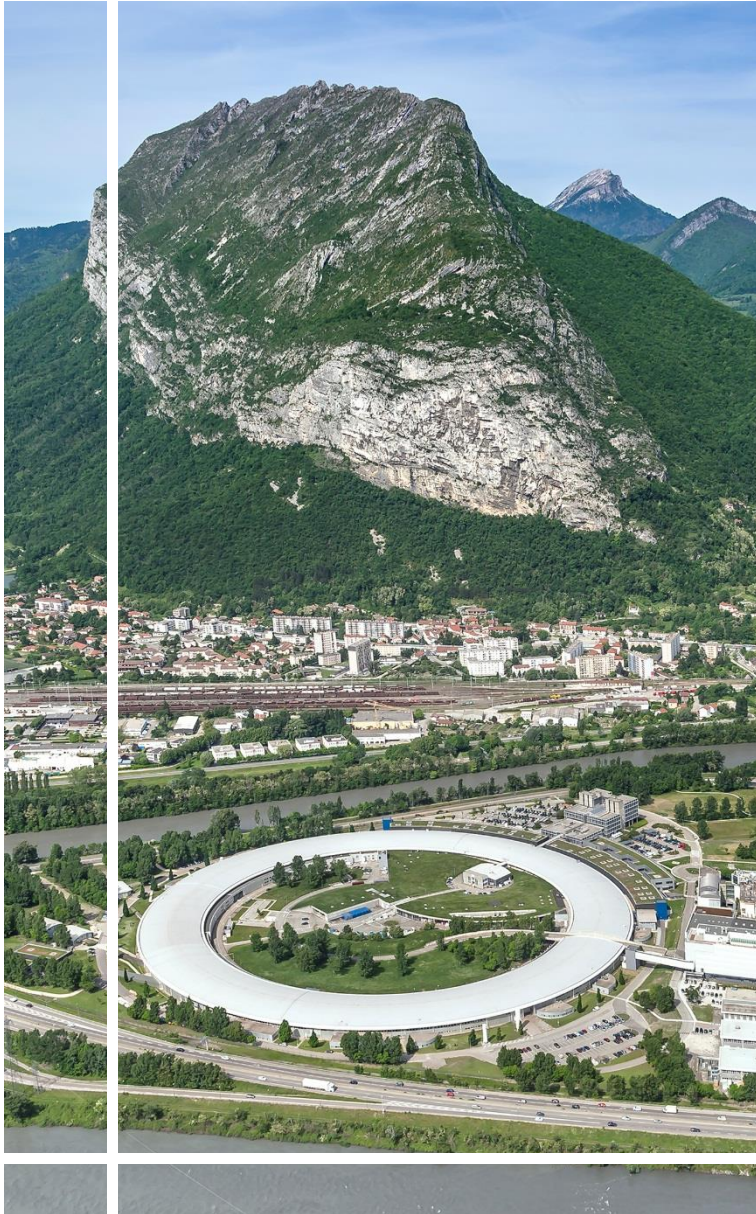




| The European Synchrotron



SAP Concur



for experimental users

General information for
Users

First connection

The following slides give information on:

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

Pre-requisites:

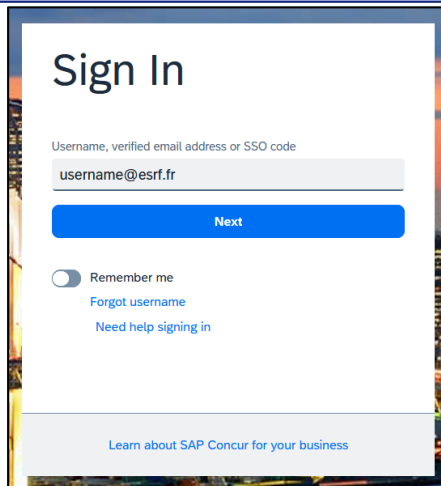
The ESRF recommends that, beforehand, you looked at:

- ✓ Introduction to SAP Concur for ESRF users

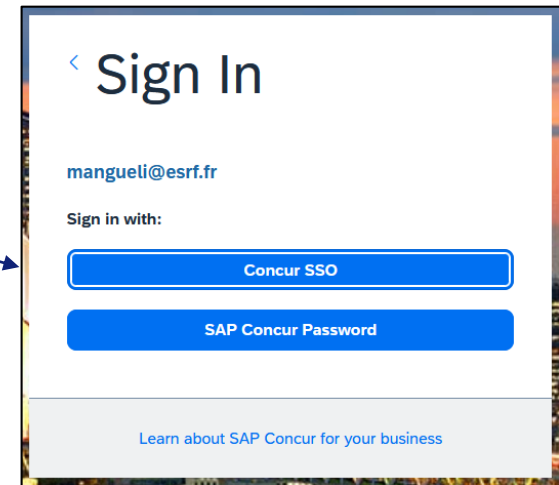
Link to SAP Concur web application:

