Concur Invoice: Company Locations

Setup Guide for Standard Edition

Last Revised: November 10, 2021

Applies to these SAP Concur solutions:

- ☐ Concur Expense
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☒ Concur Invoice
  - ☐ Professional/Premium edition
  - ☒ Standard edition
- ☐ Concur Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes/Comments/Changes
August 29, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 10, 2021	Updated Product Settings page instructions.
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
April 22, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
March 8, 2019	Updated a few images.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
April 14, 2018	Fixed a typo in the overview section.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 15, 2018	Updated "Show Advanced Settings" text.
December 9, 2017	Added the email address to the tables.
November 4, 2017	Updated guide to include new **Product Settings** page, which replaces the Setup Wizard. Added information about ship-to and bill-to address being automatically populated.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 13, 2016	Changed copyright and cover; no other content changes.
November 4, 2016	Added information about populating the ship-to and bill-to address with the same company location information.
September 9, 2016	Added information about **VAT ID** field in bill-to address.
April 29, 2016	Added clarification about filling in the **Country** and **State/Province** fields in the import template.
March 18, 2016	New document.

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Company Locations

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Overview

If clients want to ensure that the system applies accurate tax validation results based on the region in which the good or service event is performed, they need to set up a ship-to address in Invoice.

Further, clients who work with purchase requests and purchase order need to ensure that the supplier knows where to ship the goods or services and to whom to bill, and thus, they must add a ship-to and a bill-to address in Concur Invoice.

The admin can change or delete the ship-to or bill-to address. If the client admin deletes the ship-to or bill-to address, the record is only "soft deleted" and is still available to those requests that are using it.

The client admin may add as many ship-to and bill-to addresses as deemed necessary. To import or export multiple ship-to or bill-to addresses, client admins may use the Import or Export All functionality.

Once the client admin has added the ship-to addresses, the user can self-assign the available shipping address in **Profile** > **Profile Settings** > **Invoice Preferences**.

When clients have filled in the company address details in the **PO Configuration** sub-step of the **Invoice** page in Product Settings, this address information will automatically populate the bill-to and/or ship-to address in the **Company Locations** sub-step of the **Invoice** page of Product Settings.

NOTE: Concur Invoice will only create a bill-to or ship-to address automatically if no bill-to or ship-to address exist.

Section 2: Manage Company Locations

The procedures below detail how to add, edit, delete, import, and export shipping and billing addresses in Company Locations.

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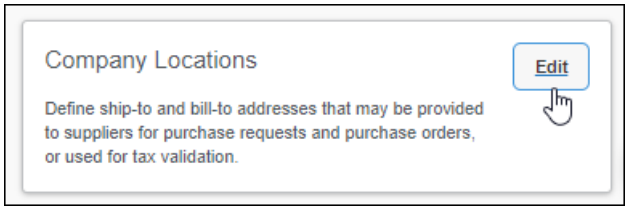
Access Company Locations

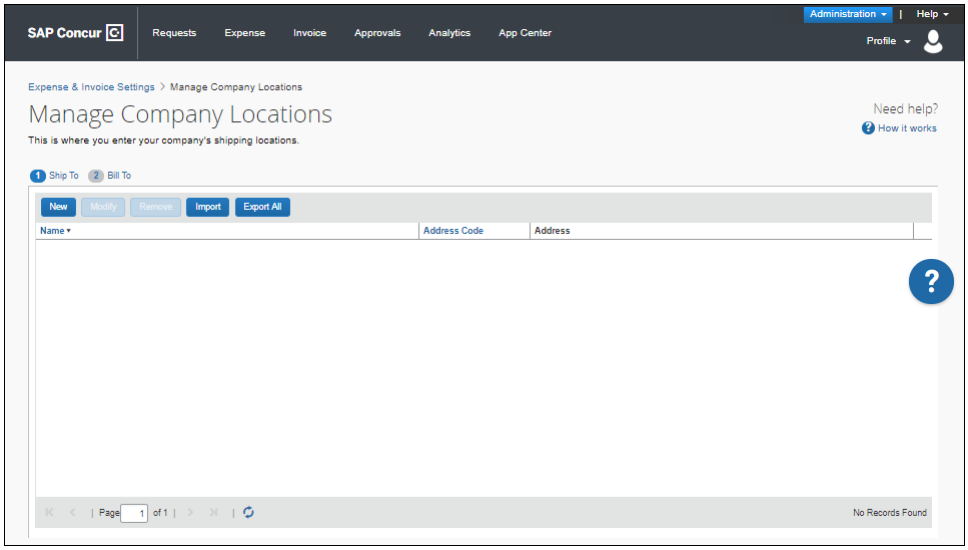
To access the Company Locations page:

1. Click **Administration** > **Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.

3. On the **Company Locations** tile, click **Edit**.



The **Manage Company Locations** page appears.



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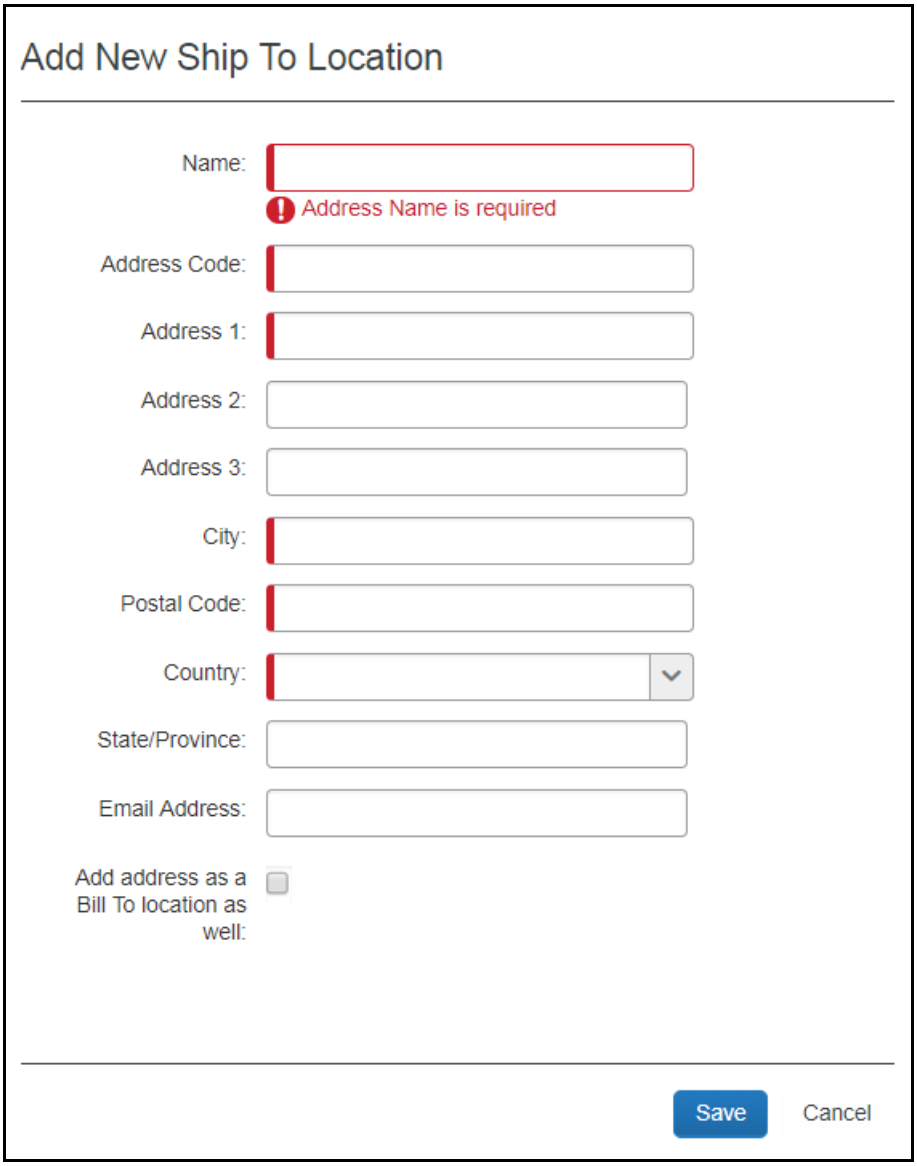
Add a Shipping or Billing Address

When you add a ship-to or bill-to address, it appears as a row on the **Manage Company Locations** page.

To add a ship-to address:

1. On the **Manage Company Locations** page, select the **Ship To** tab.
2. Click **New** to open the **Add New Ship To Location** window.



3. Complete the appropriate fields.

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Field	Description/Comments
Name (*Required*)	This is a unique name, which identifies a particular address. The system searches for your location using the Name value. Ensure that you type in the name of the location whenever Invoice asks you for a Ship To address that you created by using **Company Locations**.
Address Code (*Required*)	This is the external identifier used by the client's financial system to identify a particular address.
Address 1 (*Required*)	Address 1 of the complete address.
Address 2 (*Optional*)	Address 2 of the complete address.
Address 3 (*Optional*)	Address 3 of the complete address.
City (*Required*)	The city within which the address resides.
Postal Code (*Required*)	The postal code of the address.
Country Code (*Required*)	The code of the country associated with the address. **NOTE:** If you are using the import template to import company locations, you must use 2-character ISO code.
State/Province (*Optional*)	The state or province within which the address resides.
Email Address *(Optional)*	The email address of the contact at the company location.
Add address as a Bill To Location as well *(Optional)*	Select (enable) this check box if you would like to populate the bill-to address with the same address information as the ship-to address.

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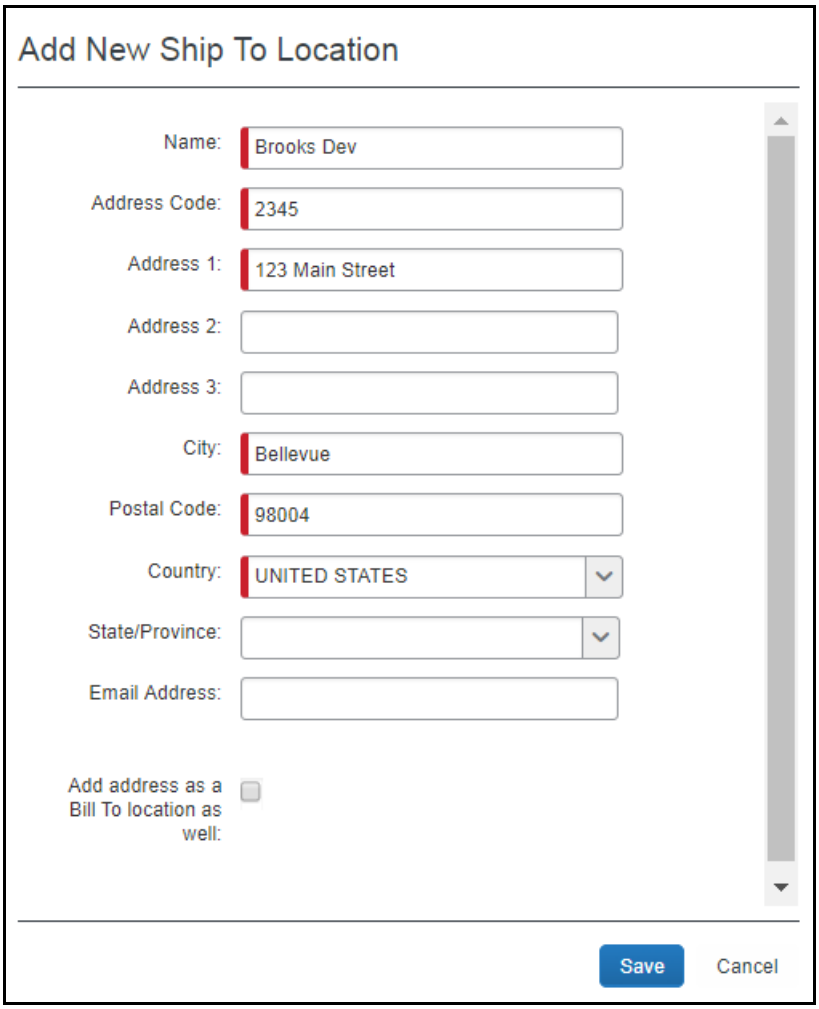
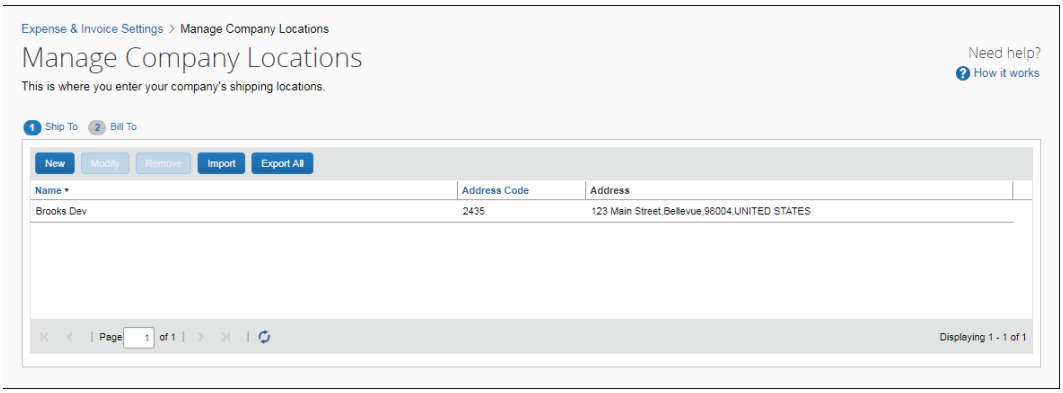
4. Click **Save** to enter the new address into Concur Invoice.



