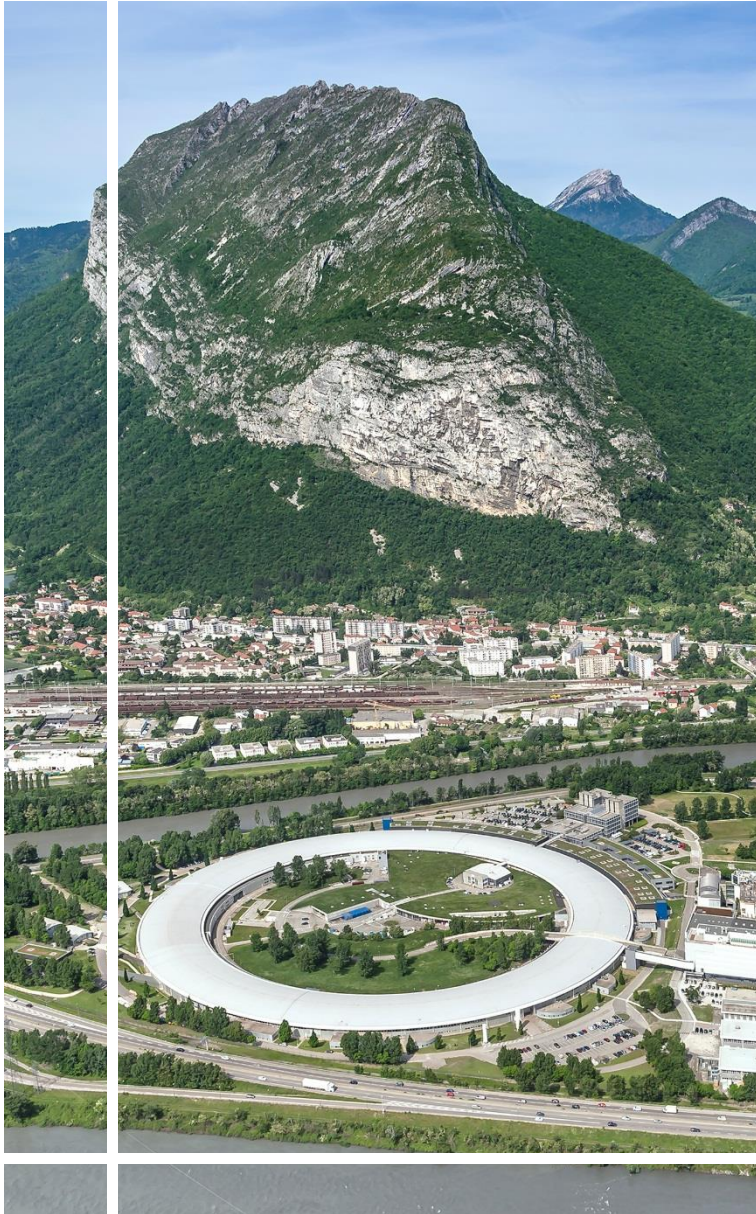




| The European Synchrotron



# SAP Concur



for event participants

First connection

The following slides give information on:

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

Pre-requisites:

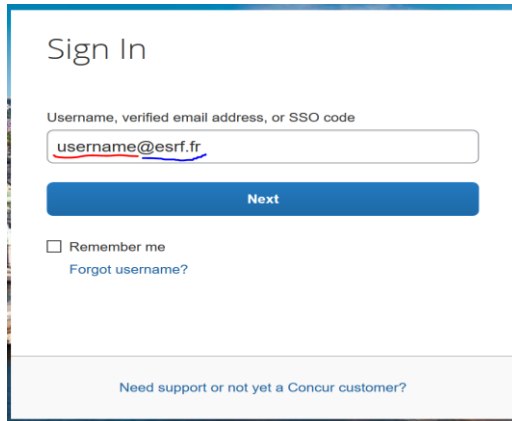
The ESRF recommends that beforehand, you looked at:

- ✓ Introduction to SAP Concur for ESRF event

## Link to SAP Concur application:

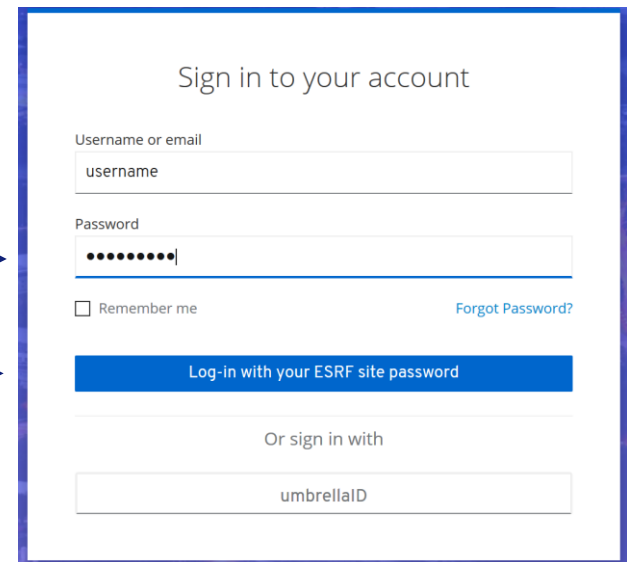
- ✓ Sent via the confirmation message for your registration to the event
- ✓ Or directly: <https://eu1.concursolutions.com/>

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

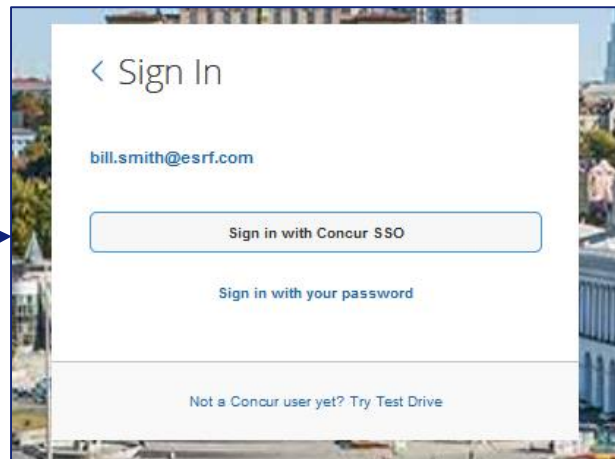


(3) Password

(4) Click here



(2) Choose « Sign in with Concur SSO »

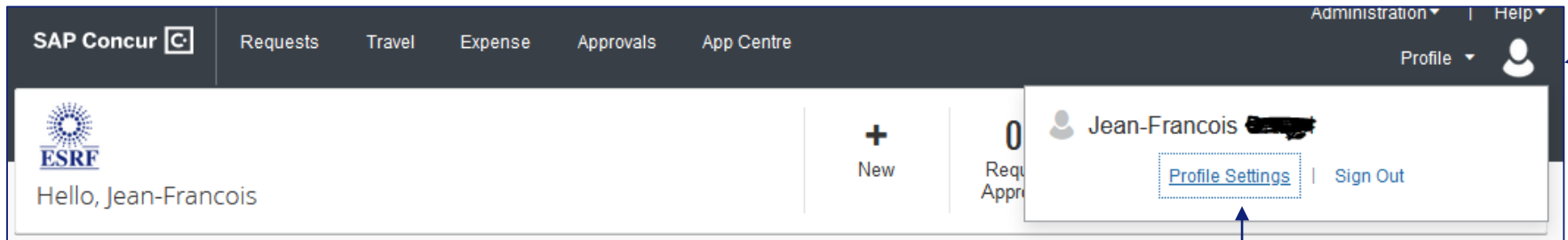


Welcome to SAP Concur home page! (see next slides)

