

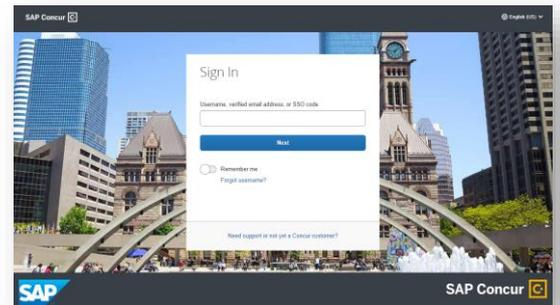
Quick card SAP CONCUR TRAVEL

new experience



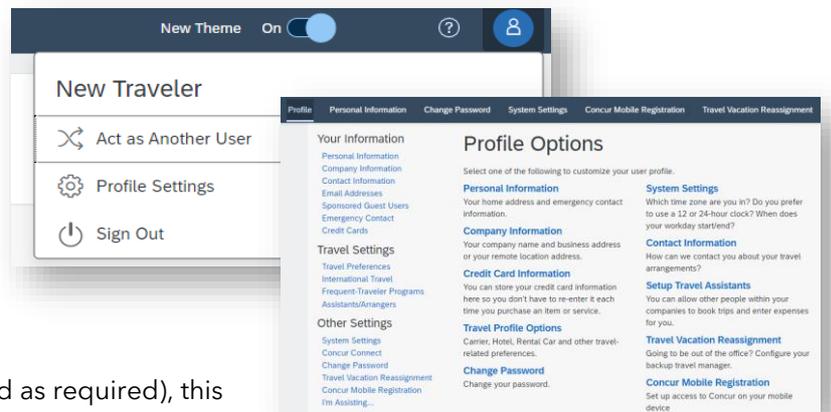
1. Login (check which datacenter is applicable)

- US Datacenter: www.concursolutions.com or
EU Datacenter: <https://eu1.concursolutions.com/>
- Enter your login credentials. Click **"Forgot password"** as a first-time user. Then you will be prompted to authenticate via 2FA.
- The first time you login you may need to accept the User Data Privacy Agreement to enter the tool.
- Click the **Profile icon**  located in the top right menu bar to update your profile.



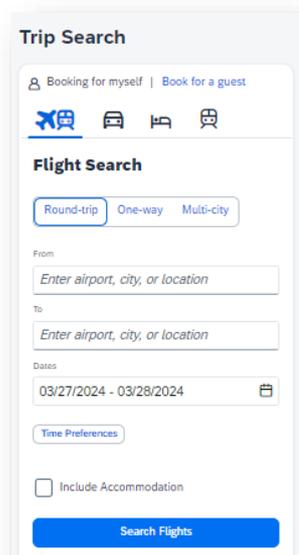
2. Manage Profile

- After first login update your profile.
- Profile links are displayed under Profile Options.
- 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.
- Travel arrangers can be added here too.



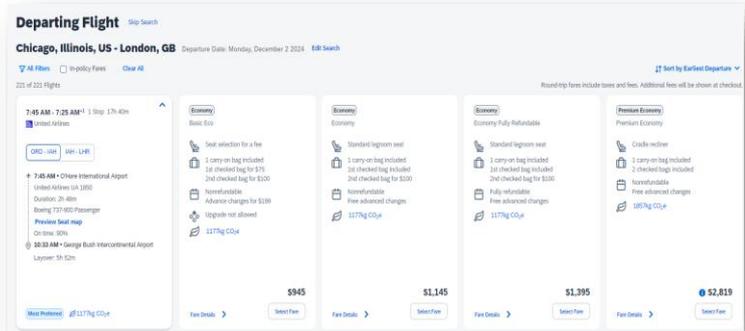
3. Search

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



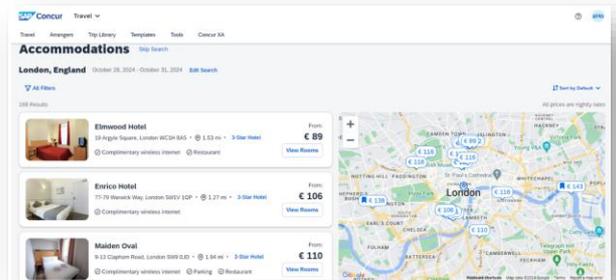
4. Book Flights & Rail

- Results can be sorted, filtered using the **Sort By** option.
- Sorting order and/or filters may be used to refine results.
- Each tile will show fare summary. Click **Fare details** for additional information.
- Click **Select Fare** to choose departure flight or rail and then you will be presented with return options.
- Select seats and form of payment on the **Review and Book** page.



5. Book Car and Hotel

- For hotel, after entering search criteria results will display on a map and also in a list.
- Sorting order and/or filters, such as company preferred hotels and sustainability options, are clearly labeled and may be used to refine results.
- Click on **View Rooms** to see hotel room types and rates.
- Policy icons identify in/out policy.
- Hotel cancellation policy must be accepted on the **Review and Book** page.
- 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

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