5. The new address appears as a row on the **Manage Company Locations** page.



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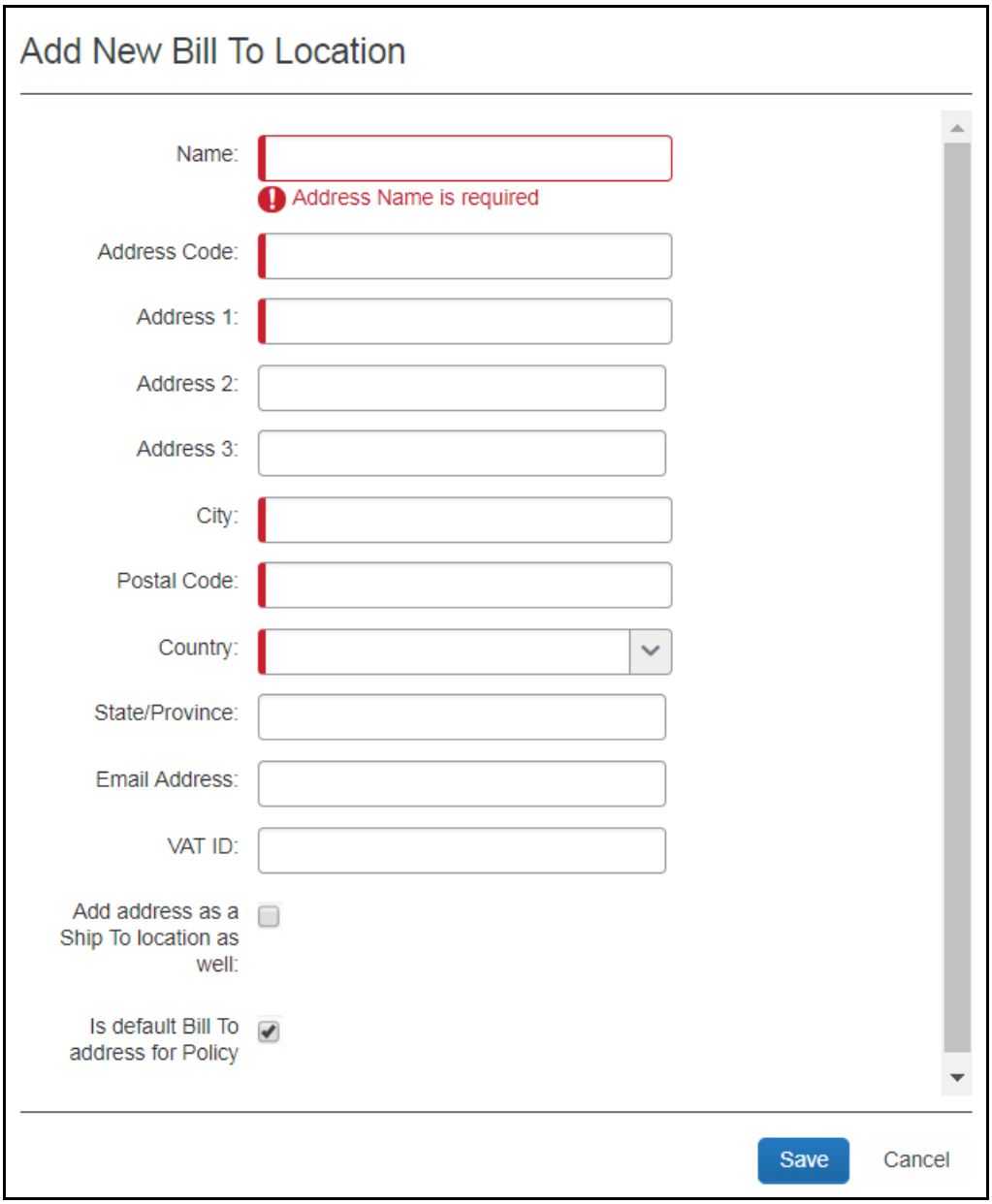
To add a bill-to address:

1. On the **Manage Company Locations** page, select the **Bill To** tab.
2. Click **New** to open the **Add New Bill To Location** window.



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3. Complete the appropriate fields.

Field	Description/Comments
Name (*Required*)	This is a unique name, which identifies a particular address. The system searches for your location using the Name value. Ensure that you type in the name of the location whenever Invoice asks you for a Ship To address that you created by using **Company Locations**.
Address Code (*Required*)	This is the external identifier used by the client's financial system to identify a particular address.
Address 1 (*Required*)	Address 1 of the complete address.
Address 2 (*Optional*)	Address 2 of the complete address.
Address 3 (*Optional*)	Address 3 of the complete address.
City (*Required*)	The city within which the address resides.
Postal Code (*Required*)	The postal code of the address.
Country Code (*Required*)	The code of the country associated with the address. **NOTE:** If you are using the import template to import company locations, you must use 2-character ISO code.
State/Province (*Optional*)	The state or province within which the address resides.
Email Address (*Optional*)	The email address of the contact at the company location.
VAT ID (*Optional*)	The VAT of the buyer. **NOTE:** This is only applicable on the bill-to address and required by some European countries.
Add address as a Ship To Location as well (*Optional*)	Select (enable) this check box if you would like to populate the ship-to address with the same address information as the bill-to address.

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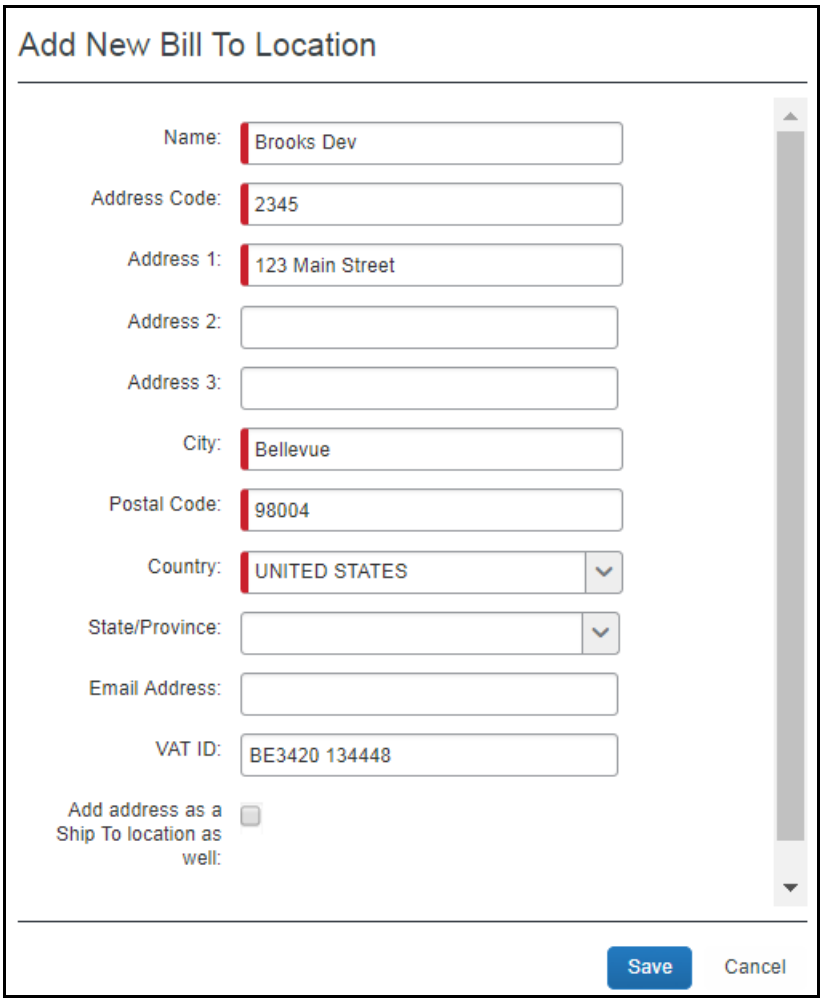
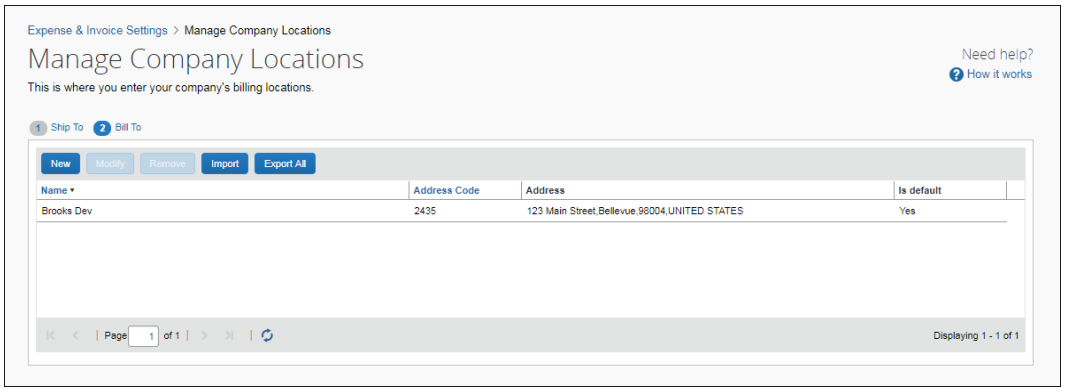
4. Click **Save** to enter the new address into Concur Invoice.



