SAP Concur Release Notes

Concur Invoice Professional/Premium

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests and Purchase Orders

Month	Audience
Release Date: January 20, 2024 Initial Post: January 20, 2024	Client FINAL

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Release Notes

This document contains the release notes for Concur Invoice for professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release</u> <u>Notes</u>.

Concur Invoice UX Evolution

****Ongoing** Updated User Interface (UI) for Concur Invoice End** Users

Information First Published	Information Last Modified	Automatic Transition Date				
July 14, 2023	January 19, 2024	To Be Determined				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

This change is part of the Concur Invoice UX Evolution experience.

Overview

The continued evolution of the Concur Invoice solution user interface (UI) experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for the invoice process.

Customers will have the ability to preview and then opt in to the new UI for Concur Invoice before the automatic transition date.

BUSINESS PURPOSE / CLIENT BENEFIT

The result is the evolution of the Concur Invoice user interface designed to provide a modern, consistent, and streamlined user experience. The new UI focuses on consistency across SAP Concur Spend offerings, and includes several significant enhancements requested by clients. Focus areas include end-user efficiency when interacting with invoices, performance and stability, as well as accessibility compliance.

Products and Users Affected

To take advantage of these improvements, Concur Invoice customers will be required to transition to the new UI at a future date to be determined. The following sections provide information about the timeline and resources available to ensure this process is smooth and efficient for all users. The new UI changes apply to:

• Concur Invoice (Professional/Premium and Standard) end users only

IMPORTANT: Timeline and Milestones

There are four important milestones for Concur Invoice customers as they transition from the current UI to the new UI.

1. Early Adopter Care (EAC) Period: August 2023 – Ongoing in 2024

We are currently in the Early Adopter Care Period: During this time, the new UI is available to preview for customers participating in the Early Adopter Care Program. We encourage administrators and power users to use the Early Adopter Care Period to preview the refreshed interface, update internal training materials, and prepare the organization for the transition.

NOTE: During the Early Adopter Care Period, not all planned features from the current UI will be available in new UI for Concur Invoice. New features and enhancements continue to be planned for future releases. *The Early Adopter Care Period is intended to let customers get a head start on learning about the new UI and preparing for the transition.*

If your organization is interesting in participating in the Early Adopter Care Program, please refer to the <u>SAP Early Adopter Care</u> page for more information.

2. **Opt-In Period:** Targeted for Q2 2024

Following the Early Adopter Care Period there will be an open Opt-In Period. This milestone will be marked by the delivery of most planned features as well as further overall product quality and stability. The Opt-In Period will be available to all Concur Invoice customers.

Customers should use this period to plan their transition and move to the new UI for Concur Invoice when it is right for your business priorities. Some remaining features will become available throughout this period, so customers should plan their roll out accordingly.

3. Active Move Period: To be determined

All customers will be required to move to the new UI. The first day of the Active Move Period is the first day of the 12-month notice period we committed to for customers to complete the transition at their own pace before the automatic transition date.

Customers are strongly encouraged to complete the tasks necessary to ensure a smooth transition for their organization and then transition during the Active Move Period.

4. Automatic Transition Date: To be determined

All customers will be automatically transitioned to the new UI. This ensures that we continue to offer a consistent user experience for all customers and allows for superior product innovation and support.

Transition Information – Guides and Other Resources

We will provide guide updates, online help updates, release notes, and other resources to help in the transition.

Examples of where to find information about the new UI:

• Setup and user guides, FAQs, transition resources: During the transition from the current UI to the new UI, the Concur Invoice setup and user guides will be updated to include information about the new UI in addition to the current UI.

Along with the guide updates, there are other resources (such as an FAQ), and a list of features that are not yet available in the new UI. All these materials can be used to help customers prepare their users.

- **SAP Help Portal:** Concur Invoice topics will also be updated for the new UI in the <u>Concur Invoice | SAP Help Portal</u>. During the transition from the current UI to the new UI, the topics will include information about the current UI and the new UI.
- **Release information:** Release notes for enhancements associated with the new UI will be provided in the monthly Concur Invoice release notes. Release notes for the new UI will be clearly marked in the monthly release notes.

Get Started

Customers are encouraged to use the transition information described above and develop a plan for the transition.

More Information

Additional information will be available in future release notes.

Feature Availability

The Invoice UX Evolution user interface will be applied to specific Concur Invoice features in a phased approach during the Early Adopter and Opt-In milestones. There are some Concur Invoice features that the Invoice UX Evolution user interface will not be applied to during the Early Adopter or Opt-In milestones.

Use the following table to view which Concur Invoice features are currently updated with the Invoice UX Evolution user interface. The table also indicates whether a feature is a major or minor feature and which features will not be updated with the new user interface.

NOTE: Clients using the major features listed in the Major Features section of the table should **not** move to the Invoice UX Evolution UI until the major features they are using are available in the Invoice UX Evolution UI.

Feature Availability for Invoice UX Evolution					
Feature Name	Available?	Notes			
Major Features					
Attendees	No	Parity Professional Only			
Auto-Save	Early Adopter Care (EAC) Period	New Professional Standard			
CFDI (Comprobantes Fiscal Digital por Internet) (Mexico)	No	Parity Professional Standard			
Create/Edit Invoice	EAC	Parity – with the new create and edit invoice workflow Professional Standard			
E-Bunsho	No	Parity Professional Standard			
Editing Allocations	No	Parity Professional Standard			
Expense Type Connected List	No	Parity Professional Only			
Greater than 15 Line Items can be added in the Itemization section on the Create New Invoices page	No	New Professional Standard			
Line-Item Entry in the Itemization section on the Create New Invoices page	EAC	New Professional Standard			
Multiple VAT Field Support (Canada)	No	Parity Professional Standard			
PO Matching	No	Parity Professional Standard			
Recurring Invoices	EAC	Parity Professional Standard			
Tax Authority & Tax Validation Service	No	Parity Professional Standard			

Minor Features		
Auto Resize – View Port	EAC	New
		Professional Standard
Default Image In Line	EAC	Parity
		Professional Standard
Drag and Drop Images	EAC	New
		Professional Standard
Enhanced Comments	EAC	Parity Professional Standard
Enhanced Dulk Lindate	NI-	
Enhanced Bulk Update Tools	No	Some Parity Professional Standard
Invoice Owner	EAC	Parity – with new workflow
Improvements		Professional Standard
Line-Item Entry	EAC	Parity – with new workflow
Improvements – Custom Fields		Professional Standard
Submit/Assign Button	FAC	Parity – with new workflow
Improvements		Professional Standard
Unassigned Invoices List	EAC	New
screen – Record Locking		Professional Standard
VAT Tax Mode	EAC	Parity – with new workflow
		Professional Standard
Switch Tax Mode Improvements	EAC	Parity – with new workflow
		Professional Standard
Processor navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
Approver navigation to	No	Parity – with new workflow
invoices in new UI		Professional Standard
Other Minor Parity	No	Parity
Features		Professional Standard
Features that will not ha	ve the Invoice UX Ev	volution User Interface
Concur Invoice Administration	No	
Approvals Invoice List	No	
Capture Processing	No	
Invoice Pay	No	
Processor Invoice List	No	

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release Notes</u>.

Invoice Pay

****Planned Changes** New Invoice Virtual Card Payments (BMO only)**

Information First Published	Information Last Modified	Feature Target Release Date				
March 2023		Q1 2024				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

Concur Invoice clients contracted for Invoice Payment Manager and that use Bank of Montreal (BMO) corporate credit cards will soon be able to make payments to vendors using a new payment type for virtual cards. Invoice Payment Managers will be able to create Virtual Card Accounts to set up and manage virtual card batches and payments for selected vendors. Invoices with a virtual card payment method type will be created and approved in Concur Invoice the same way as invoices with other payment methods. Payments will be facilitated by a third-party company (payment provider) instead of SAP Concur.

Invoice Virtual Card Pay includes the following benefits:

- Improved working capital by paying vendors with a virtual card now and the credit card statement with the settled payments later
- Faster and more secure payments to vendors
- Possible rebate incentives from issuer for corporate card programs
- Virtual card functionality added to Invoice Payment Manager, ensuring visibility to all payment methods in a single interface

Invoice virtual card payments will initially support Single Use Virtual Cards. Single Use Virtual Cards can only be successfully charged once by a vendor for the exact amount the virtual card was issued for. After the transaction settles the virtual card is automatically closed and cannot be used again. A new single use virtual card will be issued for each payment to a vendor.

After a virtual card payment batch is closed, a remittance email is sent to the vendor contact email in Concur Invoice. The body of the email will contain the authorized

payment amount, list of invoices being paid, and a link with instructions to access the virtual card from the payment provider. From the link the vendor can view the details of the virtual card to charge it in their point-of-sale system.

From Invoice Payment Manager, clients can configure the number of days a virtual card will remain active and can be charged after being issued. If a vendor does not charge the virtual card within the set **Days to Expiration**, it will expire and cannot be charged. Invoice Payment Manager users can also cancel virtual cards before they are charged. Expired and canceled payments can be managed and reissued in the same or different form of payment.

Invoice virtual card payments can be extracted for GL posting with the Payment Confirmation Extract file or Invoice Payment Confirmation API after the virtual card is issued. After a vendor charges the card, the date the transaction settles on the credit card will be recorded with the payment in Concur Invoice and reportable for reconciliations.

NOTE: Concur mobile app functionality is not included.

NOTE: In a future release, this feature is planned for all Concur Invoice Payment Manager clients who use Bank of Montreal corporate credit cards.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility and a simple setup solution for issuing virtual cards as a form of payment to vendors.

Prerequisites

Clients must work with their vendors to determine whether they accept virtual cards as a form of payment. If so, the virtual card payment methods can be assigned to vendor records to default to a virtual card payment method.