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

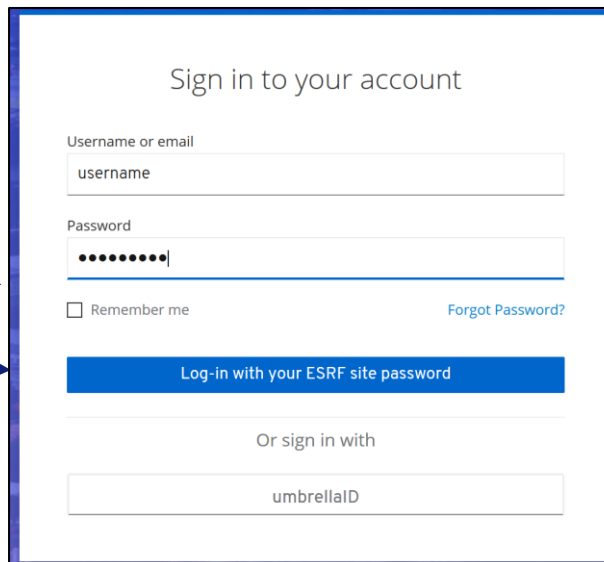
(1) « Username », followed by « @esrf.fr »



(2) Select « Concur SSO »



(3) Password (User Portal Password)



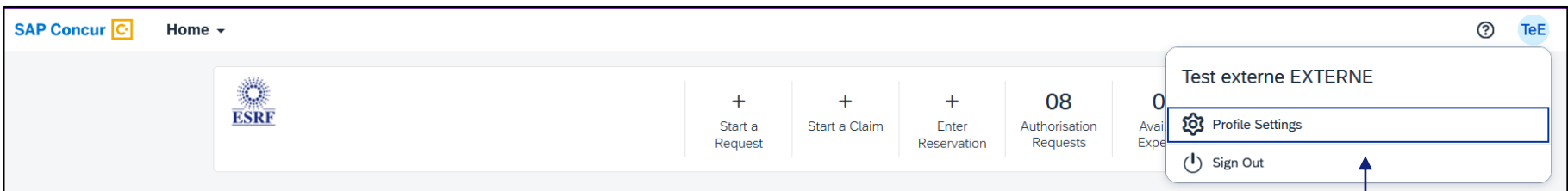
(4) Click here

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

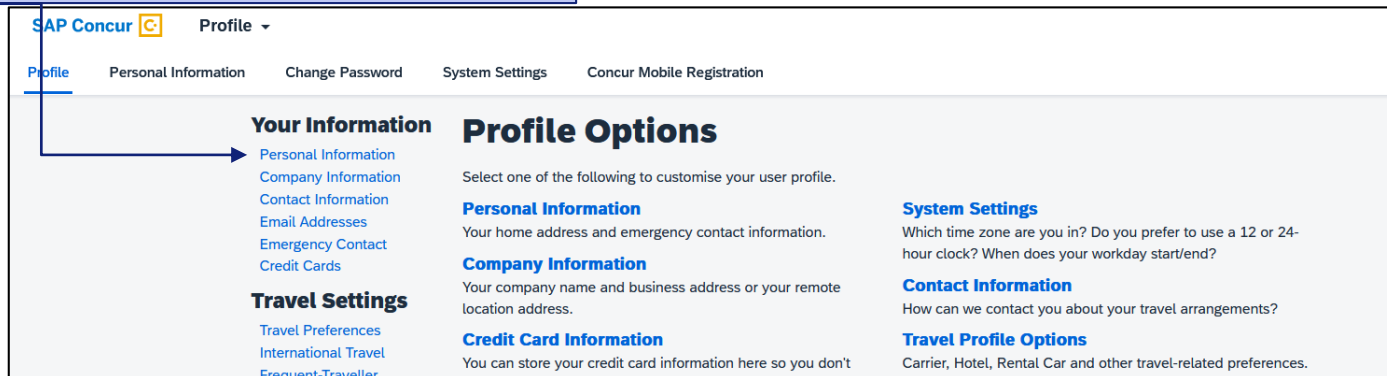
Select your profile from the Home Page, on the top right,



The screenshot shows the SAP Concur Home Page. At the top left, there is the SAP Concur logo and a 'Home' dropdown menu. Below this is a navigation bar with the ESRF logo and several buttons: 'Start a Request', 'Start a Claim', 'Enter Reservation', '08 Authorisation Requests', and '0 Avail Exp'. On the top right, there is a user profile dropdown menu with the text 'Test externe EXTERNE' and three options: 'Profile Settings' (highlighted with a blue border), 'Sign Out', and a question mark icon.

