Concur – Mobile App & Other Mobile Solutions

The Concur mobile app is an optional companion to Concur solutions for existing users. With the SAP Concur app you can easily access SAP Concur from your mobile device allowing you to book travel and complete expense reports while on the go.

How is the SAP Concur mobile app Useful

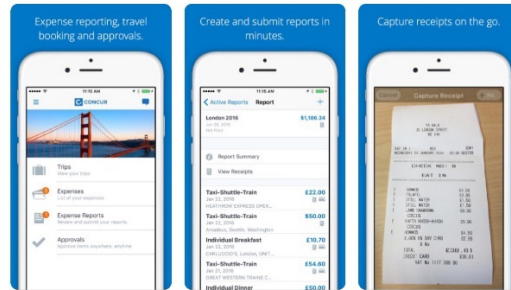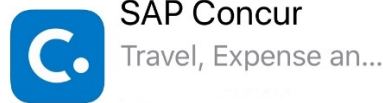| With the SAP Concur app, you can:	- Manage the travel and expense process - Capture photos of your receipts - Add procurement card transactions to expense reports as they become available - Review and approve reports and travel requests - Add attendees to business meetings or meals - Book a flight, hotel, or car - Change/cancel reservations - Check flight status - Itemize hotel charges - Access and manage your itinerary - Integrate your itinerary with the TripIt app - Track and submit car mileage - And more

How to gain access to the free mobile app

Which mobile devices can be used with the mobile app?	Currently, the app can be used with iPhone/iPad and Android.

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How do I log into the Concur mobile app?	**1.** The first step is downloading the app on your Apple or Android phone. **The quickest and easiest method can be done directly on your mobile device by visiting your online Mobile App Store.** Simply, search "SAP Concur" to locate the Travel and Expense Management App and proceed to download the App to your phone.

SAP Concur
Travel, Expense an...

Expense reporting, travel booking and approvals.

Create and submit reports in minutes.

Capture receipts on the go.

Or, as an alternate method -the mobile app can be accessed by sending a link to yourself by first visiting the SAP Concur Expense Management System, under **Profile & Profile Settings > Concur Mobile Registration (as shown below)**. Then, while using your mobile device open the email and click on the link provided to proceed forward in downloading the Concur Mobile App

Administration ▾ | Help ▾

Requests   Travel   Expense   Approvals   Reporting ▾   App Center   Profile ▾

...ormation   System Settings   Concur Mobile Registration   Concur Mobile Devices   Travel Vacation Reassignment

The SAP Concur Mobile App

The power of SAP Concur®, all in one app.

To get started, enter your email address below and we will send you a link to download the app.

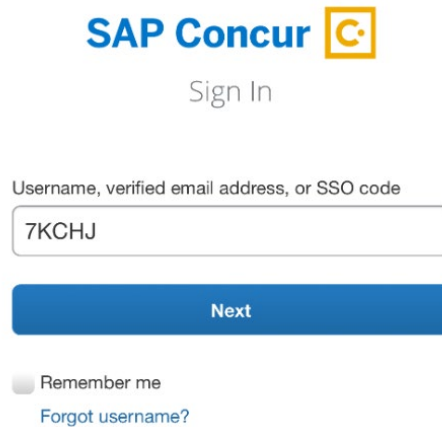[Enter Email Address]   **Get Started**

Already have the app? Here's how to sign in:

To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

Company Code: 7KCHJ

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Regardless of the method chosen to initially download the mobile app, you will login by entering the UK specific Single Sign-On (SSO) **Company Code login credential 7KCHJ** and proceed forward, by selecting "Next".

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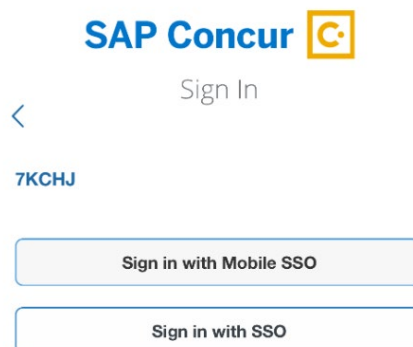
Sign In

Username, verified email address, or SSO code

7KCHJ

Next

Remember me
Forgot username?

Then, select your SSO preference (mobile or web sign-in). Either SSO option is acceptable. However, Mobile SSO provides direct authentication, resulting in quicker sign-in functionality when accessing the Concur app in the future.

SAP Concur C·

Sign In

7KCHJ

Sign in with Mobile SSO

Sign in with SSO

If the Company Code login credential is needed at a later date, it can be located on the Mobile Registration page in SAP Concur Travel and Expense Management System as shown in the screenshot above/see green highlight in step #1/downloading the app).

