

Concur Claims & Expenses - Desktop



YOUR VISION,
OUR DUTY.

Log onto the SAP Concur App (follow the instructions on the **Concur - Logging in** guide). **Create a Claim then add all your Expenses to the claim before submitting it for approval & payment**

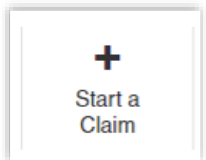
Create a Claim

A. On the home screen click on **Start a Claim**

B. Some details in the header of the claim will already be filled in. If any of these defaults are incorrect you can adjust them but you should also inform Concur@mercuryeng.com of this error so that they can update them. Complete any additional fields. Note: anything marked in **Red** is mandatory.

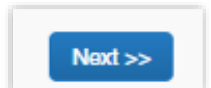
C. Click **Next** when done.

A



B

C



Adding Expenses to a Claim

1. Click on the relevant **Claim**, input the type of expense into the **New Expense search** and click on the required **Expense Type**

2. Input the following details:

- Expense Type
- Transaction Date
- Business Purpose
- Vendor
- City of Purchase
- Amount

1

2

3. Click **Attach Receipt**,

4. **Browse** to your saved image

5. Click **Attach** when selected

6. Click on **Save** when done

6

3

Repeat until all expenses have been added to the claim

4

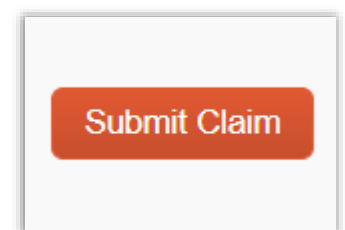
5

Low Value Claims

Single, low value expenses should not be submitted. You should endeavour to add multiple expenses to each claim and, where possible, submit your claims on a monthly basis.

Submitting a Claim

If all expenses have been added to the claim and receipts attached you can then submit it for approval and processing. Simply tap on the **[Submit]** button to do so. You'll then be presented with a **User Electronic Agreement**, read this and again click on **Submit** to signify your acceptance. Another message indicating that your claim has now been submitted will be shown. Tap **OK** and the process is complete.



Any issues or assistance required? concur@meruryeng.com