



Conferma Pay

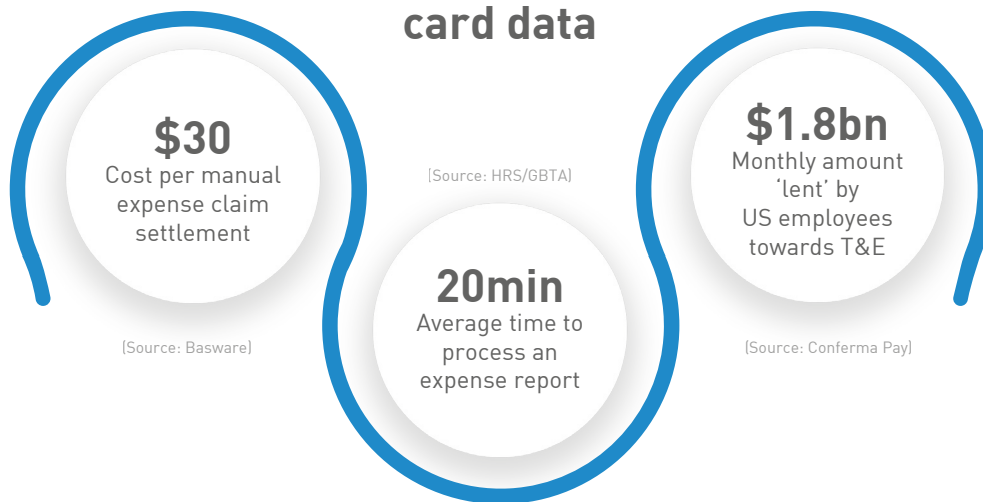
Concur Expense Integrations

FACTSHEET

Concur Expense Enhanced Data Feed

Setup Guide for Corporate Clients

Automate the expense report with enhanced virtual card data



Remove all expense reimbursement admin

Conferma Pay has partnered with SAP Concur to integrate enhanced virtual card data from its network of TMC and banking partners with Concur Expense.

Any travel expense paid for with a virtual card is settled directly by the company and can now be automatically populated in Concur Expense. Travelers and their companies can remove all admin traditionally associated with expense reimbursement post-trip.

How it works

Conferma Pay's integration with Concur Expense automatically links each virtual card transaction to the traveler's Employee ID in Concur and marks that expense as 'Paid by Company', removing the requirement for any traveler or corporation to 'touch' that transaction post-trip. Benefit from having a consolidated view of corporate travel spend across all card products in Concur.

Availability

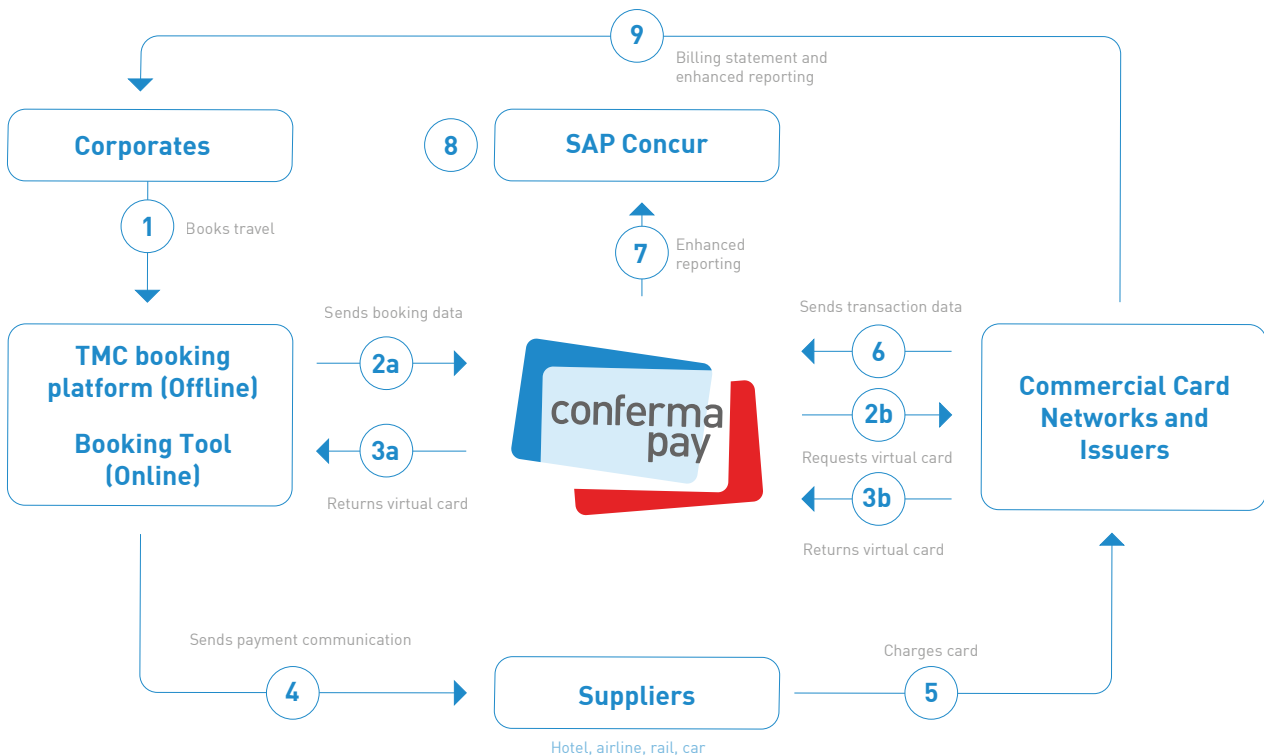
For Concur Professional clients using Conferma Pay-integrated virtual cards with their preferred TMC, GDS and OBTs.

Summary

- Automates enhanced virtual card data
- Seamless end-to-end process for all corporate stakeholders
- Removes all expense reimbursement admin
- Alternative to time-consuming data gathering from disparate sources and manual file uploads
- Provides a consolidated view of corporate travel spend across all card products in Concur

How does it work?

Conferma Pay travel ecosystem process flow



1. Corporate books travel
2. TMC agent (offline) or OBT (online) requests virtual card from Conferma Pay and sends booking data (including traveler's Employee ID)
3. Conferma Pay requests virtual card from Issuer and returns virtual card to TMC booking platform or OBT
4. Conferma Pay sends payment communication (For hotel bookings only)
5. Supplier charges virtual card
6. Issuer sends Conferma Pay feed of settled virtual card transaction data
7. Conferma Pay matches the booking data and settlement data received in steps 2 and 7 and produces a consolidated output file to SAP Concur
8. Transaction is automatically linked to employee in Concur Expense and marked as 'Company Paid'
9. Issuer provides card statement to Corporate at end of billing cycle

Integrate Conferma Pay Virtual Card Spend with Concur Expense

Already using Conferma Pay?

If you already use Conferma Pay-integrated virtual cards for your travel spend:

1. Contact your TMC

Notify your TMC that you would like to add an automated Concur Expense feed from Conferma Pay to your existing agreement. The TMC will then instruct Conferma Pay to set up the file feed on your behalf. It is important to make sure that your TMC and OBТ (if applicable) is able to capture each traveler's Employee ID at the time of booking and provide this through their integration with Conferma Pay

2. Contact your SAP Concur rep

Notify your SAP Concur rep that you would like to set up a data feed(s) from Conferma Pay to Concur Expense for your virtual card spend. It is important to make it clear to your SAP Concur rep that the feed will originate from Conferma Pay and not from your preferred card issuer(s), especially if you already have feeds in place with Concur Expense for other card products issued by your bank(s)

3. Conferma Pay and SAP Concur activate your feed

Once you have formally requested the feed via both your TMC and SAP Concur, Conferma Pay will work with Concur on the feed setup. Once activated, your enhanced virtual card data will automatically be loaded into Concur for all virtual card bookings from that point onwards

New to Conferma Pay?

If you are considering using Conferma Pay-integrated virtual cards for your travel spend for the first time and want to include an automated Concur Expense data feed as part of the service

1. Apply for a virtual card account

- Apply for a virtual card account with your preferred Issuer(s)
- Subscribe to use virtual payment with your TMC
- Notify your TMC that you would like to include an automated Concur Expense feed from Conferma Pay as part of the service
 - ◇ Note: It is important to make sure that your TMC and OBТ (if applicable) is able to capture each traveler's Employee ID at the time of booking and provide this through their integration with Conferma Pay
- Notify your top suppliers about the change in form of payment for future purchases

2. Contact your Concur Expense rep

- In parallel, notify your SAP Concur rep that you would like to set up a data feed from Conferma Pay to Concur Expense for your virtual card spend
- It is important to make it clear to your Concur rep that the feed will originate from Conferma Pay and not from your card issuer, especially if you already have feeds in place with Concur Expense for other card products issued by your bank(s)

3. Issuer sets up and submits virtual card billing account(s) details to Conferma Pay

- Once your Issuer has completed the billing account setup they will securely upload these details to Conferma Pay
- Issuer adds your company's data to their existing transaction file feed to Conferma Pay
- Conferma Pay performs virtual card account set up, quality assurance and testing

4. TMC submits virtual card account details

- TMC assists you in defining your virtual payment strategy, which may include (but isn't limited to) policy requirements, card tolerances (e.g. room and tax % uplift) and custom data fields to capture
- TMC securely uploads details for your virtual payment programme to Conferma Pay, including formally notifying Conferma Pay that you have opted in
- Conferma Pay and TMC confirm alias and codes to be used for your virtual card billing account (CAC = client account code)

5. Conferma Pay and SAP Concur activate your feed

- Conferma Pay links the data received from your Issuer and TMC
- Conferma Pay notifies your Issuer and TMC that the virtual card build is complete and ready to use
- You and your TMC are provided with access to applicable Conferma Pay tools: Conferma Pay Online, Conferma Pay SNAP, Conferma Pay App
- Agent and traveler notifications are configured

6. Conferma Pay and SAP Concur activate your feed

- Once you have formally requested the feed via both your TMC and SAP Concur, Conferma Pay will work with Concur on the feed setup. Once activated, your enhanced virtual card data will automatically be loaded into Concur for all virtual card bookings from that point onwards

7. Go live and beyond

Consult with your TMC on a go live date

Concur Expense Screenshot

Residence Inn (ABC Corp Paid Hotel)



RESIDENCE INN DWNTOWN MARRIOTT

MasterCard

TRANSACTION DATE: Thursday, February, 20, 2020

POSTED DATE: Friday, February, 21, 2020

CREDIT CARD#: ABC Corp

Transaction Amount **\$1,219.75**

Ref#: 123456789

Invoice#: 123456789

Employee ID: 123456

RESIDENCE INN SEATTLE, SEATTLE

Guest Name: William Never	Check-in Date: 02/12/2020	Check-out Date: 02/19/2020
Number of Nights: 7	Number of Guests: 1	Lodging Total: \$1,219.75

Discover more

Get in touch with our team of payment experts

<https://confermapay.com/sales>