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	2. Once Concur Mobile has been successfully installed other Concur apps and services can be connected to your SAP Concur profile to work in conjunction with the mobile app solution. See more on these additional services below.

Other mobile solutions that work in conjunction with the mobile app

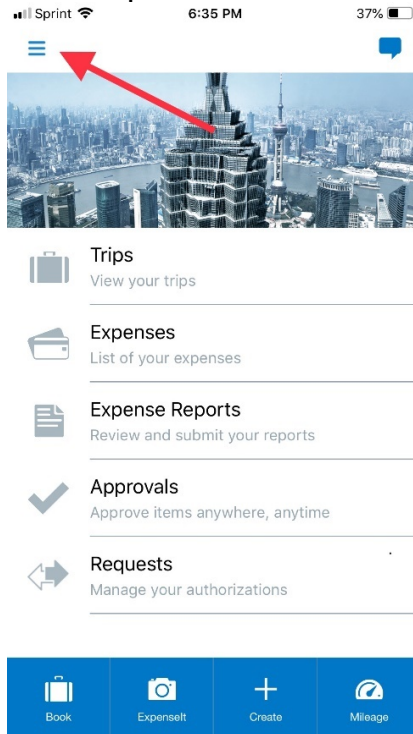|	
Which mobile solutions does SAP Concur offer, and how do they differ?	Concur offers three mobile solutions: Concur mobile app, ExpenseIt®, and TripIt®. • The Concur mobile app complements the web-based solution, allowing you to manage anything expense and or travel-related, wherever you are, from booking and managing itineraries to capturing receipts and submitting expense reports. • ExpenseIt is a feature utilized within the mobile app that turns receipts into expenses, automatically, and sends them directly into Concur Expense. It makes submitting receipts, creating expense reports and getting reimbursed quicker and easier by doing a lot of the work for you. More details surrounding this feature are included in a separate Quick Reference Guide. • TripIt is the travel organizing feature that can be connected to the Concur mobile app to automatically create a master itinerary for every trip so you can access all your travel plans, anytime, on any device.

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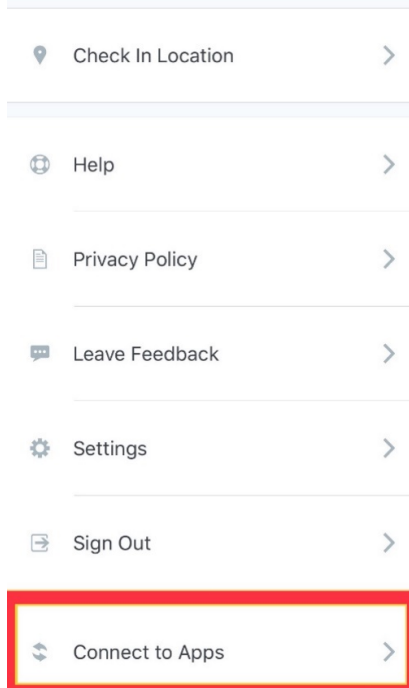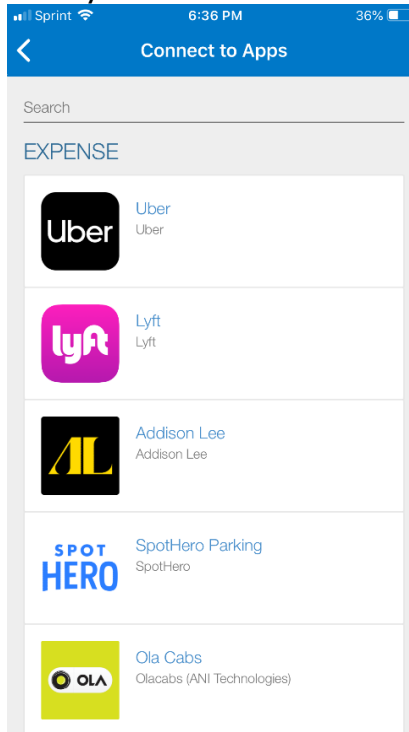| What other apps or services can I connect to my SAP Concur profile?	SAP Concur offers a variety of apps that can work in conjunction with the Concur mobile app to create the perfect trip. A *limited* number of apps can quickly be connected from within the Concur Mobile app by following these steps: 1. Click top left menu icon:

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2. Select "Connect to Apps":

3. To complete the process, select the desired app(s) that you wish to connect to your SAP Concur profile:

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What if the additional app that I wish to connect isn't listed in the Mobile App solution?	A *full* listing of apps, and additional information can be found when logging in from your computer to your SAP Concur profile and selecting the APP Center tab: