



Connecting Gojek Business Profile with Concur Expense



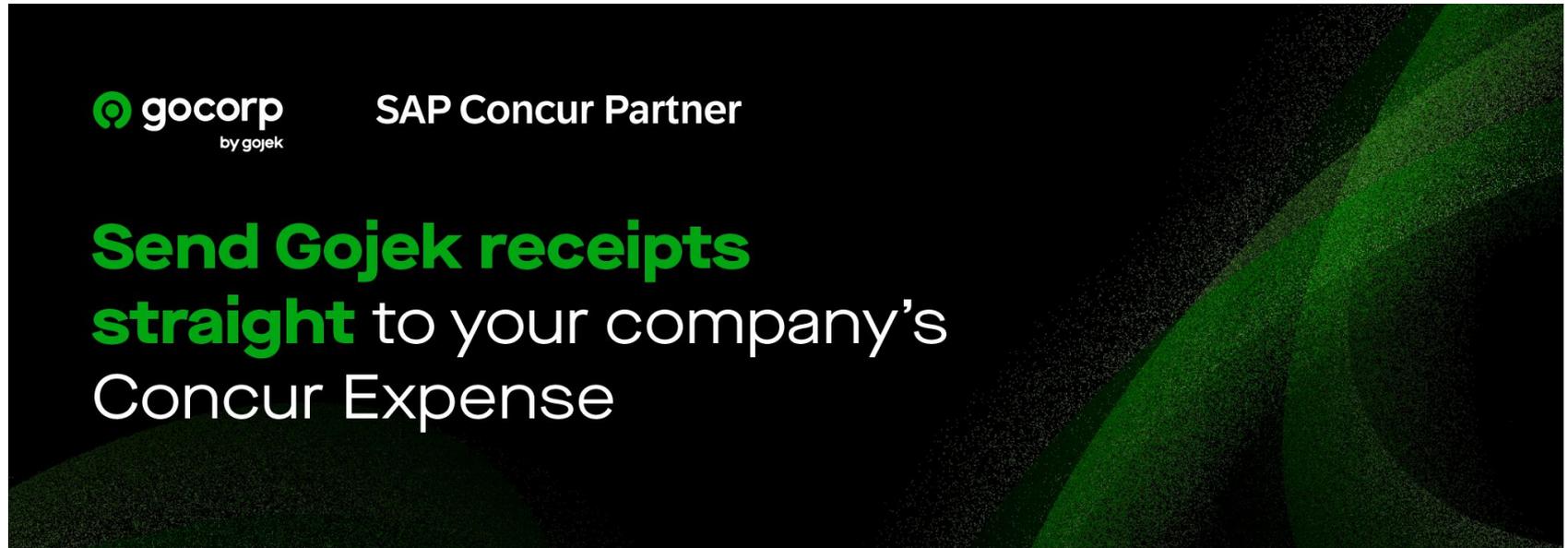


SAP Concur & Gojek Business Profile (GBP)

Do less paperwork

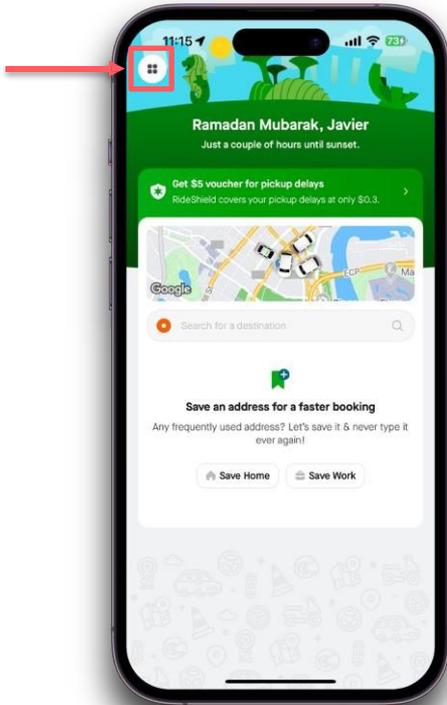
When you tag business-related rides with Gojek Business Profile, we can help send over the details to your company's Concur Expense automatically – so you'll spend less time doing manual claims.