Clients must have Concur Invoice and Invoice Payment Manager on their contract.

Currency and Country Availability

- **Currency:** USD only
- **Country:** United States and United States territories

Roles

Users must have the Invoice Payment Manager role to manage and configure virtual cards.

End-User Experience

INVOICE OWNER

Users will see *Single Use Card* selected as the payment method for the invoice.

Invoice VendorvcardUAT Actions - Details -				Status: Not Submitted
Vendor Information	Invoice Details Policy Wre Transfer - Project Policy Invoice Date 11/28/2022 Payment Due Date 11/28/2022 Project	Invoice Name vendorvcardUAT Custom 22 Finance Payment Method Type Single Use vCard Ungin Source	Invoice Number 1234567 Invoice Amount 1,500.00 Payment Amount Request Shipping Amount	
Itemization Summary				*
View Show Distributions				Amount Remaining to be Itemized: \$1,500.00
No. Expense Type	Line Descriptio	n	Quantity	Unit Price Total

INVOICE PAYMENT MANAGER

Invoice Payment Managers will see a new **Card Account List** page in Payment Manager under **Configuration**. The **Card Account List** page will be used to configure the virtual card account and activate it once the payment partner has reviewed and completed set up and the card issuer has finalized card registration.

Invoice Manager C	reate	New Invoice	Processor •	Payments	 Vendor Ma 	anager						
Invoice Search Invoice Number or Invoice ID		ard Accounts	count L	_ist								New Card Accoun
Payments												
2		Account Name	Provider	Account ID	Country/Region	Currency	Closed Time	Active	Status	Applies To	Cash Account	Liability Acc
Monitor Payments Invoices Requiring Action (6)		Test AXP	Extend	acct_3J5h7L3	US	USD	7:00 AM PST	Yes	Complete	Finance		
Failed Payments (9)		Test Card Acc	Extend		US	USD	7:00 AM PST	No	In Progress	Global		
Payment Confirmation Import		Test Card Acc	Extend		US	USD	7:00 AM PST	No	In Progress	Global	12345	
Extract Reconciliation		Test Card Acct1	Extend		US	USD	7:00 AM PST	No	In Progress	Finance		
Configuration		AXP Test 2	Extend	acct_6bkNKf1	US	USD	7:00 AM PST	Yes	Complete	IT		
Banking Import												
Check Configurations												
Funding Accounts												
Card Accounts												
Notices Of Change												

VENDOR MANAGER

Once card accounts are configured, Vendor Managers will need to update vendor records for vendors who accept virtual card payments.

In the **Pay Method Type** list for the vendor profile, the new *Single Use vCard* option will display and must be selected for all new invoices to default to this assigned payment method.

			* Required field
Vendor Name *	Pay Method Type	Contact Email	Vendor Code
Acme	Single Use vCard ~	vendorcontact@acme.com	
Vendor Name - Location *	Address Accounting Code	Address 1	Address 2
Chicago			
City	State/Province	Postal/Zip Code	Country *
	Illinois	98765	UNITED STATES 🗸

The **Contact Email** field in the vendor profile must be completed and verified for vendors to receive a remittance email with a link to the virtual card.

Configuration / Feature Activation

If your company is interested in using the Virtual Card Pay feature, contact your SAP Concur representative to request support services for feature activation.

For more information, refer to the *Concur Invoice: Invoice Pay Setup Guide* and *Concur Invoice: Invoice Pay User Guide*.

Vendor Management

****Planned Changes** SAP Business Partner Screening Solution** Now Performs Automatic Online Screening

Information First Published	Information Last Modified	Feature Target Release Date				
December 2023	January 19, 2024	<mark>Q1 2024</mark>				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

SAP Concur now performs automatic online screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution. Previously, SAP Concur performed offline screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution.

For more information, refer to the *Vendor Management* | *SAP Business Partner Screening Solution (August 11)* release note published in the *Concur Invoice Release Notes* for August 2023.

The BPS solution is used to prevent prohibited vendors in embargoed countries or regions, or in sanctioned entities listed by the various applicable government agencies, from performing business activities with SAP products.

<u>SAP policy</u> prohibits the use of all SAP products and services in, from, or in support of, any business activities in locations where SAP products and services are not available. This list includes Cuba (CU), Iran (IR), North Korea (KP), Syria (SY), and regions of the Ukraine (Donestsk, Luhansk, and Crimea). This change also impacts the following currencies Cuba, Peso (CUC and CUP); North Korean Won (KPW); Syria, Pound (SYP); Iran, Rial (IRR).

When users try to submit an invoice for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, invoice submission will be blocked. Only invoices for vendors that passed BPS screening will be extracted to the financial system for payment.

With the release of the new automatic online screening update, this feature release also includes:

- Four new screening statuses in the Screening Status column on the Vendor Managers page
- A new *Screening Status* option in the **Search** list on the **Manage Vendors** page
- The ability to recall invoices for re-screening
- New alert messages for vendor invoice status during BPS screening
- Audit trail tracking of Export Trade Sanctions (ETS) categories, status codes, and screening statuses

• The ability to block submission of purchase requests (PR) and purchase orders (PO) for vendors with a Sanctioned or Invalid status during BPS Screening.

BUSINESS PURPOSE / CLIENT BENEFIT

This change ensures clients follow local, national, and international laws governing embargoed countries and sanctioned individuals/entities and are systematically protected to the best ability from malicious actors and actions when working with SAP Concur products.

End User Experience

VIEW ALERT MESSAGES

After invoice submission, users now see additional alerts displayed on the **My Invoices** page in **Invoice Manager** to track vendor invoices during BPS screening status.

SAP	SAP Concur 🖸 Invoice 🗸								
Invoic	Invoice Manager Create New Invoice Processor V Payments V Vendor Manager								
		•							
My	Invo	pices							
Searc	h Vie	ew: All My Invoices 🗸 📀							
Vendor Na	ame	✓ Begins with	~		Search				
		🛦 Warning 🛛 🗙							
Assign	Delete	A Invoice							
	Alert↓	The selected vendor has been deacti- vated in line with export control and	dor Name ↓ ↑	Invoice Number↓↑	Invoice Date↓↑	Approval Status↓↑			
	A <	sanctions compliance requirements. SAP Concur is unable to process invoic-	CPhase3	18Dec	12/18/2023	Pending Validation			
		es, purchase requests, and purchase or- ders for this vendor. If you believe this is	тмелли	32	12/11/2023	Accounting Review			
		an error, please contact your company's Concur administrator.	: Mell	32	12/11/2023	Approved			
		inv_ravikiran_8Dec Te	stVendor8Dec	inv_ravikiran_8Dec	12/08/2023	Accounting Review			

Alerts that may display include:

- **Sanctioned:** The selected vendor has been deactivated in line with SAP Export Control and Sanctions Compliance requirements. SAP Concur is unable to process invoices, purchase requests, and purchase orders for this vendor. If you believe this is an error, please contact your company's Concur administrator.
- **Pending Review:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **System Pending:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We

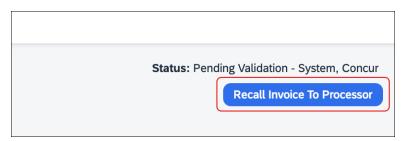
appreciate your patience as we are processing your request as quickly as possible.

• **Invalid:** At this time, SAP Concur is unable to support the selected vendor as the information appears incomplete or inaccurate. Please ensure the full legal name of the company or individual and their full address (street, city, state (if applicable), and country/region) are complete and accurate in the vendor record.

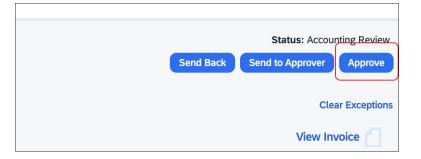
RECALL INVOICES FOR RE-SCREENING

If the vendor does not pass the BPS screening at the Prepayment Validation state, invoices with the vendor are placed on hold and an alert message displays for the invoice. Users can recall the invoice to the processor and approve it to initiate rescreening. If the vendor passes re-screening, invoices with the vendor will be extracted for payment. Otherwise, the invoices will continue to be placed in a hold status.

On the invoice record, users can click the **Recall Invoice to Processor** button to recall the invoice.



Users can then click the **Approve** button to re-submit the invoice for re-screening.



VIEW THE AUDIT TRAIL

When a vendor's screening status is changed, this change is logged and documented in the audit trail with the Export Trade Sanctions (ETS) Category, status code, and the screening status. Users can reference the following table to understand the

ETS Category (Available in Audit Trail)	Status Code (Available in Audit Trail)	Screening Status (Available statuses in the Screening Status column on the Manage Vendors Page)
ETS1	01	Sanctioned
ETS3	01	Sanctioned
ETS4	01	Sanctioned
ЕТОК	02	Passed
ETS2	04	Pending Review
EX30	30	System Pending
EX31	31	Invalid
EX32	32	Translation in progress

categories and codes documented in the audit trail.

SEARCH FOR VENDORS BY SCREENING STATUS

Users can search for vendors by selecting *Screening Status* in the **Search** list on the **Manage Vendors** page.

Manage Vendors Import Vendors M	anage Default Expe	nse Type Vendor	Mapping List						
Vendors View: All Vendors									
Open Vendor Actions							(Vendor Name	Begins
Vendor Name†=	Vendor Code	Address Code	Address 1	City	State/Province/R	Postal Code	Tax ID	Vendor Name	roup
Bank Melli	TestETSCBankMelli	TestETSCBankMelli						Vendor Code	
Bank Melli	Demo_11Dec_BM	Demo_11Dec_BM						Address Code	
etscflagoff	etscflagoff	etscflagoff	test	New York				Screening Status	
ETSCPhase3	ETSCPhase3	ETSCPhase3					(TSURACING Status	

SUBMIT PURCHASE REQUESTS AND PURCHASE ORDERS

When users submit a purchase request for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request submission is blocked.