5. The new address appears as a row on the **Manage Company Locations** page.



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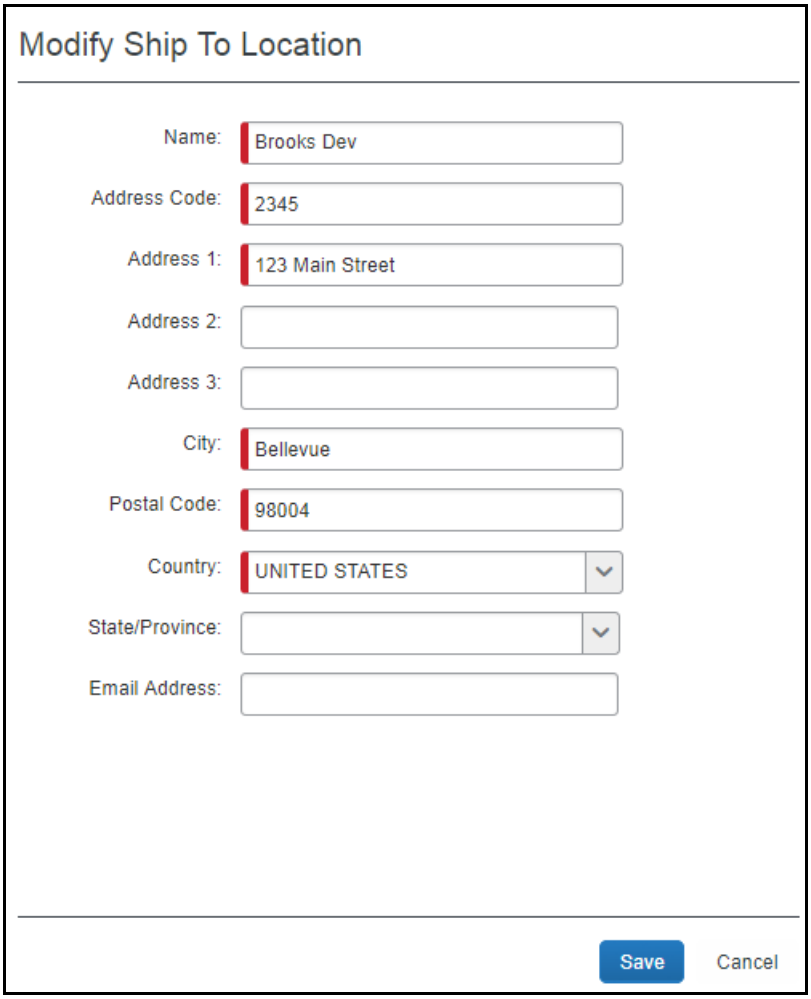
Edit a Shipping or Billing Address

Use the procedure below to edit an existing address created by using Company Locations.

To edit a shipping address:

1. On the **Manage Company Locations** page, select the **Ship To** tab, and then:
   - Select the address and click **Modify**
   - Double-click the address directly
2. On the **Manage Company Locations** page, select the address and click **Modify**, or double-click the address directly. The **Modify Ship To Location** window appears.



3. Edit the existing values as needed to update your address (refer to the table in the *To add a ship-to address* procedure for information about the fields.)
4. Click **Save**.

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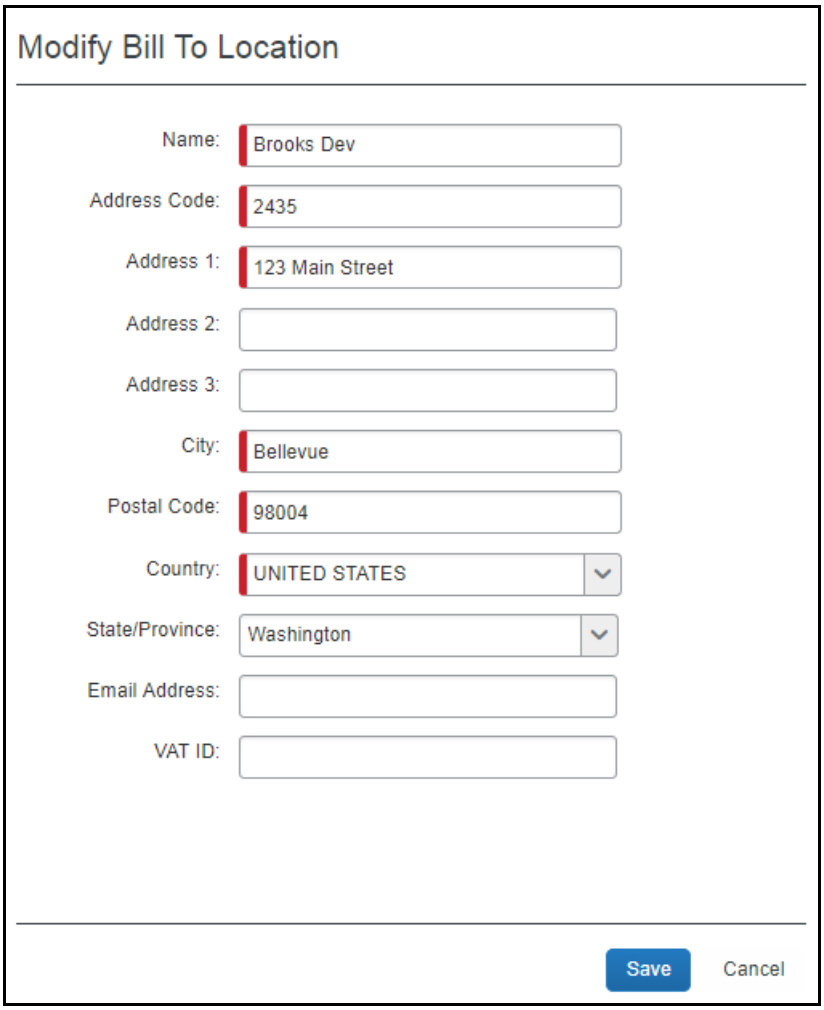
To edit a billing address:

1. On the **Manage Company Locations** page, select the **Bill To** tab, and then:
   - Select the address and click **Modify**
   - Double-click the address directly
2. On the **Manage Company Locations** page, select the address and click **Modify**, or double-click the address directly. The **Modify Bill To Location** window appears.



3. Edit the existing values as needed to update your address (refer to the table in the *To add a bill-to address* procedure for information about the fields.)
4. Click **Save**.

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Delete a Shipping or Billing Address

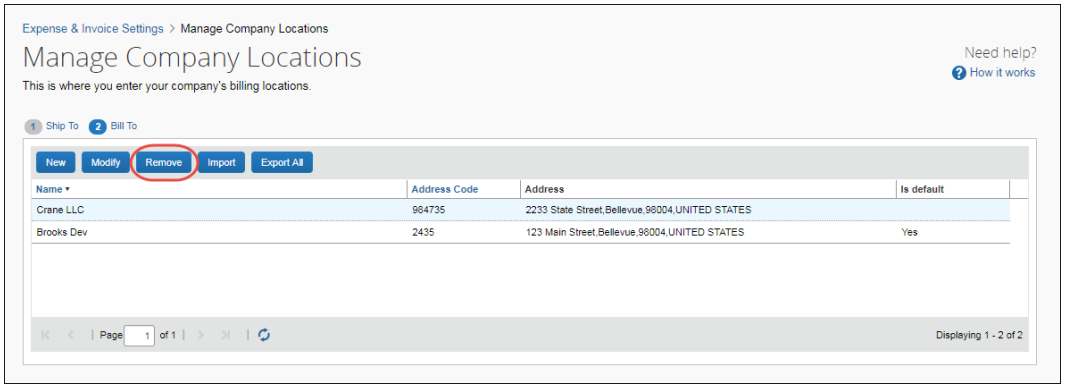
Deleting a ship-to or bill-to address only "soft deletes" the record. This means that the address is still available to those requests that are currently using it.

