BCD[•] travel

Quick card SAP CONCUR TRAVE

new experience

1. Login (check which datacenter is applicable)

- a) US Datacenter: <u>www.concursolutions.com</u> or EU Datacenter: <u>https://eu1.concursolutions.com/</u>
- b) Enter your login credentials. Click "Forgot password" as a first-time user. Then you will be prompted to authenticate via 2FA.
- c) The first time you login you may need to accept the User Data Privacy Agreement to enter the tool.



d) Click the **Profile icon** ^(A) located in the top right menu bar to update your profile.

2. Manage Profile

- a) After first login update your profile.
- b) Profile links are displayed under Profile Options.
- c) Complete all mandatory fields (marked as required), this includes Form of Payment. All optional fields are helpful and may be used during the booking process.
- d) Travel arrangers can be added here too.

3. Search

- a) After updating your profile, click **the SAP Concur** logo to begin your travel search.
- b) Choose Round Trip, One Way or Multi City.
- c) Select Flight, Car, Hotel, Rail icons and complete enter your travel details.
- d) Click Search.



SAP Concur



4. Book Flights & Rail

- e) Results can be sorted, filtered using the **Sort By** option.
- f) Sorting order and/or filters may be used to refine results.
- g) Each tile will show fare summary. Click **Fare details** for additional information.
- h) Click Select Fare to choose departure flight or rail and then you will be presented with return options.

Round-trip	ap fares include taxes and fees. Additional fees will be shown at che
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i) Select seats and form of payment on the **Review and Book** page.

5. Book Car and Hotel

- a) For hotel, after entering search criteria results will display on a map and also in a list.
- b) Sorting order and/or filters, such as company preferred hotels and sustainability options, are clearly labeled and may be used to refine results.
- c) Click on **View Rooms** to see hotel room types and rates.
- d) Policy icons identify in/out policy.
- e) Hotel cancellation policy must be accepted on the **Review and Book** page.
- f) For car, there are similar search options where selection can be made by car type with policy icon indicators and search abilities that include electric car.

6. Confirm booking

- a) The **Finalize** page provides an overview of segments chosen. Seats can be changed, fare rules can be reviewed, additional segments can be booked, etc.
- b) A Trip Confirmed screen displays.
- c) To view, change or cancel a trip, display the trip via the **Trip Library** or from the section **My Trips**.

Trip Overview November 14, 2024 - November 15, 2024		Estimated Total Cost @ \$119.47
Trip Name *		Accommodation ¥ \$119.47
Trip - Atlanta		Rates are quoted in USD.
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Description		Cancel Tip
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