



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

Tap on Connect

In Business Profile, tap the

panel indicated by the arrow as

seen below



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



Log in to your SAP Concur

account



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.

| ← Claim : | ← Expense : | ← Claim |
|--|--|--|
| Mobile Expense Cla SGD 8.70 14 May 2024 reimbursable total Not Submitted | SGD8.70 sgd | Mobile Expense Cla SGD 8.7(14 May 2024 reimbursable tot |
| | Expense Type* Daily Ground Transportation - Business Travel | Not Submitted |
| DETAILS EXPENSES RECEIPTS | Transaction Date* 14 May 2024 | DETAILS EXPENSES RECEIPT |
| Daily Ground Transportation - Busi SGD 8.70 14 May 2024 Singapore, SINGAPORE | Business Purpose | o gojek |
| | Enter Vendor Name PT GoTo Gojek Tokopedia Tbk | PT 0x150 GigHt Statepoint Tat Copier, Francesco Tata Solution States Solution Next Solution States Solution Description For Solution Solution Solution Solution Solution Description Forward Boolating Solution Description Solution Solution Solution Solution Solution Solution Description Solution Solutio |
| | City of Purchase* Singapore, SINGAPORE | Pick-up 16.41 Drep-off 16.57 Sourse: City 77 Robinson Road 77 Robinson Road 1 Analis: Boulevard, Singapore 036593 77 Robinson Rd, Singapore 068696 50 50 |
| | Currency* Singapore, Dollar | Car Driver rummer GoCar SH02532R Duration Distance 00.16.30 3 km |
| | Payment Type* Cash | Description A Base tere SCI Driver free SCI |
| | Amount* 8.70 | Plattom He 50 Poyner It seascton He 50 Vaulter 50 Patit by user 50 |
| | Receipt Status* Receipt (without local tax) | This integrit generated how the electronic and methods all not based aboutly as at longs how the methods. |
| Submit | Comment 0 | Submit |
| | GST Amount in SGD* | |

Thank you!