



SAP Concur 

Customer Influence | PUBLIC

SAP Concur Solutions Customer Influence

How to use and explore the site that helps you influence the SAP® software of tomorrow

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Having **Your Say** in How SAP® Develops Software

Do you want to experience beta software and implement new releases as soon as they hit the market? The SAP Concur Customer Influence program enables SAP customers to influence and adopt SAP innovations throughout the product lifecycle via the Customer Influence site.

SAP CONCUR-ONLY CUSTOMERS – LIMITED ACCESS

Customers who do not have an s-number or access to the SAP Support Portal can create a login to view and participate in SAP Concur Influence opportunities. There are some limitations on the Customer Influence site which will prevent you from registering and participating for Influence opportunities that are not SAP Concur solutions.

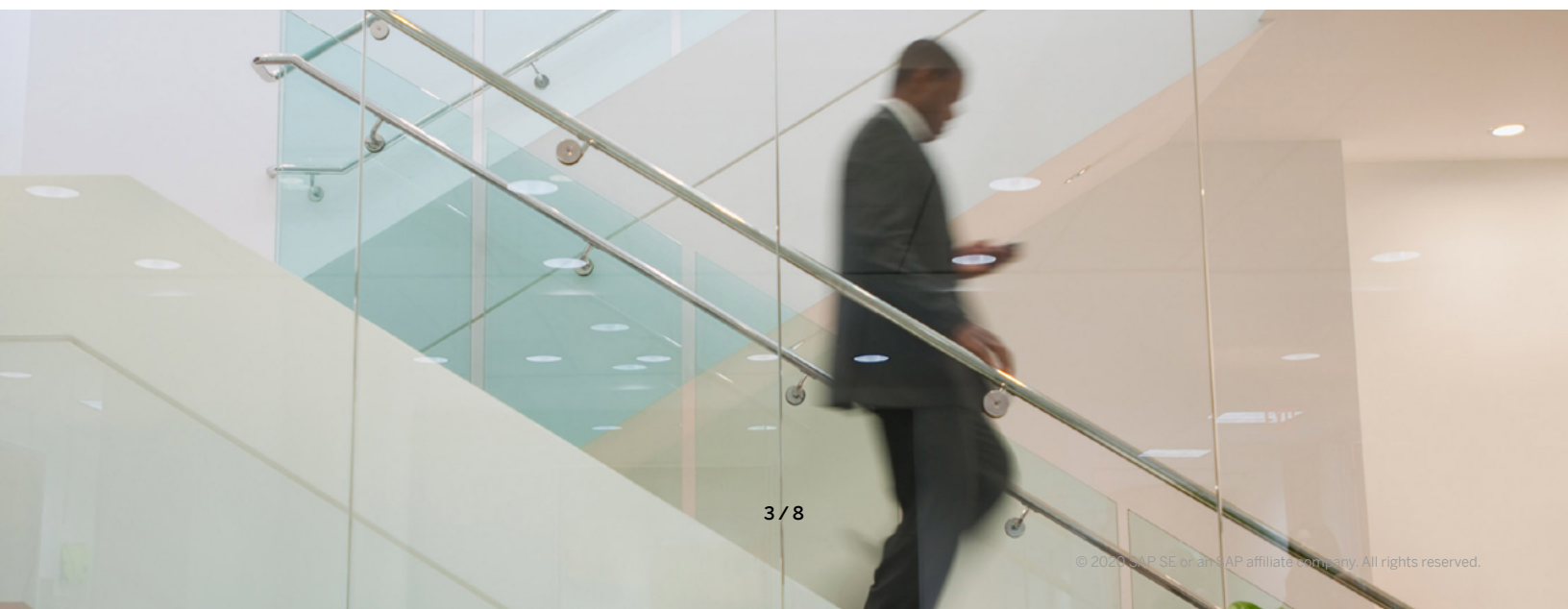
Please follow the instructions on the next page to create your login.

CUSTOMERS WITH SAP AND CONCUR SOLUTIONS – FULL ACCESS

Full access to Customer Influence requires a validated customer account such as your s-user account from SAP Support Portal or the account you were assigned when you purchased an SAP product.

You can check which type of account you are currently using on [SAP Accounts](#).

For more information on Customer Influence, please visit [Customer Influence and Adoption](#).