To delete a shipping or billing address:

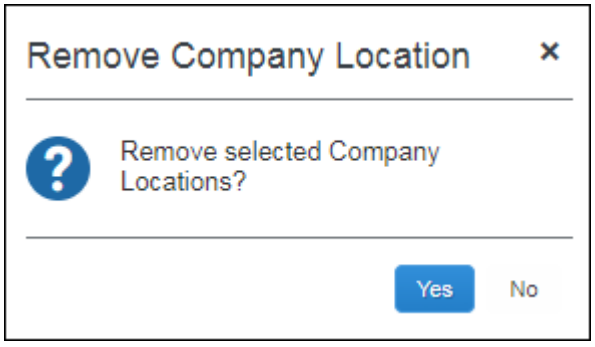
1. On the **Manage Company Locations** page, select the **Ship To** or **Bill To** tab.

2. Select the address or addresses. (You can delete more than one at a time.)

3. Click **Remove**.



4. In the **Remove Company Location** window that appears, click **Yes**.



5. Click **Yes** to remove the address from the **Manage Company Locations** page.

   The address is still available and can be reactivated by entering the same Address Code, causing the system to create a new record.

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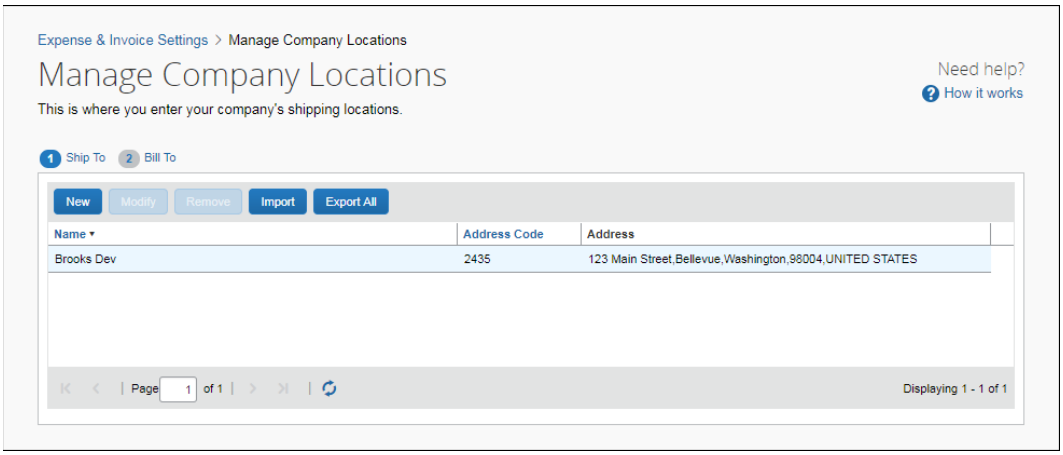
Import Shipping or Billing Addresses

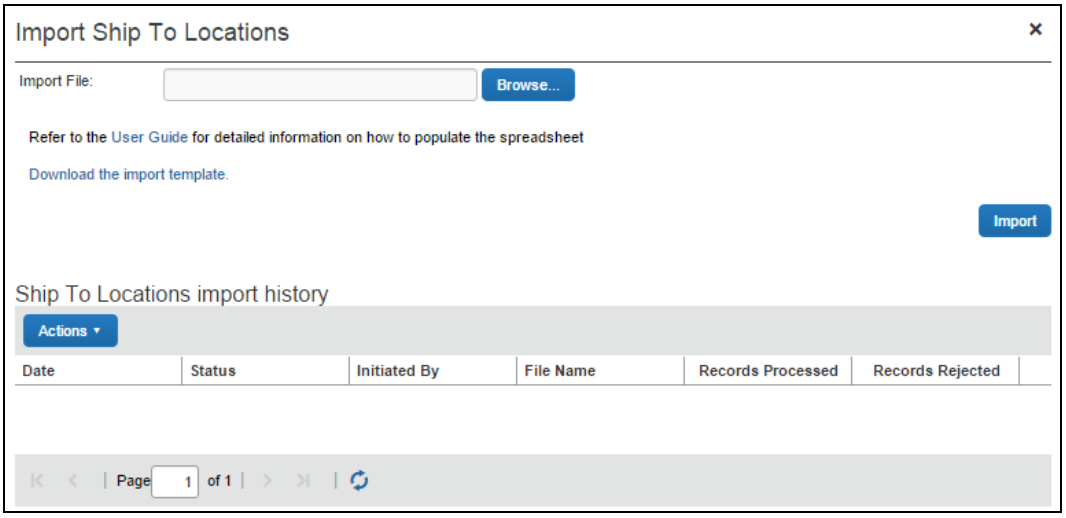
If you need to create multiple ship-to or bill-to addresses, you may do so in an Excel spreadsheet and then import this information into Concur Invoice.

To import shipping addresses:

1. On the **Manage Company Locations** page, select the **Ship To** tab.



2. Click the **Import** button. The **Import Ship To Locations** window appears.



3. (Optional) click **Download the import template** link if you want to download a template with the field names already filled in.

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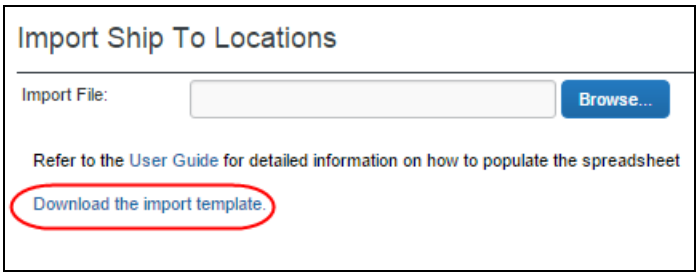
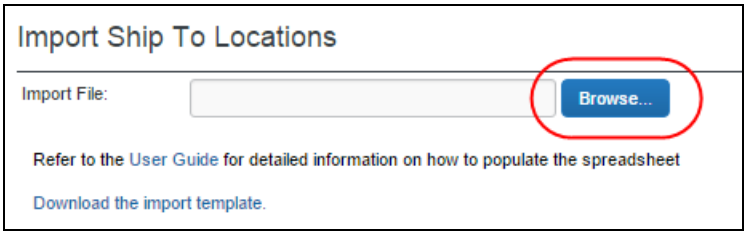
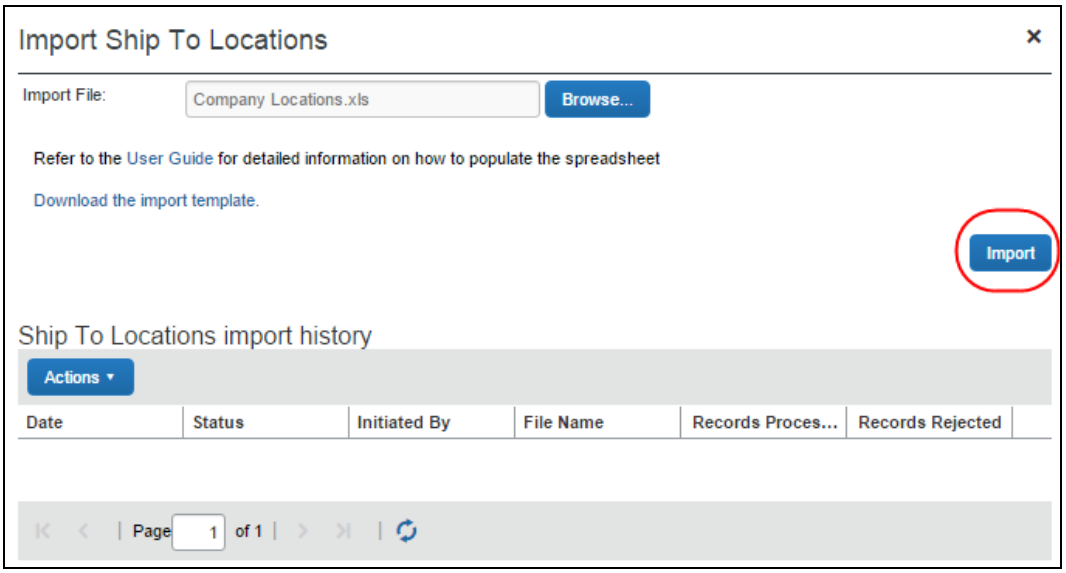