When a user submits a purchase order created from a purchase request, and the purchase order for the vendor is identified as having a Sanctioned or Invalid status during BPS screening, PO transmission is blocked.

APIs and Imports for PR/PO

When users create a purchase request using Purchase Request v4 API, and the purchase request is created for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request auto submission is blocked.

When users create a purchase order using Purchase Order v3 API or from the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order creation or import is blocked.

When user updates a purchase order using Purchase Order v3 API or the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order update is blocked.

The following image is an example of messages that display in the **Import Run Details For: Purchase Order Import Run** window when invoices are imported successfully, fail, or have errors.

mpo	rt/Extract N	Ionit	or					
Scheduled Jo	bs Imports	Import Run	Details For: Purchase	order Impo	rt Run# 341		×	
Impor	t Run History Fo	Find every lo	og entry where Level	~	Any	✓ Go!		
← Return to	Import Jobs	Level	Record Identi	Message				
	un where Run Date	Error	11	Error Code: 4 deactivated in Compliance r purchase req	444 ; Error Mes n line with SAP requirements. So uests, and purch s an error, pleas	purchase order PO0DBTe sage: The selected vendo Export Control and Sancti AP Concur is unable to prr hase orders for this vendo e contact your company's	r has been ons ocess invoices, r. If you	tun Det /iew
340	poinvoiceimportnow_p100721:	Info	11		Orders imported Orders failed to i			<u>/iew</u>
339	poinvoiceimportnow_p100721:	(I Fuicilase C		mport.		<u>/iew</u>
338	poinvoiceimportnow_p100721:							<u>/iew</u>
337	poinvoiceimportnow_p100721:							<u>/iew</u>
336	poinvoiceimportnow_p1007212							<u>/iew</u>
335	poinvoiceimportnow_p1007212							<u>/iew</u>
334	poinvoiceimportnow_p100721:							<u>/iew</u>
333	poinvoiceimportnow_p1007212							<u>/iew</u>
332	poinvoiceimportnow_p100721:							<u>/iew</u>
331	poinvoiceimportnow_p1007212							<u>/iew</u>
330								<u>/iew</u>
329	poinvoiceimportnow_p1007212							<u>/iew</u>
328	poinvoiceimportnow_p1007212		De ser a la cód de la		l and -			<u>/iew</u>
327	poinvoiceimportnow_p100721;	KKI	Page 1 of 1 >	21 1 🖸	Send to E	xcel Displa	aying 1 - 2 of 2	<u>/iew</u>

Vendor Manager Experience

Vendor Managers now see four new screening statuses display in the **Screening Status** column on the **Manage Vendors** page.

Begins with	Q
Has Image	Screening Status
No	
No	Sanctioned
No	Pending Review
No	Passed
No	Invalid
No	Translation in Progress
No	System Pending

The **Screening Status** column displays four new status results based on BPS screening:

- **Passed:** Vendors that passed the BPS screening and can be used without restrictions.
- **Pending Review:** Vendors that require manual review by SAP Export Control Operations.
- **System Pending:** Vendors that are in the queue for BPS screening once the system is back online.
- **Translation in Progress:** Vendors that have non-Latin or special characters present and are currently being translated for BPS screening.

Configuration / Feature Activation

This change occurs automatically.

For more information, refer to *Concur Invoice: Vendor Manager User Guide*.

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the <u>Accessibility Updates</u> page.

Gender Diversity

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect <u>SAP's commitment to supporting gender diversity</u> and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the <u>SAP</u> <u>Concur release notes</u>.

In-Product User Assistance

Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

- To access the SAP Concur Sub-processors List:
 - Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page: <u>SAP Sub-processors / Data Transfer Factsheets</u>
 - 2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to <u>Your New Support User ID (S-user)</u> and to the <u>Learn All</u> <u>About S-User IDs</u> blog post.

- 3. On the SAP Sub-processors / Data Transfer Factsheets page, type Concur in the **Search** field.
- 4. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: <u>Privacy-Request@Concur.com</u>

Supported Configurations

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the <u>Concur Travel & Expense Supported Configurations</u> guide.

When changes to browser support are planned, information about those changes will also appear in the <u>Shared Changes Release Notes</u>.

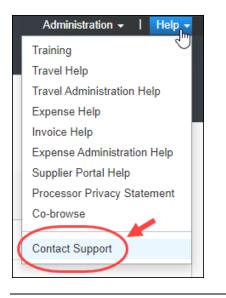
SAP Concur Support Case Status

This release might resolve previously submitted support cases. You can check the status of a support case to confirm whether the case issue has been resolved.

Check Support Case Status

The steps in this procedure provide instructions for checking whether a case is resolved.

- To check the status of a submitted case:
 - 1. Log on to https://concursolutions.com/portal.asp.
 - 2. Click Help > Contact Support.



NOTE: If you do not have the option to contact SAP Concur support in the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support > View Cases**.



In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.

SAP Co	oncur 🖸						Welcome My Profile Close
Home	e Support	Resources	Community Info	Bil	ling		
Knowledge Bas	se Create a Case	View Cases	Download Case Report	Report	Files		
5 - My Cases							Printable View
View: 5 -	My Cases	R					<previous <u="" page="" ="">Next Page></previous>
1-	All Open Admin Cases	~	New C	ase			
Action g ²⁻	All Closed Admin Cases	Status	Priority Cont	act Name	Site/URL/Acct. #	Date/Time Opened 🔻	Date of Last Comment
Edit 13-	All Open End User Cases	Updated					
Edit 1	All Closed End User Cases	Closed					
Edit 1		Closed					
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Edit 1 Red	cently Viewed Cases	Closed					
Edit +		Closed					
			Show me fewer ▲ / ▼m	ore records	s per list page		
							<previous <u="" page="" ="">Next Page></previous>

Additional Release Notes and Other Technical Documentation

Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the <u>SAP Concur solutions page</u>.

SAP	Help Portal (Documentation)		
	CONCUT English (United States of America) V	sporting.	
This product 🔻	Search in all documents related to this product	Q	
		✓ Advanced Search	
			☆ Favorite 🛭 😪 Share

SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.

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SAP Concur Release Notes

Concur Invoice Professional/Premium

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests and Purchase Orders

Month	Audience
Release Date: February 24, 2024 Initial Post: February 23, 2024	Client FINAL

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Release Notes

This document contains the release notes for Concur Invoice for professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release</u> <u>Notes</u>.

Concur Invoice UX Evolution

****Ongoing** Updated User Interface (UI) for Concur Invoice End** Users

Information First Published	Information Last Modified	Automatic Transition Date			
July 14, 2023	February 9, 2024	To Be Determined			
Any changes since the previous monthly release are highlighted in yellow in this release note.					

This change is part of the Concur Invoice UX Evolution experience.

Overview

The continued evolution of the Concur Invoice solution user interface (UI) experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for the invoice process.

Customers will have the ability to preview and then opt in to the new UI for Concur Invoice before the automatic transition date.

BUSINESS PURPOSE / CLIENT BENEFIT

The result is the evolution of the Concur Invoice user interface designed to provide a modern, consistent, and streamlined user experience. The new UI focuses on consistency across SAP Concur Spend offerings, and includes several significant enhancements requested by clients. Focus areas include end-user efficiency when interacting with invoices, performance and stability, as well as accessibility compliance.

Products and Users Affected

To take advantage of these improvements, Concur Invoice customers will be required to transition to the new UI at a future date to be determined. The following sections provide information about the timeline and resources available to ensure this process is smooth and efficient for all users. The new UI changes apply to:

• Concur Invoice (Professional/Premium and Standard) end users only

IMPORTANT: Timeline and Milestones

There are four important milestones for Concur Invoice customers as they transition from the current UI to the new UI.

1. Early Adopter Care (EAC) Period: August 2023 – Ongoing in 2024

We are currently in the Early Adopter Care Period: During this time, the new UI is available to preview for customers participating in the Early Adopter Care Program. We encourage administrators and power users to use the Early Adopter Care Period to preview the refreshed interface, update internal training materials, and prepare the organization for the transition.

NOTE: During the Early Adopter Care Period, not all planned features from the current UI will be available in new UI for Concur Invoice. New features and enhancements continue to be planned for future releases. *The Early Adopter Care Period is intended to let customers get a head start on learning about the new UI and preparing for the transition.*

If your organization is interesting in participating in the Early Adopter Care Program, please refer to the <u>SAP Early Adopter Care</u> page for more information.

2. **Opt-In Period:** Targeted for Q2 2024

Following the Early Adopter Care Period there will be an open Opt-In Period. This milestone will be marked by the delivery of most planned features as well as further overall product quality and stability. The Opt-In Period will be available to all Concur Invoice customers.

Customers should use this period to plan their transition and move to the new UI for Concur Invoice when it is right for your business priorities. Some remaining features will become available throughout this period, so customers should plan their roll out accordingly.

3. Active Move Period: To be determined

All customers will be required to move to the new UI. The first day of the Active Move Period is the first day of the 12-month notice period we committed to for customers to complete the transition at their own pace before the automatic transition date.

Customers are strongly encouraged to complete the tasks necessary to ensure a smooth transition for their organization and then transition during the Active Move Period. 4. Automatic Transition Date: To be determined

All customers will be automatically transitioned to the new UI. This ensures that we continue to offer a consistent user experience for all customers and allows for superior product innovation and support.

Transition Information – Guides and Other Resources

We will provide guide updates, online help updates, release notes, and other resources to help in the transition.