Create Your login for Customer Influence

- Use this [link](#) to create your login
- The sign-up page will ask for your information
- Complete the form and click Save and Continue

The form is titled "Upgrade Your Account for SAP Customer Influence". It is divided into two main sections: "Tell Us About Yourself" and "Tell Us About Your Company".

Tell Us About Yourself

- Salutation * (Dropdown menu: Select...)

Tell Us About Your Company

- Street Address * (Text input)
- Street Address 2 (Text input)
- City * (Text input)
- ZIP/Postal Code * (Text input)
- Country * (Dropdown menu: Select...)
- State/Province (Dropdown menu: United States / Canada only)
- Industry * (Dropdown menu: Select...)

Terms and Conditions

- I acknowledge that I have read [SAP Customer Influence's Privacy Statement](#) *
- I have read and understood the Terms and Conditions of SAP Customer Influence. *

*Required

[Save and Continue](#)

Sign up page

TERMS OF USE AND PRIVACY POLICY

During the first logon, you must accept the terms of use and acknowledge the privacy statement. You can see the most current version of these documents by clicking on the links at the bottom of each Customer Influence page.

SAP USER GROUP ASSIGNMENT

At your first logon, either through the prompt during login creation or from your user profile page, select the SAP user group of which you or your company is a member. This helps strengthen your user group's influence on SAP and gives you access to any private communities that your user group might operate on the site. If you are not a member of any SAP user group, just select 'none.'

The dialog box is titled "Please select your SAP User Group". It features a search bar at the top with the text "Search". Below the search bar, there is a checkbox labeled "None, I am not a member of any user group listed below".

Name	Description
<input type="checkbox"/> AFSUG	African SAP User Group
<input type="checkbox"/> ASUG	Americas' SAP Users' Group, United States and Canada
<input type="checkbox"/> ASUG Argentina	Americas' SAP Users' Group Argentina
<input type="checkbox"/> ASUG Brazil	Americas' SAP Users' Group Brazil
<input type="checkbox"/> ASUG Chile	Americas' SAP Users' Group Chile
<input type="checkbox"/> ASUG Colombia	Americas' SAP Users' Group Columbia
<input type="checkbox"/> ASUG Ecuador	Americas' SAP Users' Group Ecuador
<input type="checkbox"/> ASUG Mexico	Americas' SAP Users' Group Mexico
<input type="checkbox"/> ASUG Peru	Americas' SAP Users' Group Peru
<input type="checkbox"/> ASUG Venezuela	Americas' SAP Users' Group Venezuela

OK

SAP User Group Assignment

FORGOT YOUR PASSWORD?