4. Click **Browse** and locate the file that you want to import.

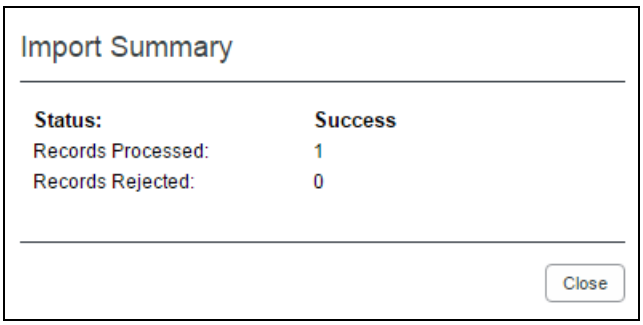


5. Select the file and then click **Open**.

6. Click **Import**.



The **Import Summary** page appears.



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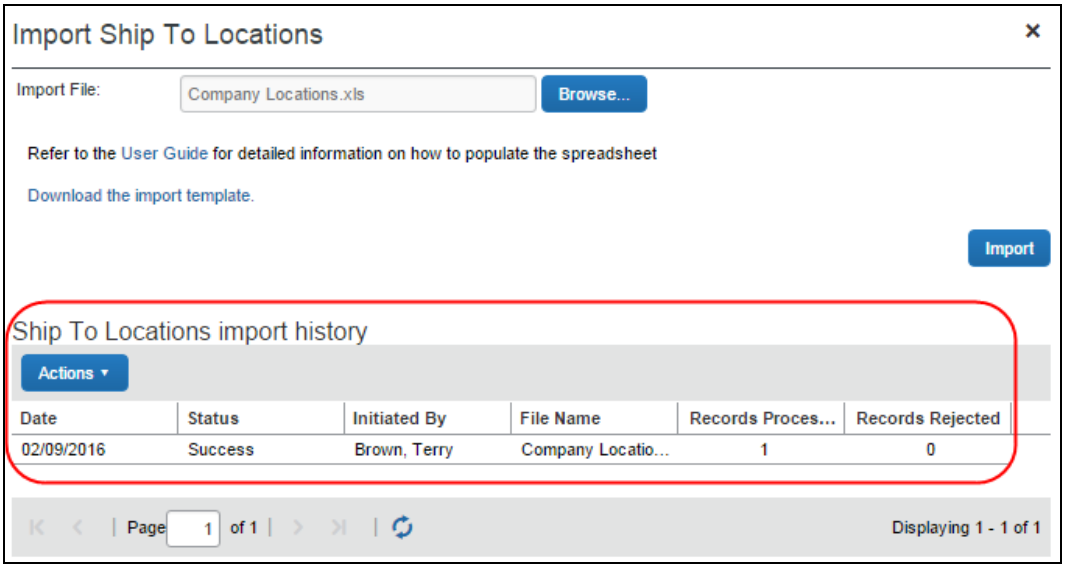
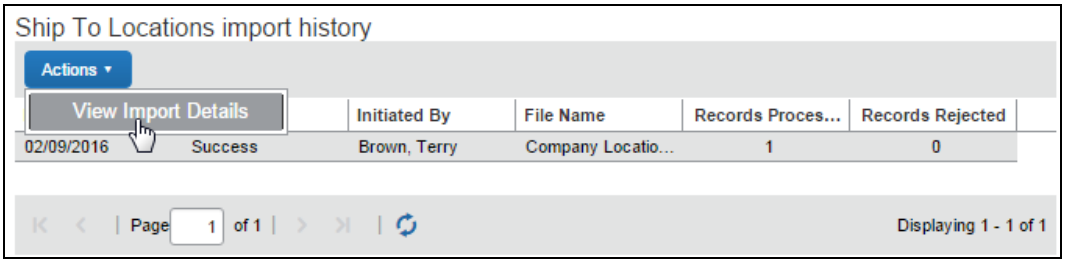
7. Click **Close**. The imported information appears on the **Ship To Locations import history section** of the **Import Ship To Locations** page.



To view ship to import details:

1. In the **Ship To Locations import history** section of the **Import Ship To Locations** window, select the desired import.

2. Click **Actions** > **View Import Details**.



The **Import Details** window appears showing information about the imported record. In the **Type** list, select if you want to see import details containing information, warnings, errors, or if you want to see all import details.

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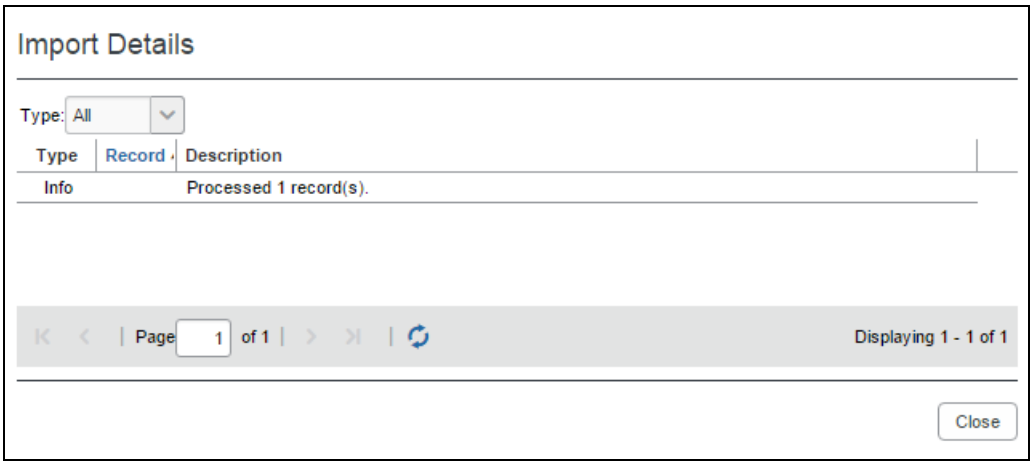
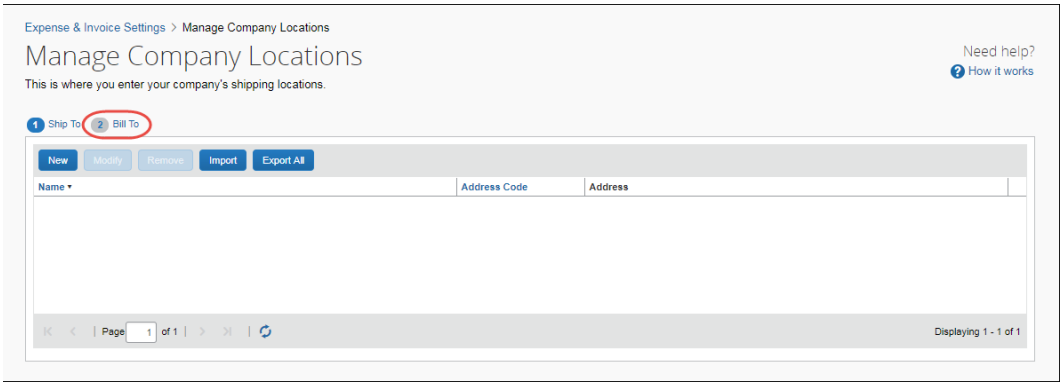
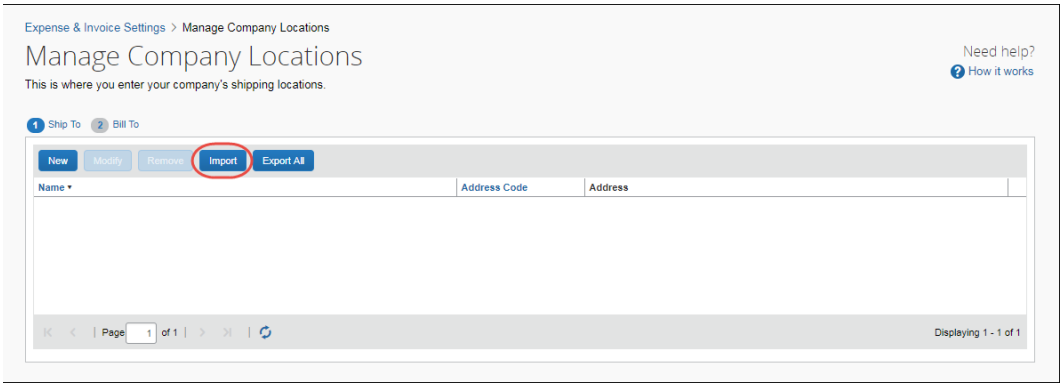