Here's how to set it all up.

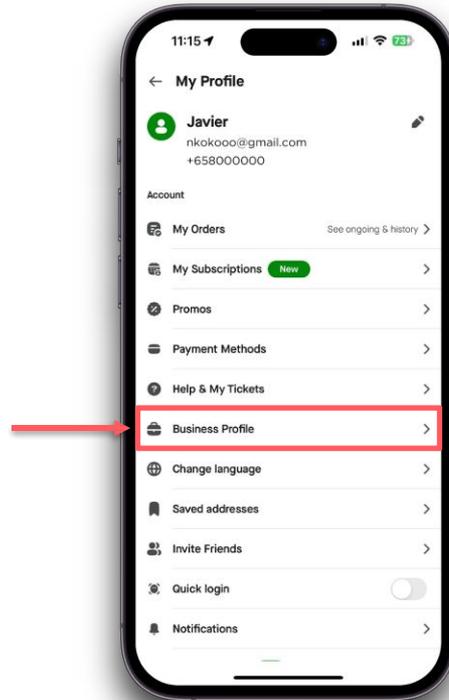


How it works: Activating Gojek Business Profile

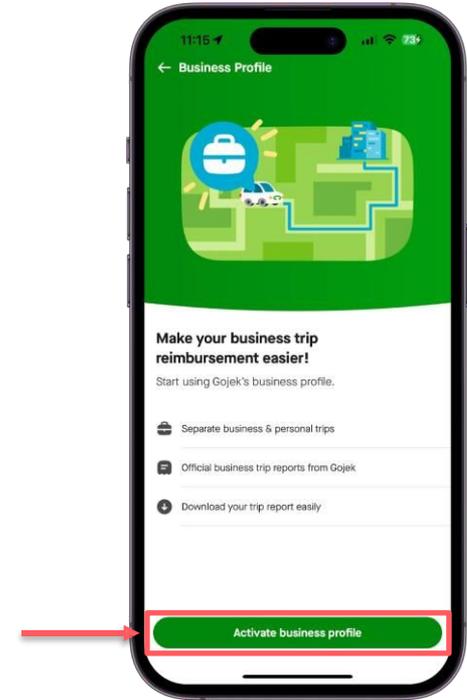
1. On the homepage of your Gojek app, tap on the icon located on the top left-hand corner to access the menu



2. Tap on **Business Profile**



3. Tap on **Activate business profile** at the bottom of the screen



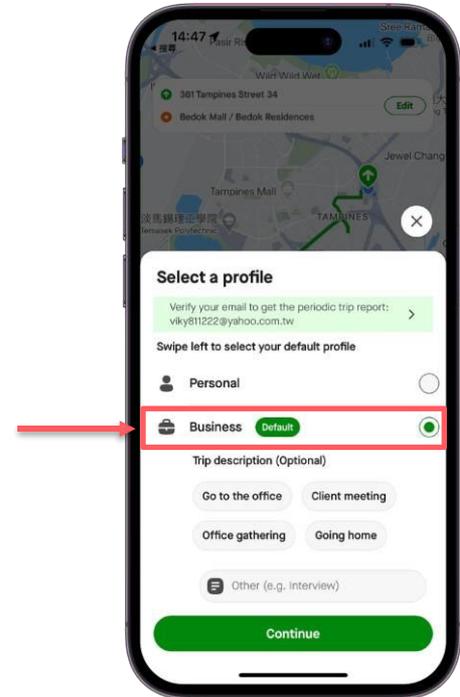
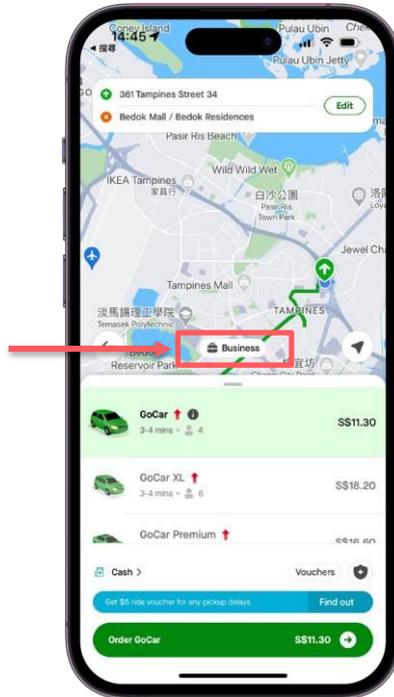
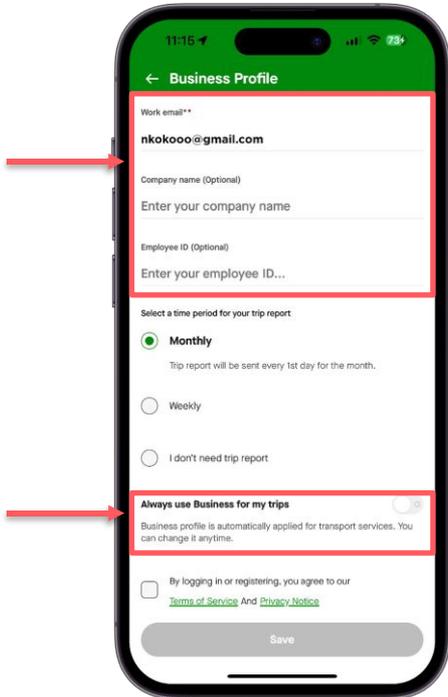