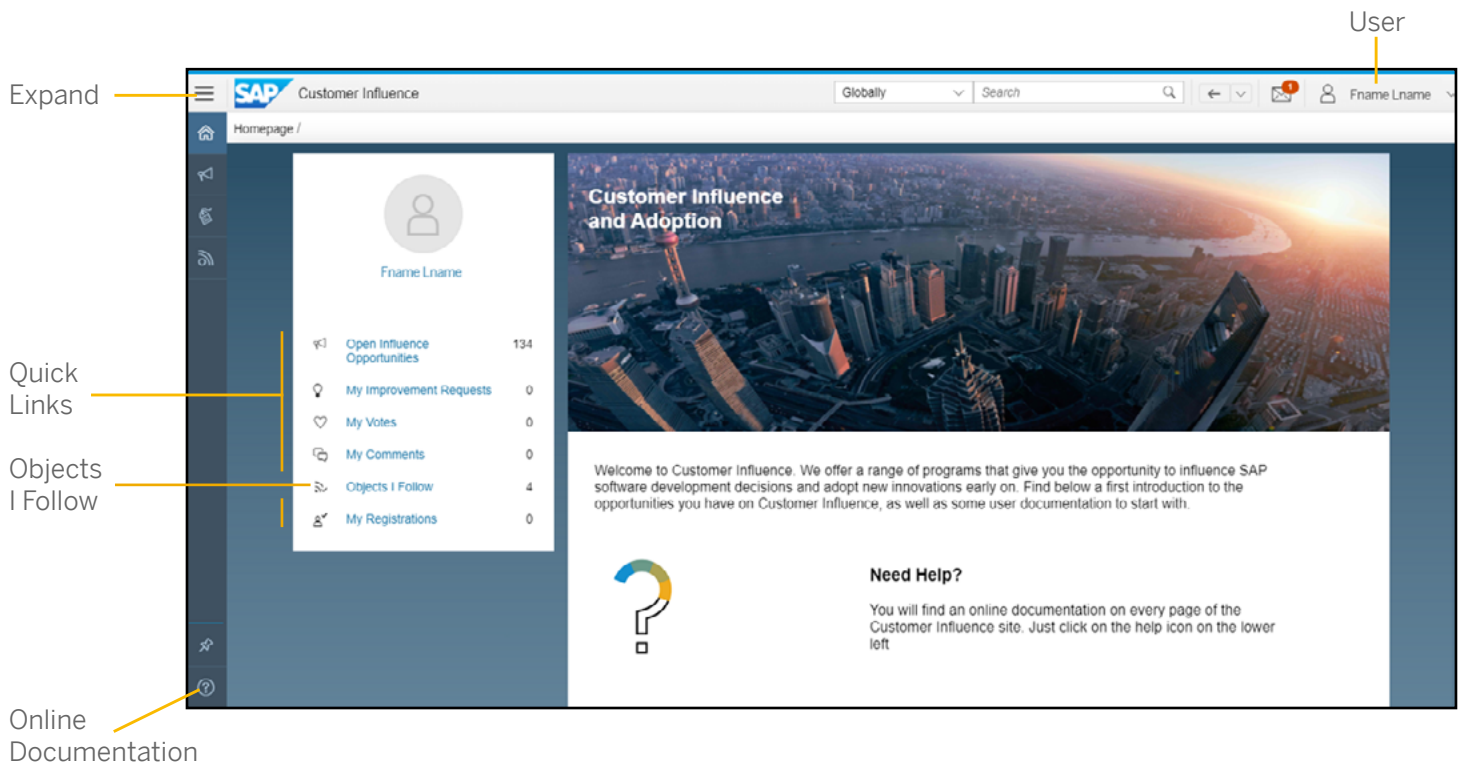
If you forget your password, you can reset it yourself:

- For s-user accounts: use the 'Reset password' link from the SAP Support Portal
- For p-user accounts: use the 'Forgot password?' link from the logon screen labeled 'SAP ID Service'
- For SAP Universal ID: use the 'Forgot password?' link from the logon screen labeled 'SAP Universal ID'

Getting Used to Your Home Page

When first accessing the Customer Influence site you will start on our home page. Here are some screen elements worth noting:

- On the top left you can expand or collapse the navigation menu from which you can quickly navigate to the list of all influence opportunities, areas of interest, feeds, and reports
- On the lower left you can open the online documentation, which tell you more about the page you are currently viewing
- Below the user icon you will find quick links to all influence opportunities, your improvement requests, delivered improvements, votes, comments, and followed objects.
- On the top right you can expand your user menu to check your profile, set your data, or review the latest versions of the terms of use and privacy statement



Your Influence Opportunities

YOUR INFLUENCE OPPORTUNITIES

The list of influence opportunities will show all projects and programs in a certain stage. In the filter panel on the left you can narrow down the selection through quick filters (active, open for request submission or registration, upcoming, completed, or the ones you have registered for), or by applying additional filters out of the areas of interest. The filter panel can be collapsed to gain more space to see the influence opportunities, which are grouped by their type or by the activity they offer:



SAP Beta Testing
EXPERIENCE Testing

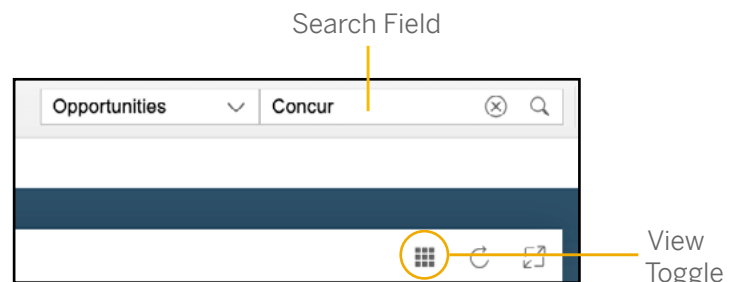


SAP Early Adopter Care
ADOPT a new product

SEARCH OPPORTUNITIES

To see all SAP Concur opportunities, in the search bar at the top of the page choose what attribute to search by. In the search field enter “Concur.”

