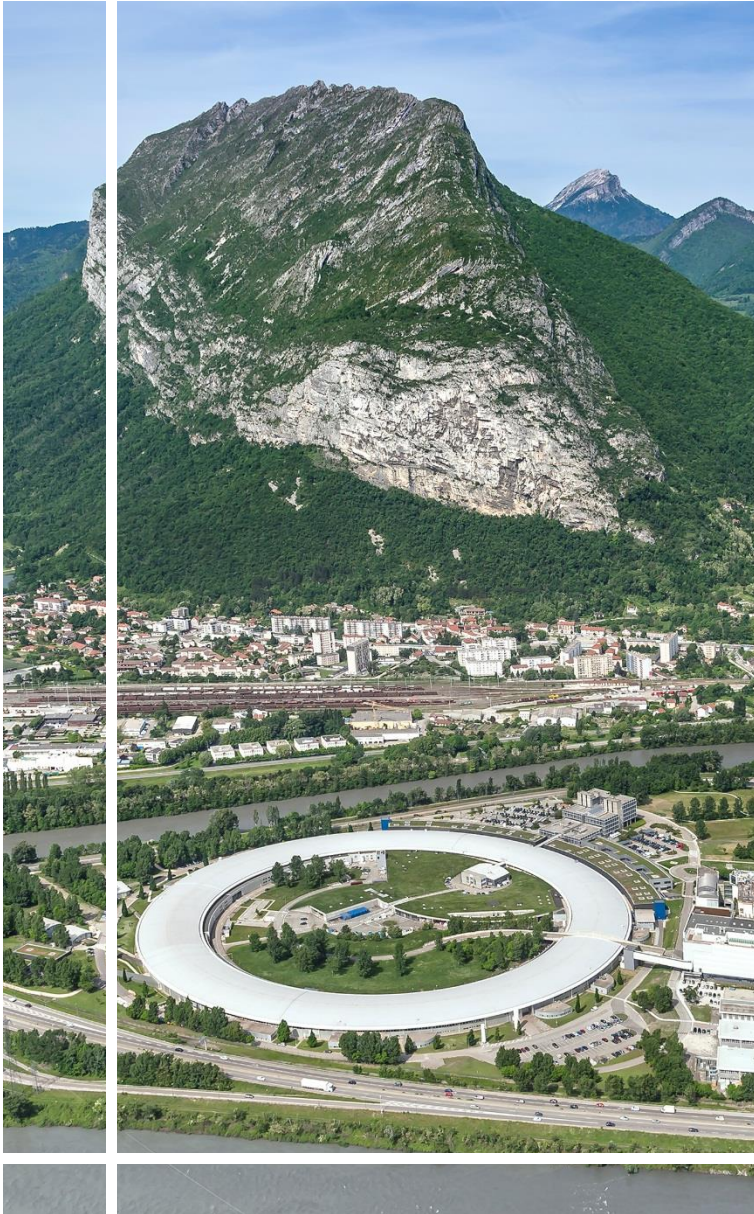




| The European Synchrotron



SAP Concur

for experimental users

First connection

The following slides give information on:

- ✓ First connexion to SAP Concur application
- ✓ Home page of SAP Concur application

Pre-requisites:

The ESRF recommends that beforehand, you looked at:

- ✓ Introduction to SAP Concur for ESRF users

Link to SAP Concur application:

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

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

Sign In

Username, verified email address, or SSO code

username@esrf.fr

Next

Remember me
Forgot username?

Need support or not yet a Concur customer?

(3) Password

Sign in to your account

Username or email

username

Password

.....