Examples of where to find information about the new UI:

• Setup and user guides, FAQs, transition resources: During the transition from the current UI to the new UI, the Concur Invoice setup and user guides will be updated to include information about the new UI in addition to the current UI.

Along with the guide updates, there are other resources (such as an FAQ), and a list of features that are not yet available in the new UI. All these materials can be used to help customers prepare their users.

- **SAP Help Portal:** Concur Invoice topics will also be updated for the new UI in the <u>Concur Invoice | SAP Help Portal</u>. During the transition from the current UI to the new UI, the topics will include information about the current UI and the new UI.
- **Release information:** Release notes for enhancements associated with the new UI will be provided in the monthly Concur Invoice release notes. Release notes for the new UI will be clearly marked in the monthly release notes.

Get Started

Customers are encouraged to use the transition information described above and develop a plan for the transition.

More Information

Additional information will be available in future release notes.

Feature Availability

The Invoice UX Evolution user interface will be applied to specific Concur Invoice features in a phased approach during the Early Adopter and Opt-In milestones. There are some Concur Invoice features that the Invoice UX Evolution user interface will not be applied to during the Early Adopter or Opt-In milestones.

Use the following table to view which Concur Invoice features are currently updated with the Invoice UX Evolution user interface. The table also indicates whether a feature is a major or minor feature and which features will not be updated with the new user interface.

NOTE: Clients using the major features listed in the Major Features section of the table should **not** move to the Invoice UX Evolution UI until the major features they are using are available in the Invoice UX Evolution UI.

Feature Availability for Invoice UX Evolution					
Feature Name	Available?	Notes			
Major Features					
Attendees	No	Parity Professional Only			
Auto-Save	Early Adopter Care (EAC) Period	New Professional Standard			
CFDI (Comprobantes Fiscal Digital por Internet) (Mexico)	No	Parity Professional Standard			
Create/Edit Invoice	EAC	Parity – with the new create and edit invoice workflow Professional Standard			
E-Bunsho	No	Parity Professional Standard			
Editing Allocations	No	Parity Professional Standard			
Expense Type Connected List	No	Parity Professional Only			
Greater than 15 Line Items can be added in the Itemization section on the Create New Invoices page	No	New Professional Standard			
Line-Item Entry in the Itemization section on the Create New Invoices page	EAC	New Professional Standard			
Multiple VAT Field Support (Canada)	No	Parity Professional Standard			
PO Matching	No	Parity Professional Standard			
Recurring Invoices	EAC	Parity Professional Standard			
Tax Authority & Tax Validation Service	No	Parity Professional Standard			

Minor Features		
Auto Resize – View Port	EAC	New Professional Standard
Cost Object Approval Filtering	No	Parity Professional Standard
Default Image In Line	EAC	Parity Professional Standard
Drag and Drop Images	EAC	New Professional Standard
Enhanced Comments	EAC	Parity Professional Standard
Enhanced Bulk Update Tools	No	New - Some Parity Professional Standard
Expense Types – Connected Lists	No	Parity Professional Standard
Invoice Owner Improvements	EAC	Parity – with new workflow Professional Standard
Large Line Invoices (Pagination)	No	Parity Professional Standard
Line-Item Entry Improvements – Custom Fields	EAC	Parity – with new workflow Professional Standard
Qualtrics Integration	No	New Professional Standard
Submit/Assign Button Improvements	EAC	Parity – with new workflow Professional Standard
Switch Tax Mode Improvements	EAC	Parity – with new workflow Professional Standard
Unassigned Invoices List screen – Record Locking	EAC	New Professional Standard
Processor navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
Approver navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
VAT Tax Enhancements – Canada	No	Parity Professional Standard
VAT Tax Mode	EAC	Parity – with new workflow Professional Standard

Other Minor Parity Features	No	Parity Professional Standard				
Features that will not have the Invoice UX Evolution User Interface						
Concur Invoice Administration	No					
Approvals Invoice List	No					
Capture Processing	No					
Invoice Pay	No					
Processor Invoice List	No					

Invoice Pay

ACH Payment Extraction Changed to Funding Date

Overview

ACH invoice payments processed through Invoice Pay are now available to be extracted with the Invoice Payment Confirmation API or extract file on the funding date of the payment for clients to post to their ERP/accounting system. The funding date is the date monies are debited from the client's bank account to fund a batch of ACH invoice payments to their vendors.

Payment demands and invoices in sent batches that are successfully funded will update to a Paid status on the funding date. If a payment fails to credit a vendor's bank account, it will be returned to the client's bank account and appear on the **Failed Payments** page in Invoice Payment Manager. Entry for the failed invoice payment will then be available to extract with the Invoice Payment Confirmation API or extract file to reverse the original payment entry posted to the client's ERP/accounting system.

There are no changes to the ACH invoice payment data that is extracted. The change is only when ACH payments are available to be extracted.

BUSINESS PURPOSE / CLIENT BENEFIT

This change allows clients to reconcile and record ACH invoice payments in their ERP/account system at the appropriate time in the ACH payment process following accounting best practices.

Configuration / Feature Activation

This change occurs automatically.

Batches with Zero Payments Not Shown in Payment Batch List

Overview

Payment batches in Invoice Payment Manager that were created by the system but do not have payments will not be shown in the **Payment Batch List** on the **Monitor Payments** page.

Prior to this change, if all payments in an open batch were moved to a different batch by an Invoice Payment Manager user, the batch would still be in the **Payment Batch List** even though it did not contain any payments to be processed.

BUSINESS PURPOSE / CLIENT BENEFIT

This change improves the user experience for Invoice Payment Manager users by focusing the **Monitor Payments** page to display only on batches with payments.

End-User Experience

Invoice Payment Manager users will no longer see open batches with no payments on the **Monitor Payments** page in Invoice Payment Manager.

Configuration / Feature Activation

This change occurs automatically.

New Invoice Virtual Card Payments

Overview

Concur Invoice clients contracted for Invoice Payment Manager and that use Bank of Montreal (BMO) or Bank of the West corporate credit cards are now able to make payments to vendors using a new payment type for virtual cards. Invoice Payment Managers can set up a card account using a corporate credit card to generate virtual card payments and manage batches and payments all from within Concur Invoices. Invoices with a virtual card payment method type are created and approved in Concur Invoice the same way as invoices with other payment methods. Payments are facilitated by a third-party company (payment provider) instead of SAP Concur.

Payment of invoices by virtual cards provides the following benefits:

- Improved working capital by paying vendors with a virtual card now and the credit card statement with the settled payments later
- Faster and more secure payments to vendors
- Possible rebate incentives from issuer for corporate card programs
- Virtual card functionality added to Invoice Payment Manager, ensuring visibility to all payment methods in a single interface

Invoice virtual card payments initially supports Single Use Virtual Cards. Single Use Virtual Cards can only be successfully charged once by a vendor for the exact amount the virtual card was issued for. After the transaction settles the virtual card is automatically closed and cannot be used again. A new single use virtual card is issued for each payment to a vendor.

After a virtual card payment batch is closed, the payments are sent to the payment provider and an individual virtual card is generated for each payment in the batch. Once the virtual card is generated, a remittance email is sent to the vendor contact email in Concur Invoice. The body of the email contains the authorized payment amount, list of invoices being paid, and a link with instructions to access the virtual card from the payment provider. From the link the vendor can view the details of the virtual card to charge it in their point-of-sale system.

From Invoice Payment Manager, clients can configure the number of days a virtual card will remain active and can be charged after being issued. If a vendor does not charge the virtual card within the designated timeframe (**Days to Expiration** field), it will expire and cannot be charged. Invoice Payment Manager users can also cancel virtual cards before they are charged. Expired and canceled payments can be managed and reissued from the **Failed Payments** page in Payment Manager.

Invoice virtual card payments can be extracted for GL posting with the Invoice Payment Confirmation API or extract file after the virtual card is issued. After a vendor charges the card and the transaction settles, the **Payment Date** field of the payment in Concur Invoice is updated with settlement date.

A new Invoice Virtual Card Payment Reconciliation report in Cognos can be used to help reconcile settled payments in Concur Invoice to settled transaction on a credit card statement.

NOTE: Concur mobile app functionality is not included.

- **NOTE:** Payment Release Management features are currently not supported for virtual card payments. Payment Release Management features will be supported in a future release.
- **NOTE:** In future releases, this feature is planned to support additional bank/issuer credit cards.

BUSINESS PURPOSE / CLIENT BENEFIT

This feature provides clients with flexibility and a simple setup solution for issuing virtual cards as a form of payment to vendors.

Prerequisites

Clients must work with their vendors to determine whether they accept virtual cards as a form of payment. If so, the virtual card payment methods can be assigned as the default payment method type for invoices in the Concur vendor profile. Many banks/issuers offer services to help identify vendors who accept virtual card payments. Clients must have Concur Invoice and Invoice Payment Manager on their contract.

Clients must have a Bank of Montreal (BMO) or Bank of the West company credit card. Clients who don't have one but would like to use this feature can work with their SAP Concur representative to apply for a new Bank of Montreal (BMO) or Bank of the West company card.

Currency and Country Availability

- Currency: USD and CAD only
- Country: United States and United States territories, and Canada

Roles

Users must have the Invoice Payment Manager role to manage and configure virtual cards.

End-User Experience

INVOICE OWNER

With virtual card payments enabled, users see *Single Use vCard* selected as the payment method for the invoice.