## 2 preliminary actions are required in your personal profile:

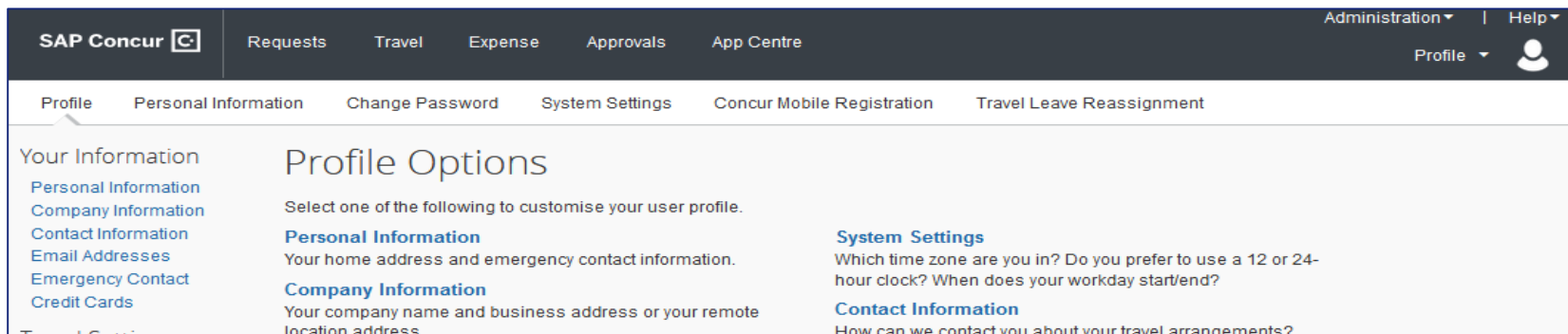
- Data treatment confidentiality acknowledgment by GBT American Express (i.e ESRF Travel agency)
- Validation of your email address

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

**SAP Concur** Requests Travel Expense Approvals App Centre Profile

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

### Your Information

Personal Information  
Company Information  
Contact Information  
Addresses  
Company Contact  
Work Address

### 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  
Connected Apps

## 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	Nickname	Last Name	Suffix
Mr	Jean-Francois			Gravel	

No Middle Name

### Company Information

Employee ID: 016847  
Cost Centre: [Greyed out]

Manager: [Greyed out] Org. Unit/Division: ESRF-NEW Employee Position/Title: [Greyed out]

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

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

Company Name: European Synchrotron  
Assigned Location: Please choose a company location.

# FIRST CONNECTION TO SAP CONCUR

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	<a href="mailto:steph@esrf.fr">steph@esrf.fr</a>	<input checked="" type="checkbox"/> Not Verified	<a href="#">Verify</a>	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

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	Verified	Disable Verification	Yes	

Click "SAP Concur" and return to Home Page

**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?

Your personal profile is correctly updated!

# PRESENTATION OF THE HOME PAGE

1


SAP Concur  Requests Travel Expense Approvals App Centre Help  Profile 



 Hello, Vernon

<b>+</b> New	<b>00</b> Required Approvals	<b>14</b> Authorisation Requests	<b>05</b> Available Expenses	<b>03</b> 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](#)

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

<b>00</b> Required Approvals → Great! You currently have no approvals. 	<b>05</b> Available Expenses → <ul style="list-style-type: none"><li>18/08 <b>Iberia</b> €134.11</li><li>18/08 <b>Iberia</b> €148.75</li><li>03/08 <b>Swiss</b> €97.42</li><li>30/07 <b>SNCF</b> €100.00</li><li>17/07 <b>Train</b> €109.30</li></ul>	<b>03</b> Open Claims → <ul style="list-style-type: none"><li>30/07 <b>Trip from London to Lyon</b> €32.00</li><li>29/07 <b>Trip from London to Lyon</b></li><li>29/07 <b>MX-1234</b> €55.46</li></ul>
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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

See next slide for information

# PRESENTATION OF THE HOME PAGE

## 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