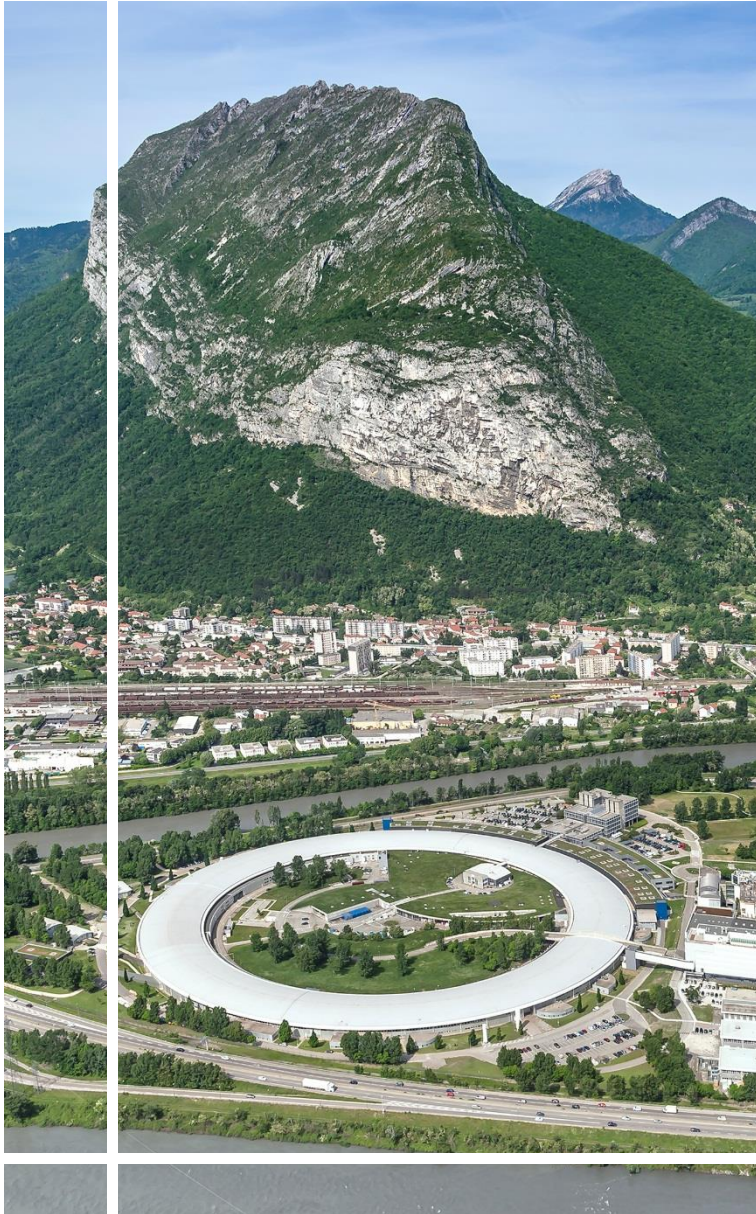




| The European Synchrotron



SAP Concur



for experimental users

General information for
Event participants

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 event participants

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 »

Sign In

Username, verified email address or SSO code

username@esrf.fr

Next

Remember me

[Forgot username](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)

(2) Select « Concur SSO »

Sign In

mangueli@esrf.fr

Sign in with:

Concur SSO

SAP Concur Password

[Learn about SAP Concur for your business](#)

(3) Password
(User Portal Password)

(4) Click here

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

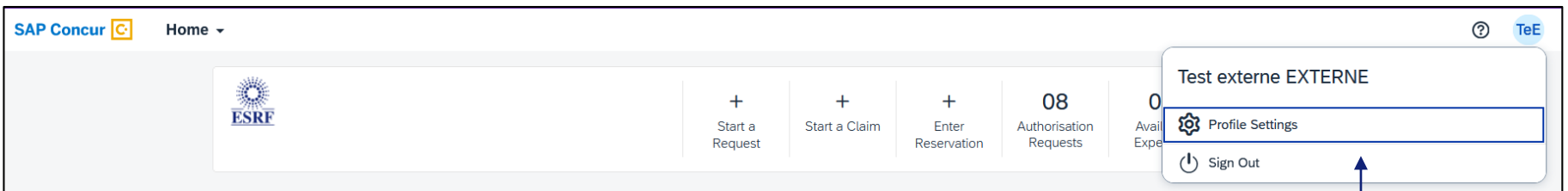
umbrellaID

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

2 preliminary actions are required in your personal profile:

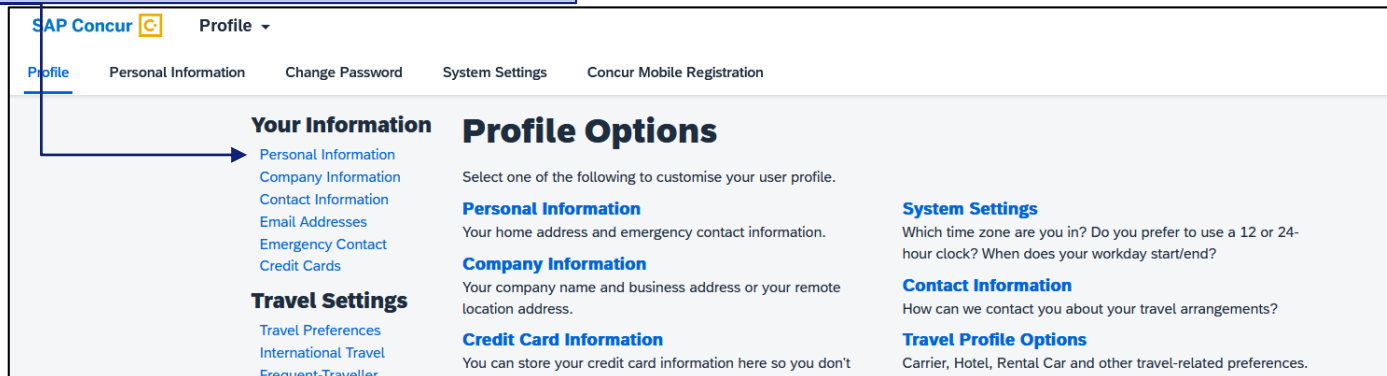
- Data treatment confidentiality acknowledgment by GBT American Express (i.e ESRF Travel agency)
- Validation of your email address

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



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)

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 set to 'Personal Information', an 'Important Note' about name and airport security, and two sections: 'Company Information' and 'Work Address'. In the 'Company Information' section, there is a dropdown menu for the confidentiality statement: 'Je comprends que les services de GBT utilisent les données décrites sur http://privacy.amexgbt.com'. A callout box points to this dropdown with the text 'Click to open the rolling list and select one choice'. Below this, another callout box shows the expanded options: 'Je comprends que les services de GBT utilisent les données décrites sur http://privacy.amexgbt.com' and 'I understand - GBT's services use data as described at http://privacy.amexgbt.com'. The 'Work Address' section is partially visible below.

Click to open the rolling list and select one choice

FIRST CONNECTION TO SAP CONCUR

Validation of your email address (1/2):

Scroll down the menu, until « Email Addresses »:

save

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?](#)
[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	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

My Trips (1)

16 - 22
JAN Trip from London to Lyon

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

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