Actions Details						
Vendor Information	« Invoice Details					
vCardVendorNonUSD 1111	Policy		Invoice Name	Invoice Number	Invoice Date	
	Wire Transfer - Project Polic	~	MB UAT CAD - 08	08	11/10/2023	
123 1321	Custom 22		Invoice Amount	Invoice ID	Payment Due Date	
Renton,WA	Finance		5.08	719989D1065D4107A76F	11/10/2023	
98055	Payment Method Type		Payment Amount	Project	Origin Source	
/endor Code: 1111	Single Use vCard	\sim			MAN	
View						
temization Summary						
View Show Distributions					Amount Remainin	ng to be Itemized: CAD 0.
No. Expense Ty	/pe		Line Description	Quantity	Unit Price	Total
] 1 Advertising			UAT	1	CAD 5.08	CAD 5.08
Account Code 1 (System Defau	Distribution Co	de		Percentage 100	Net Amount CAD 5.08	Gross Amount CAD 5.08

INVOICE PAYMENT MANAGER

Invoice Payment Managers now see a new **Card Account List** page in Payment Manager under **Configuration**. The **Card Account List** page is used to set up a corporate credit card to generate virtual card payments from. Once a card account has completed the registration process with the payment provider it can be activated and used to pay vendors.

SAP Concur 🖸	Inv	oice 👻										@ M	Ло
Invoice Manager	Create I	New Invoice	Processor	✓ Paymen	ts 🗸 Ver	ndor Manager							
Invoice Search	^ c	ard Accounts											
Invoice Number or Invoice ID		Card A	ccou	nt List								New Card Acco	ount
Payments		Actions 🔻											
Monitor Payments		Account Na	Provider	Account ID	Country/Re	Currency	Closed Time	Active	Status	Applies To	Cash Account	Liability Acc	
Invoices Requiring Action (2)] TestITFIN	Extend	acct_11JgB5	US	USD	2:00 PM PST	No	Complete	Finance IT			
Failed Payments (2)] TestFIN1	Extend	acct_4xCfx5	US	USD	2:00 PM PST	No	Complete	Finance			
Payment Confirmation] TestFin	Extend	acct_0xe5zb	US	USD	2:00 PM PST	No	Complete	Finance			
Extract Reconciliation] Negative Test 2	Extend	acct_6Dur7O	US	USD	2:00 PM PST	No	In Review	Global			
Configuration] PM BMO De	Extend	acct_6Almq3	US	USD	2:00 PM PST	Yes	Complete	Finance	1001	2001	
Banking Import] TestGL	Extend	acct_3vBnYo	US	USD	2:00 PM PST	No	Complete	Global			
Check Configurations] Test Account	Extend		US	USD	2:00 PM PST	No	In Progress	Finance			
Funding Accounts	Ē] TestIT	Extend	acct_7MwCF	US	USD	2:00 PM PST	Yes	Complete	IT			
Notices Of Change] TestAll	Extend	acct_0SVHa	US	USD	2:00 PM PST	No	Complete	Finance Global			

VENDOR MANAGER

Once the card account is configured, Vendor Managers need to update vendor records for vendors who accept virtual card payments.

In the **Pay Method Type** list for the vendor profile, the new *Single Use vCard* option displays and must be selected for all new invoices to default to this assigned payment method.

CardVendor2				Close Save
				Actions 🗸
				* Required field
Vendor Name *	Pay Method Type		Contact Email	
vCardVendor2	Single Use vCard	~	vendorcontact@company.com	
Vendor Code	Vendor Name - Location *		Address Accounting Code	
54321	54321		54321	
Address 1	Address 2		City	
Address1	Address2		Renton	
State/Province	Postal/Zip Code		Country *	
WA	98055		UNITED STATES	~
Address Sync ID	Currency *			
6E5776442FCD438FAFB6	USD-US, Dollar	~		

The **Contact Email** field in the vendor profile must be completed for vendors to receive a remittance email with a link to the virtual card.

Vendor profiles can be updated with the Vendor v3.1 API or import files.

Configuration / Feature Activation

If your company is interested in using virtual card payments, contact your SAP Concur representative to request support services for feature activation.

For more information, refer to the *Concur Invoice: Invoice Pay Setup Guide* and *Concur Invoice: Invoice Pay User Guide* and the *Invoice Pay Processes* Help topics in the <u>Concur Invoice Standard Edition Administrator Help | SAP</u> <u>Help Portal</u>

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release Notes</u>.

Digital Invoices

****Planned Changes** New PDF Generation for Peppol E-Invoices** (Japan)

Information First Published	Information Last Modified	Feature Target Release Date				
February 2024		March 2024				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

Concur Invoice clients in Japan (or those who have employees or configurations in Japan) that are using the Peppol Integration solution will soon be able to view and download a readable PDF version of the Peppol XML file. The PDF will be automatically generated from the Peppol XML e-invoice document and will be accessible through the **View Invoice** option in the invoice.

The generated PDF provides the following benefits:

- Presents the invoice data in a better readable format.
- Allows Invoice Approvers and Processors to compare the invoice record created in Concur Invoice against the generated PDF to reduce instances of fraud.
- Allows all users to verify vendor names from the XML and compare the default vendor selected in the invoice record in Concur Invoice.
- For more information on Concur Invoice Peppol Integration, refer to the *Concur Invoice Release Notes* for June 2023 and October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This update allows clients to have a human-readable PDFs of their invoicing files for auditing purposes. It also meets the Japanese market requirements by providing a readable PDF version of the XML e-invoice.

Configuration / Feature Activation

This update occurs automatically.

Invoices – Qualified Invoices for Japan

****Planned Changes** Audit Rule Check for Validity of Vendor Tax ID (Japan)**

Information First Published	Information Last Modified	Feature Target Release Date				
February 2024		March 2024				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

With this release, an audit rule can now be created that checks the validity of the **Vendor Tax ID** value provided by the user when saving and submitting an invoice.

This feature initially supports the Japan Qualified Invoice (JQI) initiative which requires a match of the tax ID against the Japanese government API. The Japanese government API verifies the value of the Vendor Tax ID against a list maintained by the government for the purposes of verifying tax reclamation. An administrator configures Concur Invoice to create an audit rule and execute the rule when the user saves or submits the invoice.

Future releases will include support for this feature in additional selected countries.

BUSINESS PURPOSE / CLIENT BENEFIT

When configured, this feature lets Concur Invoice automatically confirm the validity of the Vendor Tax ID value, saving time and preventing disruption when submitting an invoice requiring validation of Japanese invoices that include the Vendor Tax ID.

End-User Experience

The end-user creates the invoice record and sets the country value to either Japan (or any city located in Japan). The Vendor Tax ID displays based on vendor. The audit rule is then run when the user saves or submits the invoice. An exception is shown if the match is invalid, or if the service is currently unavailable.

NOTE: If the Vendor Tax ID needs to be validated, the Vendor Tax ID needs to be maintained at the vendor level.

Administrator Experience

The Invoice Processing administrator first confirms that either the **Country/Region** field or the **City (Location)** field is included on the Invoice Entry form and editable by the end-user, using the Forms and Fields tool. Next, they use the Audit Rule

options to configure the audit rule. When the country set for the invoice is set to Japan or a Japanese city, the audit rule checks the validity of the Vendor Tax ID with the Japanese Government API.

CREATING A CUSTOM AUDIT RULE

Invoice Processing administrators see **Vendor Tax Verification Number** displayed on the **Audit Rules** page for the **Custom** tab.

voice Processing Admin	Audit Rules			
oice ocessing Admin	Custom			
counting Administration dit Rules ange Log mpany Locations figuration Report rrency Admin legate Configurations auit Reminders auit Reminders peptions pense Type Import pense Types ature Hierarchies rms and Fields	Insert Remove Data Object/Operator Value Equal Value	Field/Value Vendor Tax Identification Number VSVCARD Invoice Amount	Operation	Payment Status Date Pending Processor Since Posting Date Processing Complete Date Provincial Tax Identification Number Receipt Confirmation Type Request Key Request Total Shipping Submitted By Delegate
up Configurations age Handling aging Settings oice Settings Management calization cations p Invoice Concept Fields yment Group nfiguration opol Configuration licies crchase Order Matching les porting Configuration uting Configuration pping Configuration t User Admin	Request Greater Than Value	100.00 USD		System Received Date Tax Tax Rate Tar Rate VaT Amount 1 VAT Amount 2 VAT Amount 3 VAT Amount 4 VAT Rate 1 VAT Rate 1 VAT Rate 2 VAT Rate 3 VAT Rate 3 VAT Rate 4 VAT Tax Code 1 VAT Tax Code 1 VAT Tax Code 2 Vendor Tax Identification Workflow Was Modified?
of Measure for Search Admin				Cancel < <previous ne<="" td=""></previous>

Once **Vendor Tax Identification Number** is selected, three new operators now display in the **Select Operator** list:

- **Is Valid** The Vendor Tax ID is registered with the Japan government.
- **Is Not Valid** The Vendor Tax ID is not registered with the Japan government.
- **Not Verified** The Vendor Tax ID verification is not completed due to a temporary system issue. Users may need to re-run the audit rule if they want to verify the values.

In the following image, a sample audit rule checks the **Vendor Tax Identification Number** using the **Is Not Valid** operator.

astom Random			
Audit Rule Conditions (3) Ex	ception		
Insert Remove		Select Operator	_
Data Object/Operator	Field/Value	Operation Select an appropriate operation	er fo
		uns contation.	
Request	 Vendor Tax Identification Number 	Equal	
Is Not Valid		Not Equal	
		Begins With	
Value	×	Ends With	
) V Contains	
		Does Not Contain	
		Is Blank	
		Is Not Blank	
		Is Valid	
		Is Not Valid	
		Not Verified	
			_

CREATING AN EXCEPTION

If an exception should be created for an invalid ID, that is done using options in step 3, where a number may be assigned that the system uses to allow or block submission.

