)
- 2- Validation of your email address

Select your profile from the Home Page, on the top right,



Click on « Profile Settings »

Click on « Personal Information »



## 1 - Data treatment confidentiality acknowledgment by GBT American Express (i.e ESRF Travel agency)

Click to open the rolling list and select one choice

SAP Concur Profile ▾

Profile **Personal Information** Change Password System Settings Concur Mobile Registration

### Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

### Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveller Programmes

### Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favourite Attendees

### Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Personal Car
- Favourite Attendees

### Other Settings

- System Settings
- Concur Connect
- Change Password
- Concur Mobile Registration

## My Profile - Personal Information

Jump To: Personal Information

Disabled fields (grey) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required\*\*]** (validated and required) must be completed to save your profile.

**Important Note**

**Your Name and Airport Security:** Please make certain that the first, middle and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Test externe"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EXTERNE"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name			

### Company Information

Employee ID  Cost Centre

Manager  Org. Unit/Division  Employee Position/Title

Déclaration de confidentialité (lien ci-dessus) / GBT's Privacy Statement (link above) **[Required]**

I understand - GBT's services use data as described at http://privacy.amexgbt.com

### WORK ADDRESS

Company Name  Assigned Location

Street

Address same as assigned location

# FIRST CONNECTION TO SAP CONCUR

## 2 - Validation of your email address (1/2):

Scroll down the menu, until « Email Addresses »:

### Home Address Go to top

Street

City  State/Province

Postal Code  Country/Region

### Contact Information Go to top

Work Phone[Required\*\*]  Work Extension  Work Fax  2nd Work Phone/Remote Office

Home Phone[Required\*\*]

Pager  Other Phone

Mobile Phone Country/Region  Mobile Phone

**\*\*You must specify either a home phone or a work phone.**

### Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[If I am a travel arranger or delegate, what do I need to do?](#)  
[I would like to have someone arrange travel or delegate expenses on my behalf, what do I need to do?](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	traveloff@esrf.fr	Not Verified	<input type="button" value="Verify"/>	Yes	<input type="button" value="edit"/>
Email 2	travel@esrf.fr	Verified	<input type="button" value="Disable Verification"/>	No	<input type="button" value="edit"/> <input type="button" value="trash"/>

Click on « Verify »:

# FIRST CONNECTION TO SAP CONCUR

## 2 - Validation of your email address (2/2):

SAP Concur sent you an email, with instructions and a verification code

Click "SAVE" to validate your changes

Save

**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[If I am a travel arranger or delegate, what do I need to do?](#)  
[I would like to have someone arrange travel or delegate expenses on my behalf, what do I need to do?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	traveloff@esrf.fr	Not Verified	<input type="text" value="Enter Code"/> <input type="button" value="OK"/>	<input type="checkbox"/>	
Email 2	travel@esrf.fr	Verified	<a href="#">Disable Verification</a>	No	

Enter the verification code, here

Click on « OK »



Click "SAP Concur"  
and return to Home Page

The screenshot shows the SAP Concur user interface. At the top left, there is a navigation bar with the SAP Concur logo and a 'Profile' dropdown menu. Below this, a horizontal menu contains links for 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is divided into several sections: 'Your Information' with links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards; 'Travel Settings' with links for Travel Preferences and International Travel; 'Profile Options' with a heading and a sub-heading 'Select one of the following to customise your user profile.', followed by sections for Personal Information, Company Information, and Credit Card Information; 'System Settings' with a heading and a question about time zone and workday; 'Contact Information' with a heading and a question about contact preferences; and 'Travel Profile Options' with a heading. A green 'Profile Saved' notification box is visible in the top right corner of the main content area.

Your personal profile is correctly updated!

# PRESENTATION OF THE HOME PAGE

1



Navigation bar with buttons: Create, Authorisation Requests (1), View Trips (1), Available Expenses (0), Expense Claims (0).

2

ESRF logo and user profile information. Includes a dropdown menu for 'Please update if ESRF event' (Experiment) and a 'Mixed Flight/Train Search' section with fields for 'From' and 'To' and a 'Search' button.

4

Company Notes section with a message: 'Dear ESRF users and visitors, Several SAP Concur user guides are available, for scientific users and for visitors participating to conferences or workshops. 1. For users, click here' and a 'Read More' link.

3

Trips (1) section showing a train icon and details: 'ESR A', '20 November 2024 - 23 November 2024', and a 'Ticketed' status.

5

2

Summary cards for 'Available Expenses' (No Available Expenses), 'Expense Claims' (No Claims), and 'Requests (1)' (ESRF request for 20 November 2024, Request 4NNR, € 164.20).

See next slide for information

# PRESENTATION OF THE HOME PAGE

1

**HEADER:** “Home” is a drop-down menu giving you direct access to Applications

“Requests” = Manage your travel request

“Travel”= Trip library and tools

“Expense” = Manage the expenses

“Trip Link” = Connect your travel programmes

2

**TASKS:** “Create” = Start a new travel request or a new expense claim

“Authorisation Requests” = Manage your travel requests

“View Trips” = Direct access to your trip library

“Available expenses” = Receipts pending for reimbursement claims

“Expense claims/reports” = Manage your expense claims/reports

3

**COMPANY NOTES:** Information given by the ESRF (to all travelers)

4

**TRIP SEARCH (or travel wizard):** Used to request online bookings

5

**TRIPS:** Incoming trips that has been confirmed and ticketed via SAP or our Travel Office