On the top right, you can toggle the display between a tile view or list view as well as expand the view to the full screen.



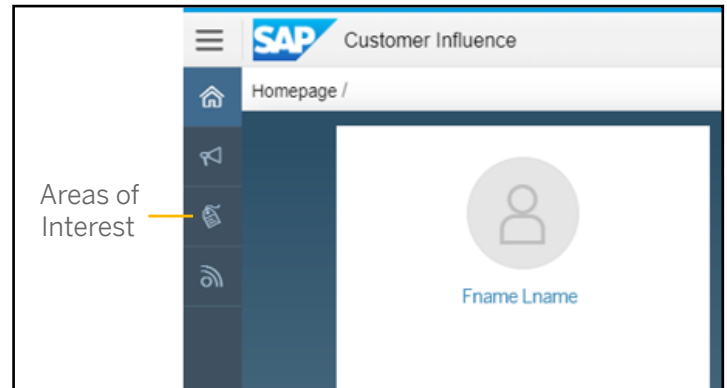
Set Up Notifications for New Opportunities

NOTIFICATIONS / FOLLOW

Make sure to set up Follow to ensure that you get notifications for new SAP Concur programs that are published. From the home page, click on the **Areas of Interest** icon.

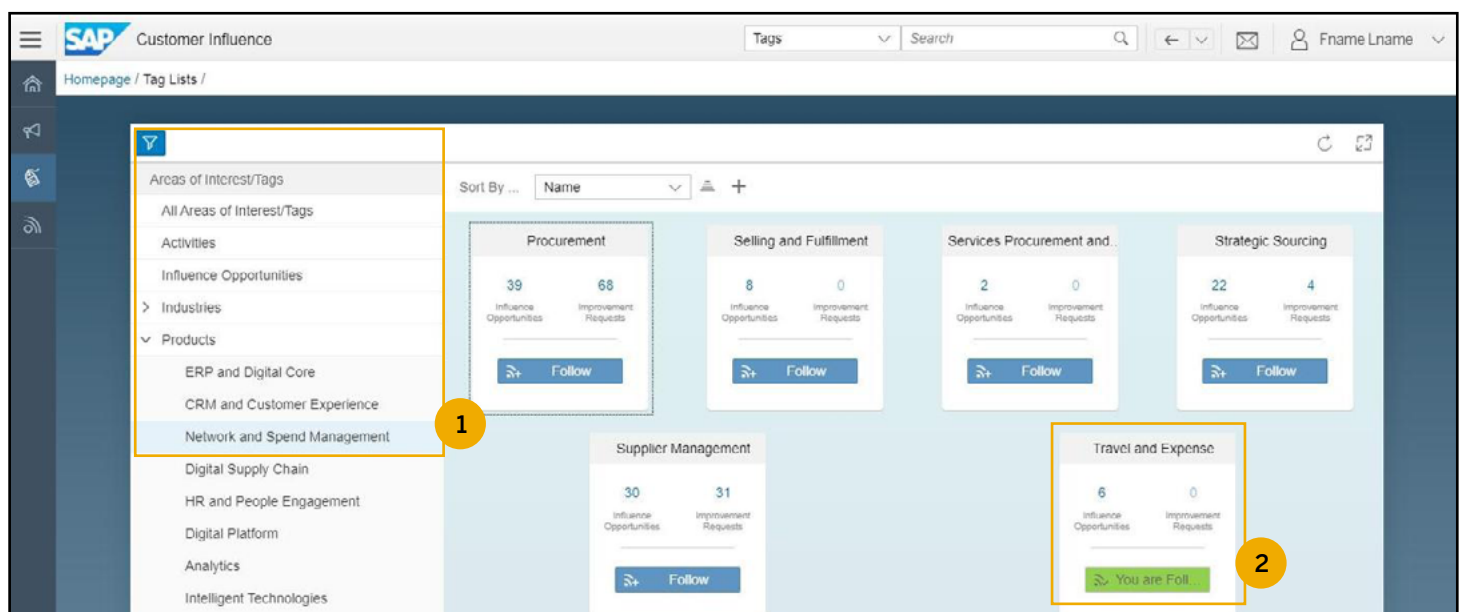
Within the results, click on the **Filter** icon at the top left. The filter menu for **Areas of Interest/Tags** will appear. There are two recommended tags that you should set to Follow for SAP Concur programs:

- Travel and Expense
- SAP Concur



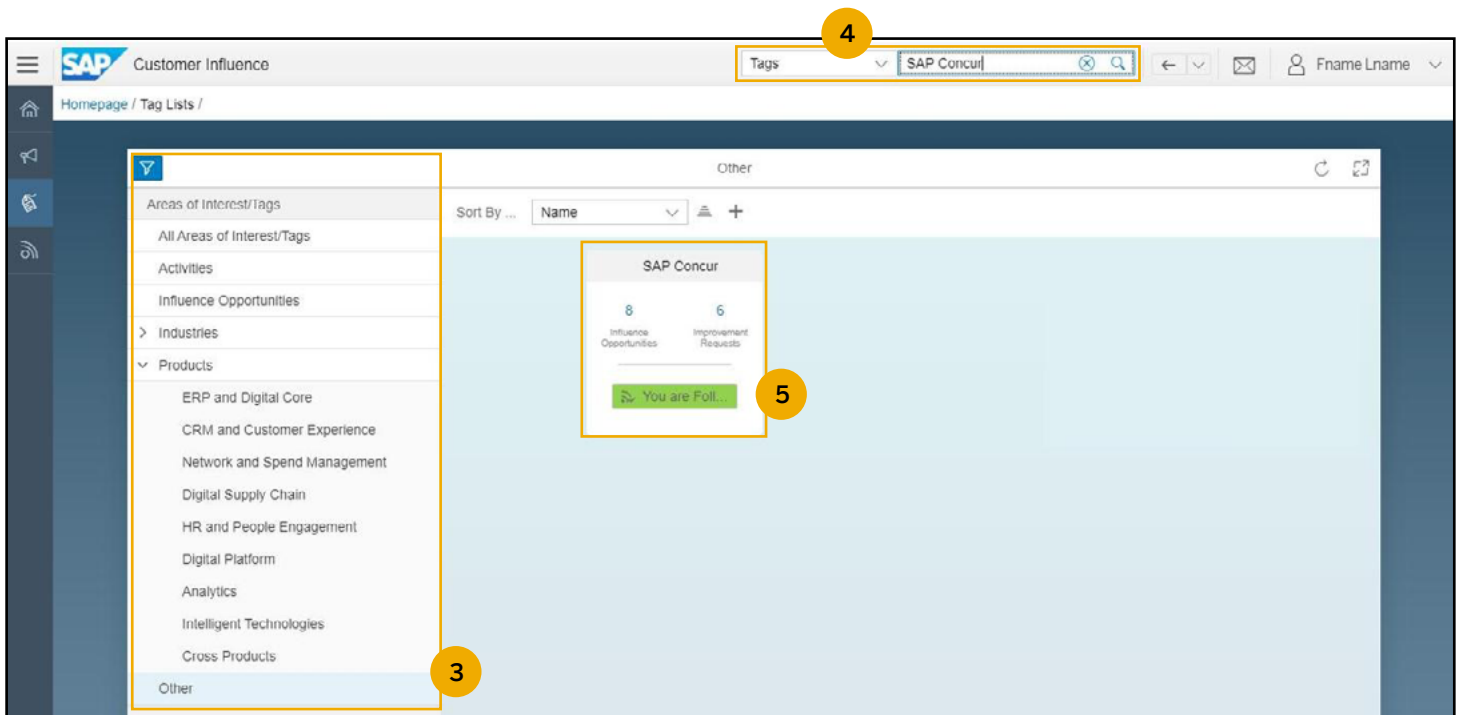
Travel and Expense

1. In the **Areas of Interest / Tags** filter menu, click open **Products** and select **Network and Spend Management**.
2. In the results, find **Travel and Expense**. Click **Follow**. The **Follow** button will turn green.



SAP Concur

3. In the **Areas of Interest/Tags** filter menu, click open **Other**.
4. In the search menu at the top of the page, select **Tags**, and type **SAP Concur** and type **Enter** on your keyboard.
5. In the results, find **SAP Concur**. Click **Follow**.
The **Follow** button will turn green.



Follow SAP Concur



Learn more at concur.com

SAP CONCUR EXPENSE MANAGEMENT enUS (09/2020)

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