Remember me [Forgot Password?](#)

Log-in with your ESRF site password

Or sign in with

umbrellaID

(4) Click here

(2) Choose « Sign in with Concur SSO »

< Sign In

bill.smith@esrf.com

Sign in with Concur SSO

Sign in with your password

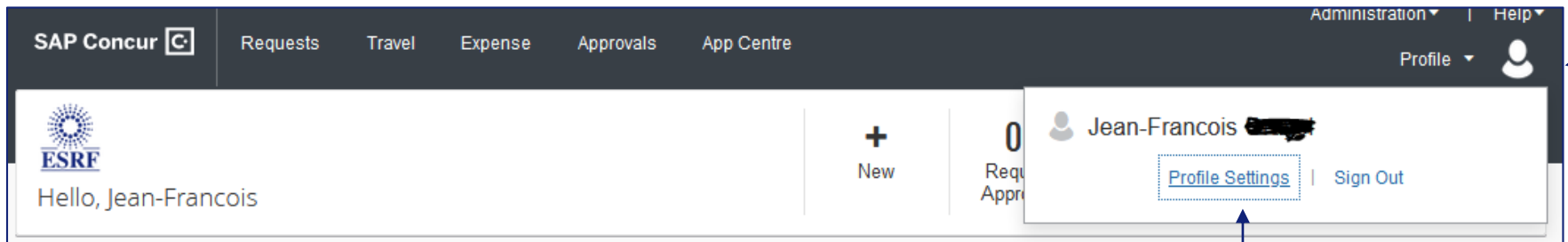
Not a Concur user yet? Try Test Drive

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

2 preliminary actions are required in your personal profile:

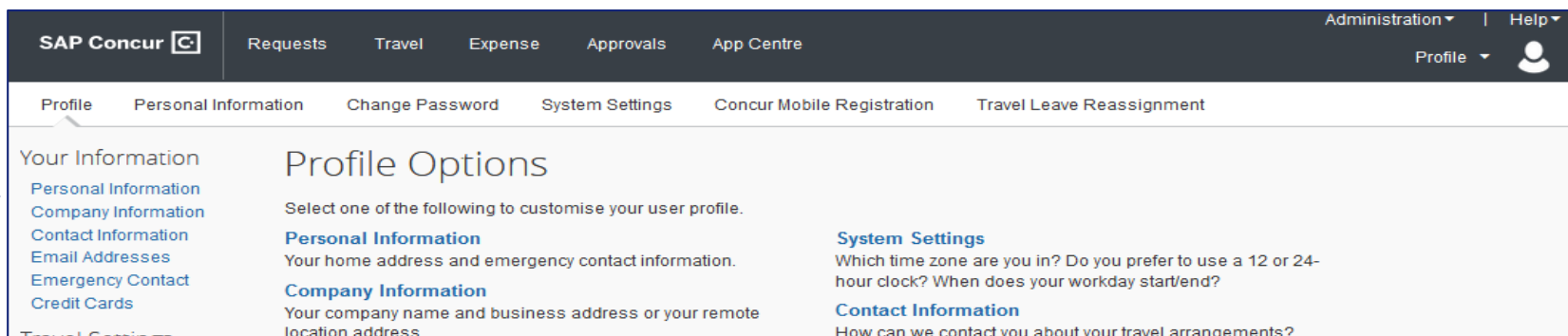
- Data treatment confidentiality acknowledgment by GBT American Express (i.e ESRF Travel agency)
- Validation of your email address

Select « Profile » from the Home Page, on the top right,



Then, click on « Profile Settings »

And finally, on « Personal Information »



FIRST CONNECTION TO SAP CONCUR

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

Click to open the rolling list and select one choice

The screenshot displays the SAP Concur user interface for the 'My Profile - Personal Information' page. The page is divided into several sections:

- Header:** SAP Concur logo, navigation tabs (Requests, Travel, Expense, Approvals, App Centre), and a user profile icon.
- Sub-navigation:** Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, Travel Leave Reassignment.
- Left Sidebar:** A list of settings and information categories including 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. An arrow from the callout box points to the 'Expense Approvers' link.
- Main Content Area:**
 - My Profile - Personal Information:** A section with a 'Jump To:' dropdown (set to 'Personal Information') and a 'Choose' button. Below it, a note states: '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:** A yellow warning box stating: '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 list.'
 - Personal Information Form:** Fields for Title (Mr), First Name (Jean-Francois), Middle Name (disabled), Surname (disabled), Last Name (Gravel), and Suffix (disabled). A checkbox for 'No Middle Name' is present.
 - Company Information:** Fields for Employee ID (011847), Cost Centre (disabled), Manager (disabled), Org. Unit/Division (EDM-NEW), and Employee Position/Title (disabled). A 'Go to top' link is provided.
 - Declaration de confidentialité (lien ci-dessus) / GBT's Privacy Statement (link above) [Required]:** A dropdown menu is open, showing a blue selection bar. Below it, a text box contains the acknowledgment: 'Je comprends que les services de GBT utilisent les données décrites sur http://privacy.amerxgbt.com/ I understand - GBT's services use data as described at http://privacy.amerxgbt.com'
 - Work Address:** Fields for Company Name (European Synchrotron) and Assigned Location (Please choose a company location). A 'Go to top' link is provided.

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

Save

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.**

Save

Email Addresses

Go to top

Please add at least one email address.

- [▶ How do I add an email address?](#)
- [▶ Travel Arrangers / Delegates](#)
- [▶ Why should I verify my email address?](#)
- [▶ How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	@esrf.fr	<input checked="" type="checkbox"/> Not Verified	Verify	Yes	

Click « Verify »:

FIRST CONNECTION TO SAP CONCUR

Validation of your email address (2/2):

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

Contact Information Go to top

Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office
+33476882076

Home Phone **[Required**]**

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

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



Save

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	 @esrf.fr	✔ Check email for code	Resend Cancel	Yes	

Enter Code

OK

Emergency Contact Go to top

Enter the verification code, here

Click « OK »

FIRST CONNECTION TO SAP CONCUR

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?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

+ Add an email address

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	j.m.w@esrf.fr	✓ Verified	Disable Verification	Yes	

Click "SAP Concur" and return to Home Page

SAP Concur

Requests Travel Expense Approvals App Centre Administration | Help

Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration Travel Leave Reassignment

Your Information

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

Profile Options

Select one of the following to customise your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?




Contact Information
How can we contact you about your travel arrangements?


Profile Saved

Your personal profile is correctly updated!

PRESENTATION OF THE HOME PAGE

1


SAP Concur  Requests Travel Expense Approvals App Centre Help  Profile 



 Hello, Vernon

+ New	00 Required Approvals	14 Authorisation Requests	05 Available Expenses	03 Open Claims
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4

TRIP SEARCH


Please update if ESRF event
Experiment 


 

Please note **ESRF closest airports** are Lyon (LYS) and Geneva (GVA) (+ Grenoble-GNB, only seasonal activity)

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From 
Departure city, airport or train station
Find an airport | Select multiple airports



To 
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

[Show More](#)

5

MY TRIPS (5)

02-06 SEP Trip from Madrid to Lyon
More  

02-03 SEP SNCF Train Trip: London St Pancras Int'l to Paris Gare du Nord

2

COMPANY NOTES





WELCOME TO CONCUR TRAVEL

COVID-19 UPDATES: Click here to access [Travel Vitals](#) for the latest information and advisories compiled by American Express Global Business Travel.

[Read more](#)

3

MY TASKS

00 Required Approvals  Great! You currently have no approvals. 	05 Available Expenses  18/08 Iberia €134.11 18/08 Iberia €148.75 03/08 Swiss €97.42 30/07 SNCF €100.00 17/07 Train €109.30	03 Open Claims  30/07 Trip from London to Lyon €32.00 29/07 Trip from London to Lyon 29/07 MX-1234 €55.46
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See next slide for information

1 HEADER:

“Request”: Travel plan

“Travel”: Online booking

“Expense”: Expense report

“Profile”: traveler’s data

“Help”: guidelines + videos

“*White line*”: Shortcuts to traveler’s files

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

3 MY TASKS: “Required Approvals” = Requests pending for approvals

“Available expenses” = Receipts pending for reimbursement claims

“Open claims” = Outstanding reimbursement claims

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

5 MY TRIPS: Approved and scheduled trips