To import billing addresses:

1. On the **Manage Company Locations** page, select the **Bill To** tab.



2. Click the **Import** button.



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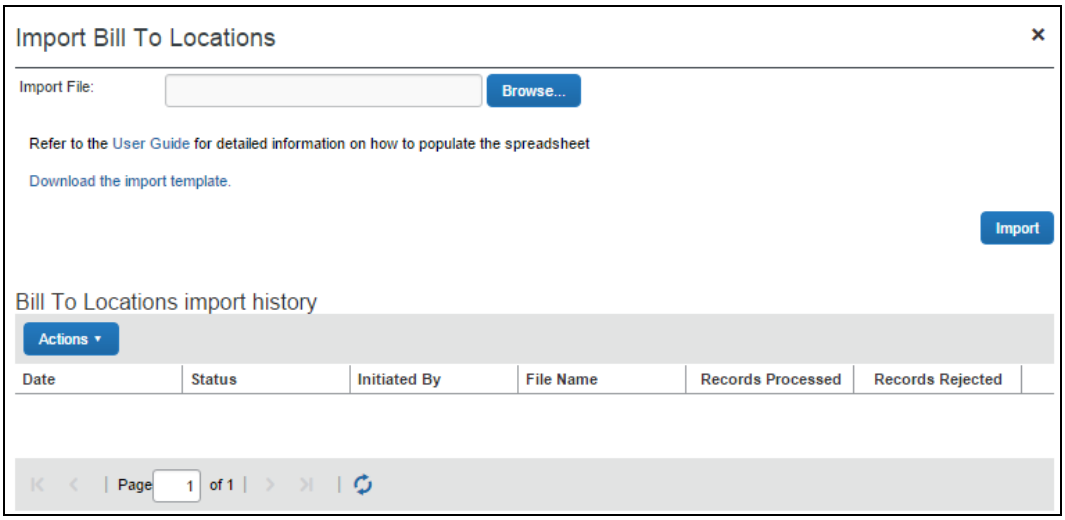
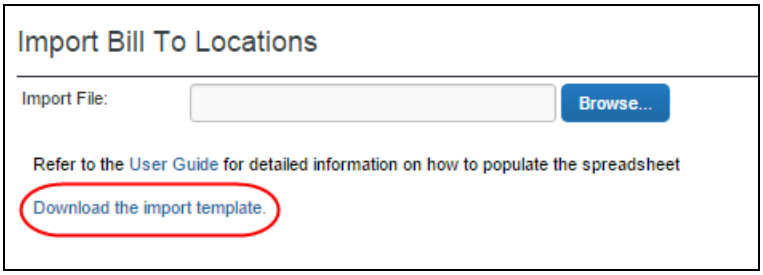
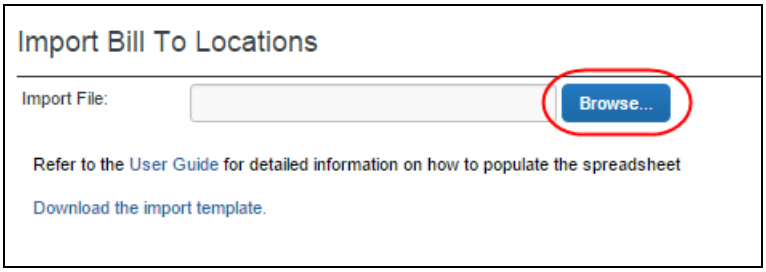
The **Import Bill To Locations** window appears.



3. (Optional) click **Download the import template** link if you want to download a template with the field names already filled in.



