

SAP CONCUR TRIPLINK PROFILE CONNECTION

INFORMATION GUIDE

WHAT IS THIS INFORMATION GUIDE ABOUT?

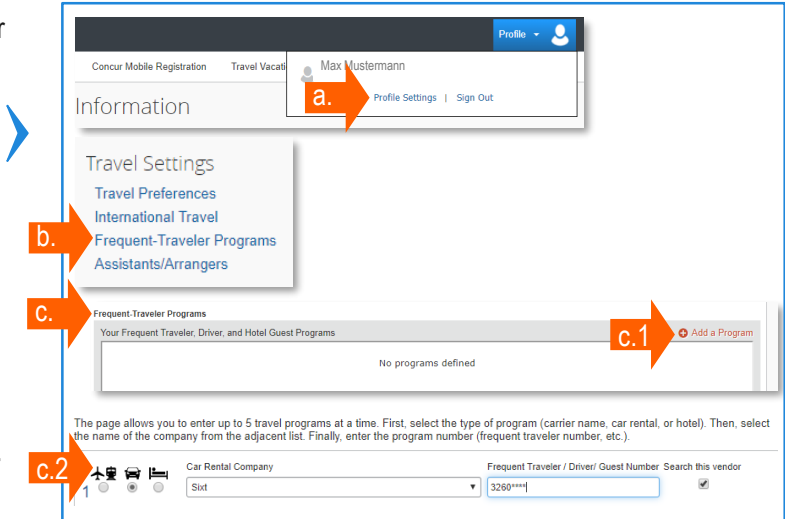
This information guide helps you to connect your SAP Concur profile with your SIXT (Business) Booking Profile via the TripLink integration. Through this connection the synchronization of following reservation and invoice data back to your SAP Concur Travel & Expense tool will be enabled:

- ✓ **SIXT rent reservation** data to **SAP Concur Travel**
- ✓ **SIXT rent invoice** data to **SAP Concur Expense**
- ✓ **SIXT ride invoice** data to **SAP Concur Expense**

1 / ADD YOUR **SIXT** BOOKING PROFILE ID TO YOUR **SAP CONCUR** TRAVEL PROFILE

In order to add your SIXT Booking Profile ID* to your Concur profile please follow these steps:

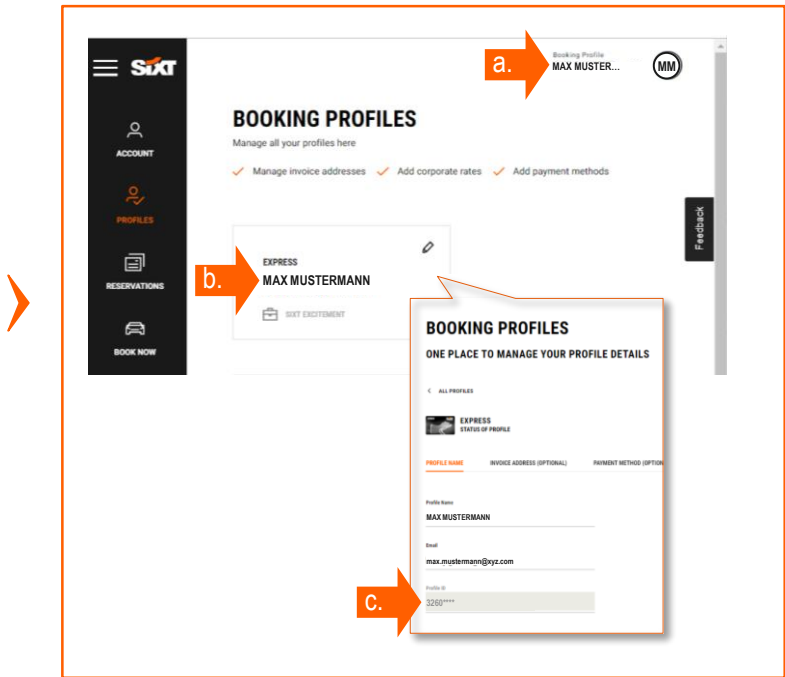
- Please click on “Profile Settings” in SAP Concur
- Click “Travel Settings” and then “Frequent Traveler Programs”
- Here you will be able to add your SIXT Booking Profile ID:
 - Click on “Add a Program”
 - After selecting the type of program <car rental> please choose <SIXT> and enter your SIXT Booking Profile ID number before hitting <Save>



*You can find your SIXT Booking Profile ID in the SIXT Web/App offering in the “Profiles” section:

- Please click on “Booking Profile”
- Select your (Business) Booking Profile which you would like to connect to your SAP Concur profile
- The Profile ID will be shown here

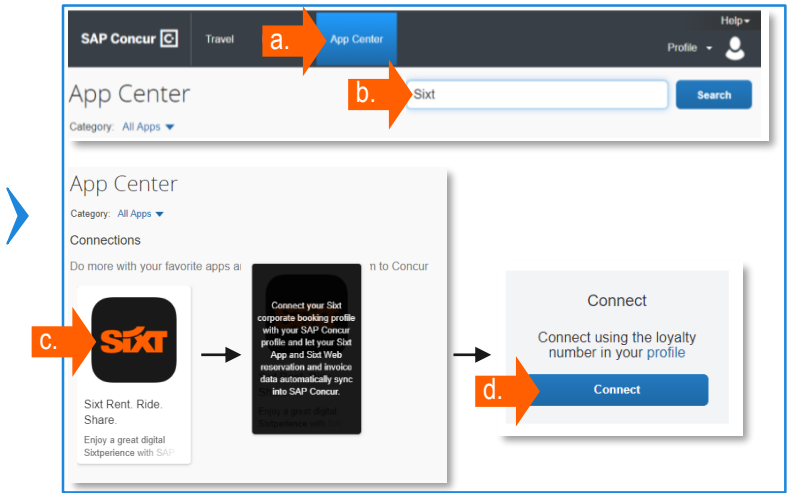
Note: these steps apply identically to the SIXT App and Webpage offerings.



2/ CONNECT YOUR SAP CONCUR PROFILE WITH YOUR SIXT PROFILE VIA TRIPLINK

In order to establish a TripLink based profile connection between your SAP Concur Profile and SIXT Booking Profile please follow these steps:

- Please open the Concur “App Center”
- Search for “SIXT” in the listed Apps
- Click on the SIXT App Center listing
- Please follow the connection flow step by step. The “Connect” button will activate the profile connection (the SIXT Booking Profile ID stored in your SAP Concur traveler profile [see step 1] will automatically be used)



3/ START BOOKING ON THE SIXT APP & ON THE SIXT WEBPAGE. HAPPY BOOKING!

Now you can login with your SIXT (Business) Login to book directly on the SIXT App or SIXT Webpage:

- Please enter your Email address and password
- Select your preferred SIXT product (rent or ride)
- Start booking*
- After your booking is completed your rent reservation (d.1) and rent & ride invoice data (d.2) will be synchronized back to SAP Concur Travel and Expense

*If you have more than one SIXT Booking Profile in your account, please select the one which you have connected to your SAP Concur Profile [see step 1]. Please note that you can select your connected profile for SIXT ride after you have entered your destination address in “Payment Details”.