Audit F	Rules
Custom Random	
1 Audit Rule (2 Conditions 3 Exception
Exception Visibility	pprover and Invoice Processor
Exception Code:	Exception Level: Exception Text:
VENDORNV	1 Vendor Tax ID Is Not Valid
New Mod	ify Remove

In the event the internal service is unavailable or returns an error, the invoice returns as "Not Verified". A message may display if the client has configured it for the audit rule. SAP Concur recommends clients use the following message, *"The Vendor Tax ID could not be validated against an external service. Please try again after some time to retry validation. If the error persists, please contact SAP Concur support or your Concur Administrator".*

If the Vendor Tax ID fails validation, the audit rule evaluates the system check as ${\bf Is}$ ${\bf Not}$ ${\bf Valid}.$

If the Vendor Tax ID passes validation, the audit rule evaluates the system check as **Is Valid**.

Configuration / Feature Activation

The option for the Concur Invoice administrators to configure this type of audit rule is automatically available. However, no changes are automatically made to the existing audit rules: the Concur Invoice administrator must proactively configure this type of rule before it will apply to invoices.

For general information, refer to the Concur Invoice: Audit Rules Setup Guide.

Invoice Pay

****Planned Changes** New Currencies for ACH/EFT Payments**

Information First Published	Information Last Modified	Feature Target Release Date				
February 2024		March 2024				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

SAP Concur Invoice clients contracted for Invoice Payment Manager and who have a Canadian Dollar (CAD), Euro (EUR), and/or British Pound (GBP) bank account will be able to make low-cost Electronic Funds Transfer (ETF) payments to vendors using the ACH payment method type.

Clients can set up their company's CAD, EUR, and/or GBP bank account in Concur Invoice Payment Manager by creating a funding account with SAP Concur's thirdparty ACH/EFT payment provider (Worldline) to facilitate invoice payments to their vendors.

Invoice payments are batched in Invoice Payment Manager for clients to review and manage before being sent to the payment provider to be processed. Using the Invoice Payment Confirmation extract or a financial connector application integrated with it, clients can post invoice payments to the ERP/accounting system.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides Concur Invoice clients, who work with vendors located in Canada, Eurozone countries, and the United Kingdom, the ability to process low-cost EFT invoice payments using Invoice Payment Manager.

Prerequisites

Clients must have Concur Invoice and Invoice Payment Manager on their contract.

Clients must have a bank account in the supported countries and currencies and be able to register it with Worldline.

Supported ACH/EFT Payments

Currency	Country/Region	Payment System	Payment Cycle
Canada Dollar (CAD)	Canada	ACSS	3 Bank Days
Euro (EUR)	Eurozone Countries and territories	SEPA	4 Bank Days
Pound Sterling (GBP)	United Kingdom	BACS	3 Bank Days
*US Dollar (USD) *Existing functionality	United States and territories	ACH	5 Bank Days

NOTE: Cross-border and foreign exchange payments are not supported.

Roles

Users must have the Invoice Payment Manager role to configure ACH/EFT funding accounts and view payment batches.

How it Works

Once the funding account has been reviewed and verified by the payment provider, it can be activated in Concur and invoice payments can begin being batched for processing from it.

Banking information for vendors with a CAD, EUR, or GBP bank account, who are to be paid by EFT, can be added to the client's Concur vendor profile by API, import file, or manual entry. The Pay Method Type in the vendor profile should be set to *ACH* for new invoices to default to be paid by EFT. A remittance email with payment and invoice details can be sent to email addresses populated in the **Contact Email Address** field.

In Concur Invoice, clients create, approve, and post to their ERP/accounting system invoices with the ACH pay method type the same way as invoices with other payment methods. After completing the approval workflow, approved ACH invoices are batched to be paid by EFT from the funding account in Invoice Payment Manager. Based on the invoice payment due date and batch settings configured in the funding account, the system automatically assigns the invoice to a batch schedule to be processed so the EFT payment credits the vendor's bank account on the payment due date.

Clients can view and manage payment batches on the **Monitor Payments** page in Invoice Payment Manager. After a batch closes, the payments are sent to the payment provider to be processed and the remittance email is sent to the vendor contact.

Invoices are updated to a Paid payment status on the funding date of the batch when monies for the total batch amount are debited from the client's bank account with which the Concur funding account is associated. Clients can then extract the invoice payments from Concur to post to their ERP/accounting system with the Invoice Payment Confirmation API or extract file.

Configuration / Feature Activation

SAP Concur staff must enable the Invoice Pay settings for clients for them to be able to create funding accounts.

For more information about creating funding accounts, refer to the *Concur Invoice Pay Setup Guide*.

Vendor Management

****Planned Changes** SAP Business Partner Screening Solution** Now Performs Automatic Online Screening

Information First Published	Information Last Modified	Feature Target Release Date				
December 2023	January 19, 2024	<mark>Q1 2024</mark>				
Any changes since the previous monthly release are highlighted in yellow in this release note.						

Overview

SAP Concur now performs automatic online screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution. Previously, SAP Concur performed offline screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution.

For more information, refer to the *Vendor Management* | *SAP Business Partner Screening Solution (August 11)* release note published in the *Concur Invoice Release Notes* for August 2023.

The BPS solution is used to prevent prohibited vendors in embargoed countries or regions, or in sanctioned entities listed by the various applicable government agencies, from performing business activities with SAP products.

<u>SAP policy</u> prohibits the use of all SAP products and services in, from, or in support of, any business activities in locations where SAP products and services are not available. This list includes Cuba (CU), Iran (IR), North Korea (KP), Syria (SY), and regions of the Ukraine (Donestsk, Luhansk, and Crimea). This change also impacts the following currencies Cuba, Peso (CUC and CUP); North Korean Won (KPW); Syria, Pound (SYP); Iran, Rial (IRR).

NOTE: The invoice, the funding account the payment debited from, and the vendor bank account the payment is credited to, must **all** be the same currency for a payment to be processed.

When users try to submit an invoice for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, invoice submission will be blocked. Only invoices for vendors that passed BPS screening will be extracted to the financial system for payment.

With the release of the new automatic online screening update, this feature release also includes:

- Four new screening statuses in the Screening Status column on the Vendor Managers page
- A new *Screening Status* option in the **Search** list on the **Manage Vendors** page
- The ability to recall invoices for re-screening
- New alert messages for vendor invoice status during BPS screening
- Audit trail tracking of Export Trade Sanctions (ETS) categories, status codes, and screening statuses
- The ability to block submission of purchase requests (PR) and purchase orders (PO) for vendors with a Sanctioned or Invalid status during BPS Screening.

BUSINESS PURPOSE / CLIENT BENEFIT

This change ensures clients follow local, national, and international laws governing embargoed countries and sanctioned individuals/entities and are systematically protected to the best ability from malicious actors and actions when working with SAP Concur products.

End User Experience

VIEW ALERT MESSAGES

After invoice submission, users now see additional alerts displayed on the **My Invoices** page in **Invoice Manager** to track vendor invoices during BPS screening status.

SAF	^o Concu	r 🕑 Invoice 👻					
Invoi	ce Manag	Create New Invoice	Processor	✓ Paym	ents 🗸 Vendor Mana	ager	
/ly	Invo	oices					
_							
earc	ch Vie	ew: All My Invoices 🗸 😮					
endor Na	ame	✓ Begins with		×		Search	
		🔥 Warning					
Assign	Delete						
	Alert↓	A Invoice The selected vendor has been valued in line with expert con		dor Name↓↑	Invoice Number↓↑	Invoice Date↓↑	Approval Status↓
\square	4	vated in line with export con sanctions compliance require SAP Concur is unable to pro	ements.	Phase3	18Dec	12/18/2023	Pending Validation
0		es, purchase requests, and p ders for this vendor. If you b	[Мелли	32	12/11/2023	Accounting Review
		an away places contact way		Melli	32	12/11/2023	Approved
0		an error, please contact you Concur administrator.	1	Wett	52	LILLEULO	

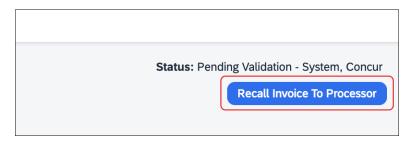
Alerts that may display include:

- **Sanctioned:** The selected vendor has been deactivated in line with SAP Export Control and Sanctions Compliance requirements. SAP Concur is unable to process invoices, purchase requests, and purchase orders for this vendor. If you believe this is an error, please contact your company's Concur administrator.
- **Pending Review:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **System Pending:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **Invalid:** At this time, SAP Concur is unable to support the selected vendor as the information appears incomplete or inaccurate. Please ensure the full legal name of the company or individual and their full address (street, city, state (if applicable), and country/region) are complete and accurate in the vendor record.

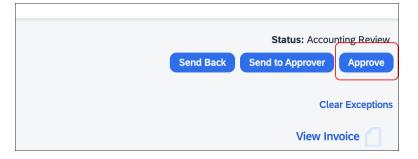
RECALL INVOICES FOR RE-SCREENING

If the vendor does not pass the BPS screening at the Prepayment Validation state, invoices with the vendor are placed on hold and an alert message displays for the invoice. Users can recall the invoice to the processor and approve it to initiate rescreening. If the vendor passes re-screening, invoices with the vendor will be extracted for payment. Otherwise, the invoices will continue to be placed in a hold status.

On the invoice record, users can click the **Recall Invoice to Processor** button to recall the invoice.



Users can then click the **Approve** button to re-submit the invoice for re-screening.



VIEW THE AUDIT TRAIL

When a vendor's screening status is changed, this change is logged and documented in the audit trail with the Export Trade Sanctions (ETS) Category, status code, and the screening status. Users can reference the following table to understand the categories and codes documented in the audit trail.