4. Click **Browse** and locate the file that you want to import.



5. Select the file and then click **Open**.

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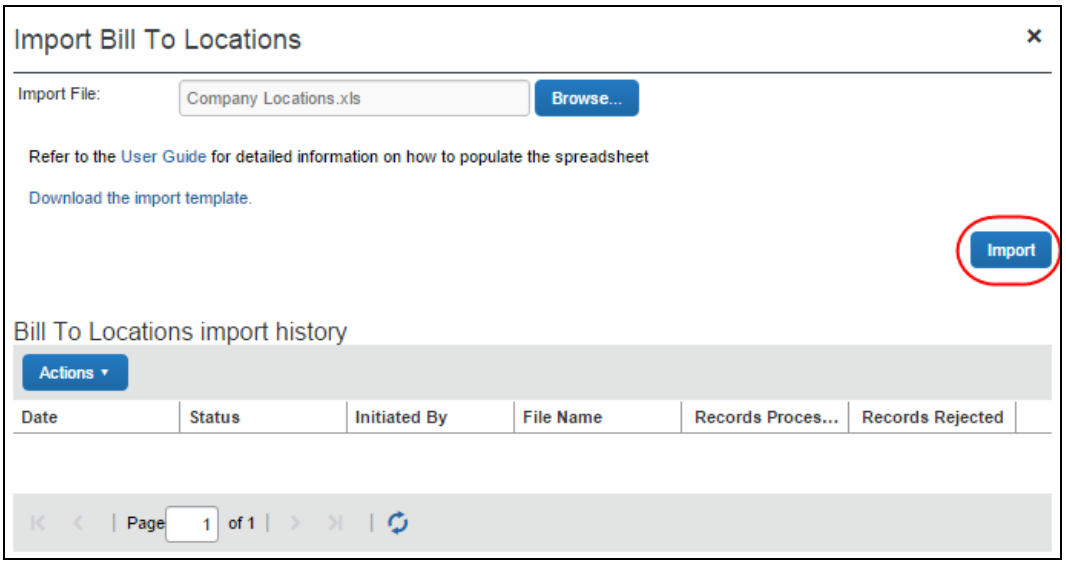
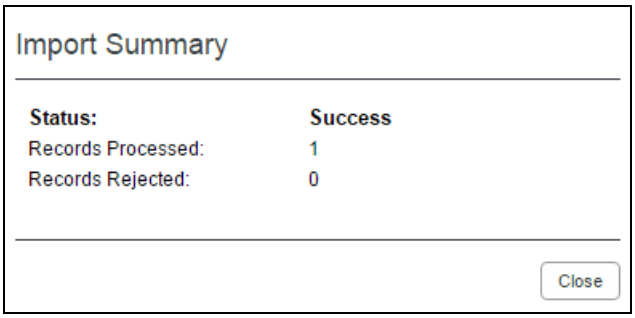
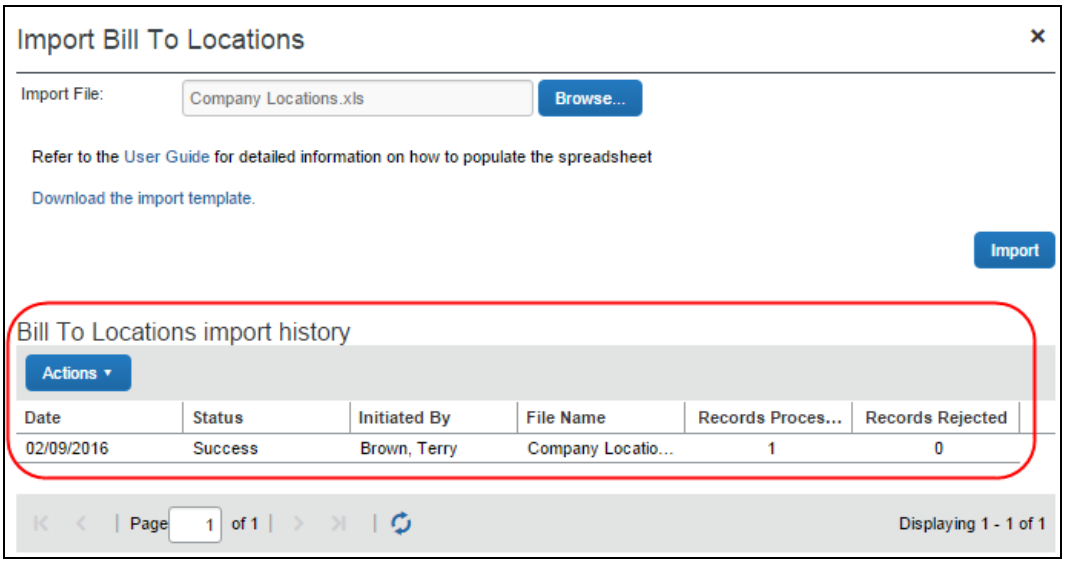
6. Click **Import**.



The **Import Summary** page appears.



7. Click **Close**. The imported information appears on the **Ship To Locations import history section** of the **Import Ship To Locations** page.



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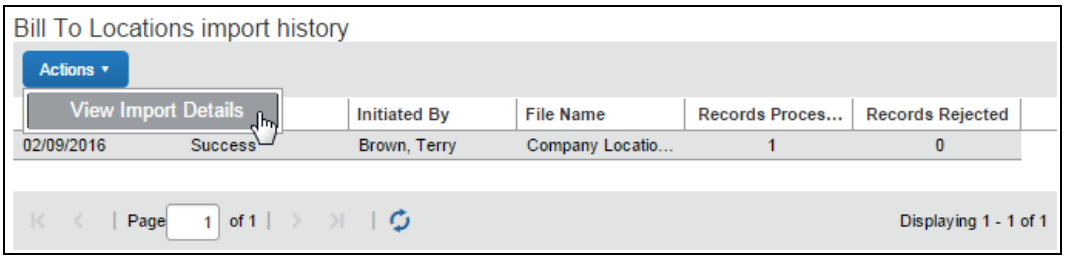
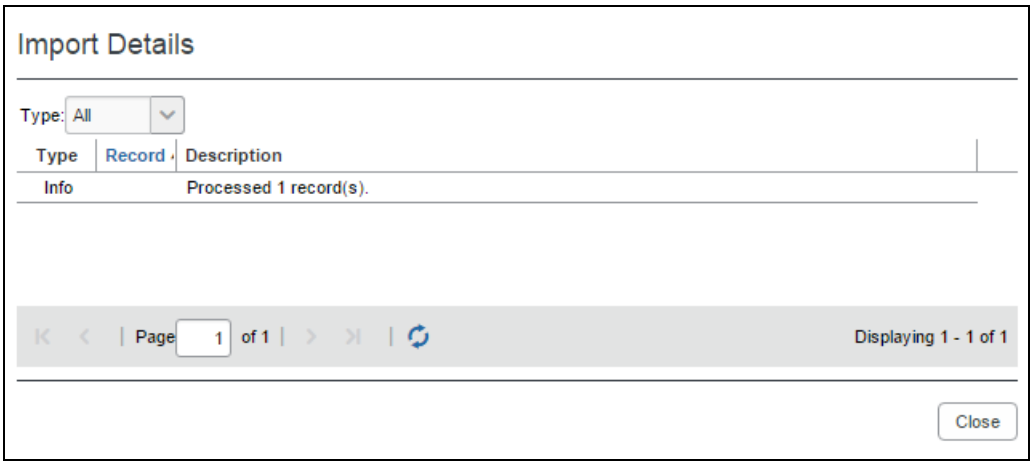
To view bill to import details:

1. In the **Bill To Locations import history** section of the **Import Bill To Locations** window, select the desired import.

2. Click **Actions** > **View Import Details**.



The **Import Details** window appears showing information about the imported record. In the **Type** list, select if you want to see import details containing information, warnings, errors, or if you want to see all import details.



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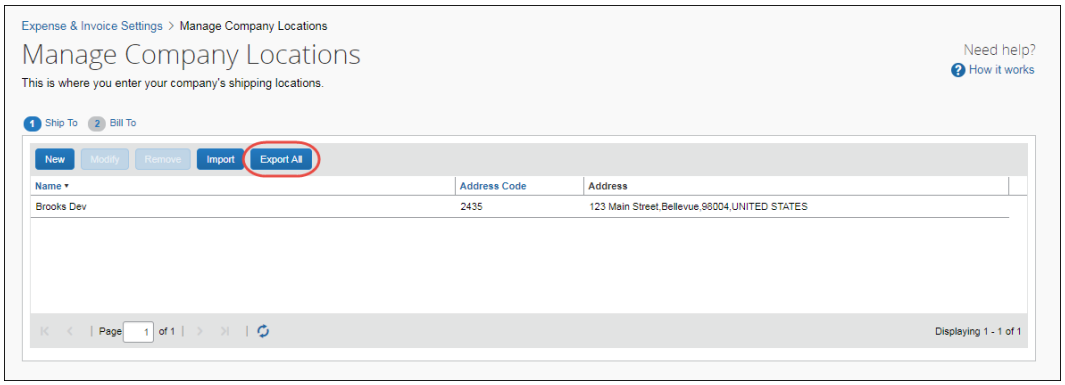
Export Shipping or Billing Addresses

If you need to export all ship-to or bill-to addresses, you may do so by using the **Export All** button on the **Manage Company Locations** page.

To export ship-to or bill-to addresses:

1. On the **Manage Company Locations** page, select the **Ship To** or **Bill To** tab.

2. Click the **Export All** button.



An Excel spreadsheet will be created containing all the ship-to or bill-to addresses on the **Manage Company Locations** page.

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