How to **enter** supplier discount codes **for** Concur TripLink
A step-by-step guide

Using Concur TripLink, your travelers can access your negotiated rates even when they book directly on participating travel p artners' websites or mobile apps.

When travelers enroll in travel partner integrations in Concur TripLink with their frequent traveler accounts,
they authorize SAP Concur to share their travel profile info with the supplier – including their company's corporate discount codes. It's important that your discount codes from Concur TripLink are entered properly, so your negotiated rates flow through correctly.

For most suppliers, the discount code from Concur TripLink is different than the discount code stored in a global distribution system (GDS). To get set up for success, learn where to locate each supplier discount code in Concur TripLink and click on your preferred travel partner's tile. There, you can learn how to contact suppliers to obtain your unique discount code. This is often the account representative from the travel company with whom you negotiated. Then, add the code to your configuration § Ð ß Concur TripLink. Your discounts will be applied to your travelers' bookings if boating.

Discount codes from Concur TripLink are important because:

Your travelers get the discounts you negotiated and your organization gets cost savings.

The supplier accounts for how many bookings your company has, so you can reach your contracted amount.

More leverage is created for next year's negotiations if you meet or exceed your numbers.

Step 1

Sign in to SAP Concur solutions and click Home to open the main navigation drop-down menu. Under

Step 3

Select a vendor. The discount code column displays for each discount. Edit an existing discount entry or add a new discount entry to set the discount code value for Concur TripLink.

Now that your discount codes are set up in Concur TripLink, you can relax knowing that your