ETS Category (Available in Audit Trail)	Status Code (Available in Audit Trail)	Screening Status (Available statuses in the Screening Status column on the Manage Vendors Page)
ETS1	01	Sanctioned
ETS3	01	Sanctioned
ETS4	01	Sanctioned
ЕТОК	02	Passed
ETS2	04	Pending Review

EX30	30	System Pending
EX31	31	Invalid
EX32	32	Translation in progress

SEARCH FOR VENDORS BY SCREENING STATUS

Users can search for vendors by selecting *Screening Status* in the **Search** list on the **Manage Vendors** page.

Manage Vendors Import Vendors M	anage Default Expe	nse Type Vendor	Mapping List							
										_
Open Vendor Actions							(Vendor Name	Begin
Vendor Name†=	Vendor Code	Address Code	Address 1	City	State/Province/R	Postal Code	Tax ID	Req		roup
Bank Melli	TestETSCBankMelli	TestETSCBankMelli							Vendor Code	
Bank Melli	Demo_11Dec_BM	Demo_11Dec_BM							Address Code Tax ID	
etscflagoff	etscflagoff	etscflagoff	test	New York					Screening Status	
ETSCPhase3	ETSCPhase3	ETSCPhase3					(TYDAKANA DIDINI)

SUBMIT PURCHASE REQUESTS AND PURCHASE ORDERS

When users submit a purchase request for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request submission is blocked.

When a user submits a purchase order created from a purchase request, and the purchase order for the vendor is identified as having a Sanctioned or Invalid status during BPS screening, PO transmission is blocked.

APIs and Imports for PR/PO

When users create a purchase request using Purchase Request v4 API, and the purchase request is created for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request auto submission is blocked.

When users create a purchase order using Purchase Order v3 API or from the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order creation or import is blocked.

When user updates a purchase order using Purchase Order v3 API or the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order update is blocked.

The following image is an example of messages that display in the **Import Run Details For: Purchase Order Import Run** window when invoices are imported successfully, fail, or have errors.

Impo	rt/Extract N	Ionito	r				
Scheduled Job	s Imports	Import Run Details For: Purchase Order Import Run# 341 X					×
Import	Run History Fo	Find every log e	entry where Level	~	Any	✓ Go!	
← Return to I	mport Jobs	Level	Record Identi	Message			
Find and		Error	11	Error Code: 4	444 ; Error Messag	rchase order PO0DBTest28 . ge: The selected vendor has been	
	n where Run Date					oort Control and Sanctions Concur is unable to process invoic	es.
Run Number				purchase req	uests, and purchas	e orders for this vendor. If you ontact your company's Concur	Run Details
341	poinvoiceimportnow_p100721:			administrator		ontact your company's concur	<u>/iew</u>
340	poinvoiceimportnow_p100721;	Info	11		rders imported suc rders failed to imp		<u>/iew</u>
339	poinvoiceimportnow_p100721			I T dicitase o			<u>/iew</u>
338	poinvoiceimportnow_p100721:						<u>/iew</u>
337	poinvoiceimportnow_p1007212						<u>/iew</u>
336	poinvoiceimportnow_p1007212						<u>/iew</u>
335	poinvoiceimportnow_p100721:						<u>/iew</u>
334	poinvoiceimportnow_p100721:						<u>/iew</u>
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328	poinvoiceimportnow_p100721:						<u>/iew</u>
327	poinvoiceimportnow_p100721:	K 🕻 Pa	age 1 of 1 >	N I C	Send to Exce	Displaying 1 - 2 c	of 2 <u>/iew</u>

Vendor Manager Experience

Vendor Managers now see four new screening statuses display in the **Screening Status** column on the **Manage Vendors** page.

Begins with 🗸	Q
Has Image	Screening Status
No	
No	Sanctioned
No	Pending Review
No	Passed
No	Invalid
No	Translation in Progress
No	System Pending

The **Screening Status** column displays four new status results based on BPS screening:

- **Passed:** Vendors that passed the BPS screening and can be used without restrictions.
- **Pending Review:** Vendors that require manual review by SAP Export Control Operations.
- **System Pending:** Vendors that are in the queue for BPS screening once the system is back online.
- **Translation in Progress:** Vendors that have non-Latin or special characters present and are currently being translated for BPS screening.

Configuration / Feature Activation

This change occurs automatically.

For more information, refer to *Concur Invoice: Vendor Manager User Guide*.

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the <u>Accessibility Updates</u> page.

Gender Diversity

Gender Diversity Planned Features and Changes

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect <u>SAP's commitment to supporting gender diversity</u> and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the <u>SAP</u> <u>Concur release notes</u>.

In-Product User Assistance

Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

- To access the SAP Concur Sub-processors List:
 - Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page: <u>SAP Sub-processors / Data Transfer Factsheets</u>
 - 2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to <u>Your New Support User ID (S-user)</u> and to the <u>Learn All</u> <u>About S-User IDs</u> blog post.

- 3. On the SAP Sub-processors / Data Transfer Factsheets page, type Concur in the **Search** field.
- 4. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: <u>Privacy-Request@Concur.com</u>

Supported Configurations

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the <u>Concur Travel & Expense Supported Configurations</u> guide.

When changes to browser support are planned, information about those changes will also appear in the <u>Shared Changes Release Notes</u>.

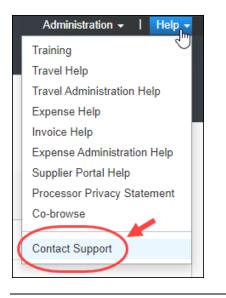
SAP Concur Support Case Status

This release might resolve previously submitted support cases. You can check the status of a support case to confirm whether the case issue has been resolved.

Check Support Case Status

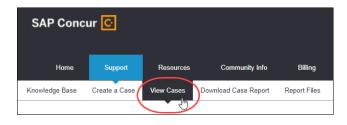
The steps in this procedure provide instructions for checking whether a case is resolved.

- To check the status of a submitted case:
 - 1. Log on to https://concursolutions.com/portal.asp.
 - 2. Click Help > Contact Support.



NOTE: If you do not have the option to contact SAP Concur support in the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support > View Cases**.



In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.

SAP Co	oncur 🖸						Welcome My Profile Close
Home	e Support	Resources	Community Info	Bil	ling		
Knowledge Bas	se Create a Case	View Cases	Download Case Report	Report	Files		
5 - My Cases							Printable View
View: 5 -	My Cases	R					<previous <u="" page="" ="">Next Page></previous>
1-	All Open Admin Cases	~	New C	ase			
Action g ²⁻	All Closed Admin Cases	Status	Priority Cont	act Name	Site/URL/Acct. #	Date/Time Opened 🔻	Date of Last Comment
Edit 13-	All Open End User Cases	Updated					
Edit 1	All Closed End User Cases	Closed					
Edit 1		Closed					
<u>Edit</u> 1 ⁵ -	My Cases	Closed					
Edit 1 Red	cently Viewed Cases	Closed					
Edit +		Closed					
			Show me fewer ▲ / ▼m	ore records	s per list page		
							<previous <u="" page="" ="">Next Page></previous>

Additional Release Notes and Other Technical Documentation

Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the <u>SAP Concur solutions page</u>.

SAP	Help Portal (Documentation)		
	CONCUT English (United States of America) V	sporting.	
This product 🔻	Search in all documents related to this product	Q	
		✓ Advanced Search	
			☆ Favorite 🛭 😪 Share

SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.

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AP Concur Release Notes

Concur Invoice Professional/Premium

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests and Purchase Orders

Month	Audience	
Release Date: March 23, 2024 Initial Post: March 22, 2024	Client FINAL	

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Release Notes

This document contains the release notes for Concur Invoice for professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release</u> <u>Notes</u>.

Concur Invoice UX Evolution

****Ongoing** Updated User Interface (UI) for Concur Invoice End** Users

Information First Published	Information Last Modified	Automatic Transition Date				
July 14, 2023	February 9, 2024	To Be Determined				
Any changes since the prev	Any changes since the previous monthly release are highlighted in yellow in this release note.					

This change is part of the Concur Invoice UX Evolution experience.

Overview

The continued evolution of the Concur Invoice solution user interface (UI) experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for the invoice process.

Customers will have the ability to preview and then opt in to the new UI for Concur Invoice before the automatic transition date.

BUSINESS PURPOSE / CLIENT BENEFIT

The result is the evolution of the Concur Invoice user interface designed to provide a modern, consistent, and streamlined user experience. The new UI focuses on consistency across SAP Concur Spend offerings, and includes several significant enhancements requested by clients. Focus areas include end-user efficiency when interacting with invoices, performance and stability, as well as accessibility compliance.

Products and Users Affected

To take advantage of these improvements, Concur Invoice customers will be required to transition to the new UI at a future date to be determined. The following sections provide information about the timeline and resources available to ensure this process is smooth and efficient for all users. The new UI changes apply to:

• Concur Invoice (Professional/Premium and Standard) end users only

IMPORTANT: Timeline and Milestones

There are four important milestones for Concur Invoice customers as they transition from the current UI to the new UI.

1. Early Adopter Care (EAC) Period: August 2023 – Ongoing in 2024

We are currently in the Early Adopter Care Period: During this time, the new UI is available to preview for customers participating in the Early Adopter Care Program. We encourage administrators and power users to use the Early Adopter Care Period to preview the refreshed interface, update internal training materials, and prepare the organization for the transition.

NOTE: During the Early Adopter Care Period, not all planned features from the current UI will be available in new UI for Concur Invoice. New features and enhancements continue to be planned for future releases. *The Early Adopter Care Period is intended to let customers get a head start on learning about the new UI and preparing for the transition.*

If your organization is interesting in participating in the Early Adopter Care Program, please refer to the <u>SAP Early Adopter Care</u> page for more information.

2. **Opt-In Period:** Targeted for Q2 2024

Following the Early Adopter Care Period there will be an open Opt-In Period. This milestone will be marked by the delivery of most planned features as well as further overall product quality and stability. The Opt-In Period will be available to all Concur Invoice customers.