Then, click on « Profile Settings »

And finally, on « Personal Information »



The screenshot shows the SAP Concur Profile page. At the top, there is the SAP Concur logo and a 'Profile' dropdown menu. Below this is a navigation bar with the following options: 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is divided into two columns. The left column is titled 'Your Information' and contains links for 'Personal Information', 'Company Information', 'Contact Information', 'Email Addresses', 'Emergency Contact', 'Credit Cards', 'Travel Settings', 'Travel Preferences', 'International Travel', and 'Frequent-Traveller'. The right column is titled 'Profile Options' and contains sections for 'Personal Information', 'Company Information', 'Credit Card Information', 'System Settings', 'Contact Information', and 'Travel Profile Options'. A blue arrow points from the 'Personal Information' link in the left column to the 'Personal Information' section in the right column.

FIRST CONNECTION TO SAP CONCUR

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

The screenshot shows the SAP Concur 'My Profile - Personal Information' page. The left sidebar contains navigation links for 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. The main content area includes a 'Jump To' dropdown, an 'Important Note' about name and airport security, and sections for 'Company Information' and 'Work Address'. A callout box highlights a dropdown menu in the privacy statement section.

Click to open the rolling list and select one choice

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 Go to top

Employee ID: Cost Centre:

Manager: Org. Unit/Division: Employee Position/Title:

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

Go to top

Work Address Go to top

Company Name: Assigned Location:

Street: Address same as assigned location

FIRST CONNECTION TO SAP CONCUR

Validation of your email address (1/2):

Scroll down the menu, until « Email Addresses »:

The screenshot displays the SAP Concur user profile page. It is divided into three main sections: Home Address, Contact Information, and Email Addresses. Each section has a 'Go to top' link in the upper right corner. The Home Address section includes fields for Street, City, State/Province, Postal Code, and Country/Region (set to United States of America). The Contact Information section includes fields for Work Phone (0476882076), Work Extension, Work Fax, 2nd Work Phone/Remote Office, Home Phone, Pager, Other Phone, Mobile Phone Country/Region, and Mobile Phone. A red note states: "**You must specify either a home phone or a work phone." The Email Addresses section contains a table with two email addresses: 'traveloff@esrf.fr' (Not Verified) and 'travel@esrf.fr' (Verified). A 'Verify' button is highlighted with a blue arrow pointing to the 'Verify' link in the table. A 'Save' button is present at the bottom of each section.

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 traveloff@esrf.fr	Not Verified	Verify	Yes	
Email 2 travel@esrf.fr	Verified	Disable Verification	No	

Click « Verify »:

FIRST CONNECTION TO SAP CONCUR

Validation of your email address (2/2):

Click "SAVE" to validate your changes

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

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	Disable Verification	No	

Enter the verification code, here

Click « OK »

Click "SAP Concur" and return to Home Page



The screenshot displays the SAP Concur user interface. At the top left, the 'SAP Concur' logo is visible next to a 'Profile' dropdown menu. Below this, a navigation bar contains links for 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is divided into two columns. The left column features 'Your Information' with sub-links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards. Below this is 'Travel Settings' with sub-links for Travel Preferences and International Travel. The right column is titled 'Profile Options' and includes a 'Profile Saved' notification in a green box. Under 'Profile Options', there are four sections: '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?), and 'Travel Profile Options'.

Your personal profile is correctly updated!

PRESENTATION OF THE HOME PAGE



+
Start a
Request

+
Start a Claim

+
Enter
Reservation

08
Authorisation
Requests

01
Available
Expenses

03
Open Claims

Trip Search

Please update if ESRF event

Copy of Experiment (for tests only) ▾



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

Company Notes

Dear ESRF users and visitors,

Several SAP Concur user guides are available, for scientific users and for visitors participating to conferences or workshops.

Read more

My Tasks

08 Open Requests →

16/01 Trip from London to Lyon

€119.44 — Travel

05/01 ESRF Experiment

€183.00 — Travel

13/12 tes D-14

€20.00 — Travel

01/12 Experiment at the ESRF

€350.00 — Travel

16/11 Conference at ESRF

€255.00 — Travel

01 Available →

Expenses

16/11 Il Pane Di San Saba

€10.00

03 Open Claims →

01/12 Mobile Expense Claim 2023...

€1.90

14/11 Experiment at the ESRF

€25.00

12/12 Experiment at ESRF

€222.40

My Trips (1) →

16 - 22 JAN Trip from London to Lyon

More ▾



See next slide for information

1

4

5

2

3

PRESENTATION OF THE HOME PAGE

1 HEADER:

“Start a Request”: Travel plan

“Start a Claim”: Reimbursement claim

“Authorisation Requests”: Travel request created

“Open claim”: Claim created

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

3 TASKS: “Open requests” = Already existing travel requests

“Available expenses” = Receipts pending for reimbursement claims

“Open claims” = Already existing expense reports

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

5 TRIPS: Approved and scheduled trips