How it works: Activating Gojek Business Profile

4. Key in all the necessary details such as email, company name, & employee ID

5. After creating your business profile, check that the booking screen shows **Business** every time you're taking a work ride

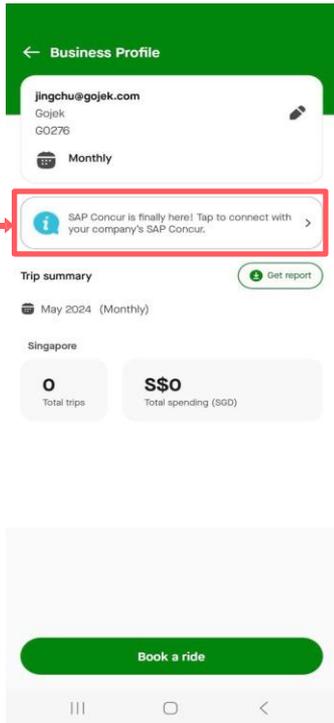
6. Select a pre-set reason for the business trip that you are taking, or choose the Other field before tapping on Continue



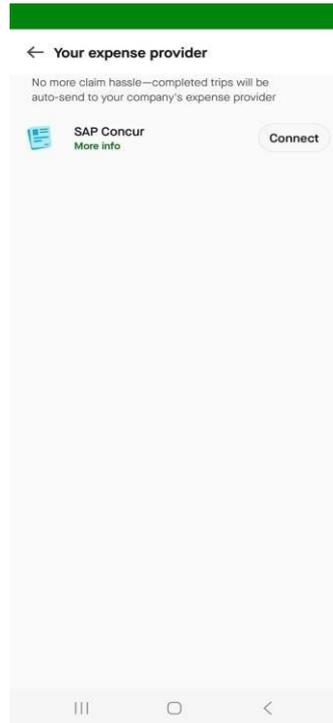


How it works: Linking Concur Expense

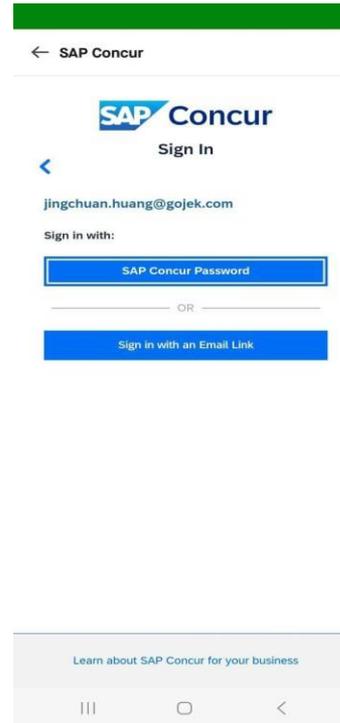
In **Business Profile**, tap the panel indicated by the arrow as seen below



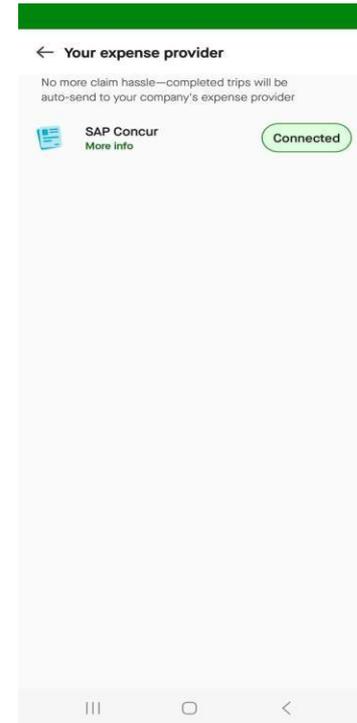
Tap on Connect



Log in to your SAP Concur account



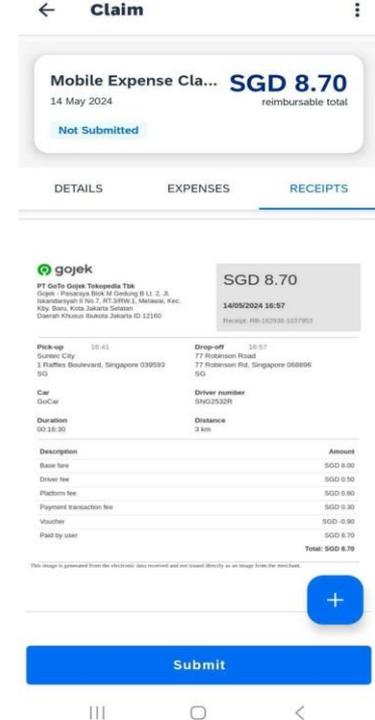
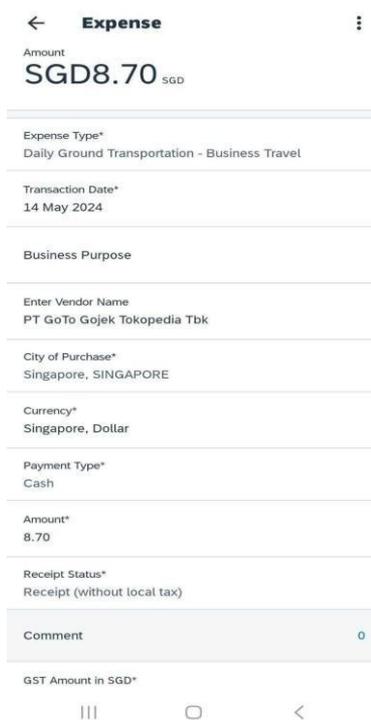
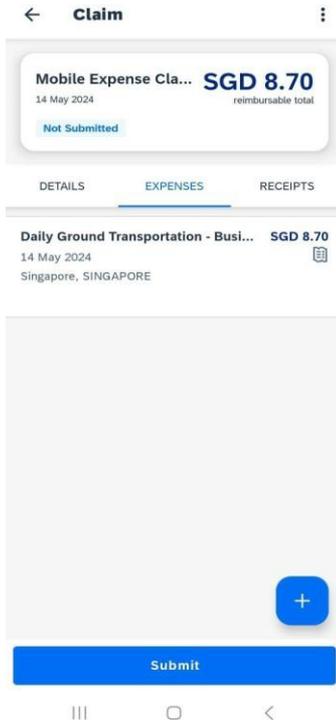
Upon successful linking, you'll see the Connected button and receive a push notification





How it works: e-Receipts in SAP Concur Portal

Once a business trip has been completed, all the trip details will be sent to the company's SAP Concur portal. You can then verify these details before submitting the e-Receipt.



Thank you!