Customers should use this period to plan their transition and move to the new UI for Concur Invoice when it is right for your business priorities. Some remaining features will become available throughout this period, so customers should plan their roll out accordingly.

3. Active Move Period: To be determined

All customers will be required to move to the new UI. The first day of the Active Move Period is the first day of the 12-month notice period we committed to for customers to complete the transition at their own pace before the automatic transition date.

Customers are strongly encouraged to complete the tasks necessary to ensure a smooth transition for their organization and then transition during the Active Move Period. 4. Automatic Transition Date: To be determined

All customers will be automatically transitioned to the new UI. This ensures that we continue to offer a consistent user experience for all customers and allows for superior product innovation and support.

Transition Information – Guides and Other Resources

We will provide guide updates, online help updates, release notes, and other resources to help in the transition.

Examples of where to find information about the new UI:

• Setup and user guides, FAQs, transition resources: During the transition from the current UI to the new UI, the Concur Invoice setup and user guides will be updated to include information about the new UI in addition to the current UI.

Along with the guide updates, there are other resources (such as an FAQ), and a list of features that are not yet available in the new UI. All these materials can be used to help customers prepare their users.

- **SAP Help Portal:** Concur Invoice topics will also be updated for the new UI in the <u>Concur Invoice | SAP Help Portal</u>. During the transition from the current UI to the new UI, the topics will include information about the current UI and the new UI.
- **Release information:** Release notes for enhancements associated with the new UI will be provided in the monthly Concur Invoice release notes. Release notes for the new UI will be clearly marked in the monthly release notes.

Get Started

Customers are encouraged to use the transition information described above and develop a plan for the transition.

More Information

Additional information will be available in future release notes.

Feature Availability

The Invoice UX Evolution user interface will be applied to specific Concur Invoice features in a phased approach during the Early Adopter and Opt-In milestones. There are some Concur Invoice features that the Invoice UX Evolution user interface will not be applied to during the Early Adopter or Opt-In milestones.

Use the following table to view which Concur Invoice features are currently updated with the Invoice UX Evolution user interface. The table also indicates whether a feature is a major or minor feature and which features will not be updated with the new user interface.

NOTE: Clients using the major features listed in the Major Features section of the table should **not** move to the Invoice UX Evolution UI until the major features they are using are available in the Invoice UX Evolution UI.

Feature Availability for Invoice UX Evolution					
Feature Name	Available?	Notes			
Major Features					
Attendees	No	Parity Professional Only			
Auto-Save	Early Adopter Care (EAC) Period	New Professional Standard			
CFDI (Comprobantes Fiscal Digital por Internet) (Mexico)	No	Parity Professional Standard			
Create/Edit Invoice	EAC	Parity – with the new create and edit invoice workflow Professional Standard			
E-Bunsho	No	Parity Professional Standard			
Editing Allocations	No	Parity Professional Standard			
Expense Type Connected List	No	Parity Professional Only			
Greater than 15 Line Items can be added in the Itemization section on the Create New Invoices page	No	New Professional Standard			
Line-Item Entry in the Itemization section on the Create New Invoices page	EAC	New Professional Standard			
Multiple VAT Field Support (Canada)	No	Parity Professional Standard			
PO Matching	No	Parity Professional Standard			
Recurring Invoices	EAC	Parity Professional Standard			
Tax Authority & Tax Validation Service	No	Parity Professional Standard			

Minor Features		
Auto Resize – View Port	EAC	New Professional Standard
Cost Object Approval Filtering	No	Parity Professional Standard
Default Image In Line	EAC	Parity Professional Standard
Drag and Drop Images	EAC	New Professional Standard
Enhanced Comments	EAC	Parity Professional Standard
Enhanced Bulk Update Tools	No	New - Some Parity Professional Standard
Expense Types – Connected Lists	No	Parity Professional Standard
Invoice Owner Improvements	EAC	Parity – with new workflow Professional Standard
Large Line Invoices (Pagination)	No	Parity Professional Standard
Line-Item Entry Improvements – Custom Fields	EAC	Parity – with new workflow Professional Standard
Qualtrics Integration	No	New Professional Standard
Submit/Assign Button Improvements	EAC	Parity – with new workflow Professional Standard
Switch Tax Mode Improvements	EAC	Parity – with new workflow Professional Standard
Unassigned Invoices List screen – Record Locking	EAC	New Professional Standard
Processor navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
Approver navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
VAT Tax Enhancements – Canada	No	Parity Professional Standard
VAT Tax Mode	EAC	Parity – with new workflow Professional Standard

Other Minor Parity Features	No	Parity Professional Standard	
Features that will not have the Invoice UX Evolution User Interface			
Concur Invoice Administration	No		
Approvals Invoice List	No		
Capture Processing	No		
Invoice Pay	No		
Processor Invoice List	No		

Invoices – Qualified Invoices for Japan

Audit Rule Check for Validity of Vendor Tax ID (Japan)

Overview

With this release, an audit rule can now be created that checks the validity of the **Vendor Tax ID** value provided by the user when saving and submitting an invoice.

This feature initially supports the Japan Qualified Invoice (JQI) initiative which requires a match of the tax ID against the Japanese government API. The Japanese government API verifies the value of the Vendor Tax ID against a list maintained by the government for the purposes of verifying tax reclamation. An administrator configures Concur Invoice to create an audit rule and execute the rule when the user saves or submits the invoice.

The audit rule checks for both invoice header and vendor information to read **Vendor Tax ID** value. So, the below conditions are valid:

- If the TaxID is in both the vendor information and the invoice header, then the audit rule checks TaxID in the invoice header. (It doesn't check vendor information.)
- If the TaxID is only in vendor information, then the audit rule checks TaxID in vendor information.
- If the TaxID is only in invoice header, then the audit rule checks the TaxID in invoice header.

Future releases will include support for this feature in additional selected countries.

BUSINESS PURPOSE / CLIENT BENEFIT

When configured, this feature lets Concur Invoice automatically confirm the validity of the Vendor Tax ID value, saving time and preventing disruption when submitting an invoice requiring validation of Japanese invoices that include the Vendor Tax ID.

End-User Experience

The end-user creates the invoice record and sets the country value to either Japan (or any city located in Japan). The Vendor Tax ID displays based on vendor. The audit rule is then run when the user saves or submits the invoice. An exception is shown if the match is invalid, or if the service is currently unavailable.

NOTE: If the Vendor Tax ID needs to be validated, the Vendor Tax ID needs to be maintained at the vendor level.

Administrator Experience

The Invoice Processing administrator first confirms that either the **Country/Region** field or the **City (Location)** field is included on the Invoice Entry form and editable by the end-user, using the Forms and Fields tool. Next, they use the Audit Rule options to configure the audit rule. When the country set for the invoice is set to Japan or a Japanese city, the audit rule checks the validity of the Vendor Tax ID with the Japanese Government API.

CREATING A CUSTOM AUDIT RULE

Invoice Processing administrators see **Vendor Tax Verification Number** displayed on the **Audit Rules** page for the **Custom** tab.

Invoice Processing Admin	Audit Rules			
voice	Custom			
rocessing Admin	1 Audit Rule 2 Conditions 3 E	cception		
Accounting Administration	Insert Remove			Payment Status Date
hange Log		-		Pending Processor Since
ompany Locations	Data Object/Operator	Field/Value	Operation	Policy
onfiguration Report				Posting Date
urrency Admin	Request	Vendor Tax Identification Number		Processing Complete Date
elegate Configurations	Equal			Project - Custom19
nail Reminders				Provincial Tax Identification Number
ceptions	Value	✓ SVCARD		Receipt Confirmation Type
pense Type Import			[Request Key
pense Types	●And OOr			Request Total
ature Hierarchies				Shipping
rms and Fields		 Invoice Amount 		Submitted By Delegate
roup Configurations	Request			System Received Date
hage Handling	Greater Than			Tax
naging Settings	Value	✓ 100.00 USD		Tax Rate
voice Settings st Management				Transaction ID
calization				VAT Amount 1
cations				VAT Amount 2
ap Invoice Concept Fields				VAT Amount 3
yment Group				VAT Amount 4
infiguration				VAT Rate 1
ppol Configuration				VAT Rate 2
licies				VAT Rate 3
rchase Order Matching				VAT Rate 4
iles				VAT Tax Code 1
eporting Configuration				VAT Tax Code 2
outing Configuration				Vendor Tax Identification Number
ipping Configuration				Workflow Was Modified?
st User Admin				worknow was woulled?
nits Of Measure				
endor Search Admin				Cancel < <previous nex<="" td=""></previous>
Workflows	L			

Once **Vendor Tax Identification Number** is selected, three new operators now display in the **Select Operator** list:

- **Is Valid** The Vendor Tax ID is registered with the Japan government.
- **Is Not Valid** The Vendor Tax ID is not registered with the Japan government.
- Not Verified The Vendor Tax ID verification is not completed due to a temporary system issue. Users may need to re-run the audit rule if they want to verify the values.

In the following image, a sample audit rule checks the **Vendor Tax Identification Number** using the **Is Not Valid** operator.

udit Rules			
1) Audit Rule 💿 Conditions (3) E	ception		
Insert Remove		Select Operator	_
Data Object/Operator	Field/Value	Operation Select an appropriate operat this condition.	or fo
Request	 Vendor Tax Identification Number 	Equal	
Is Not Valid		Not Equal	
		Begins With	
Value	Y	Ends With	
) V Contains	
		Does Not Contain	
		Is Blank	
		Is Not Blank	
		Is Valid	
		Is Not Valid	
		Not Verified	

CREATING AN EXCEPTION

If an exception should be created for an invalid ID, that is done using options in step 3, where a number may be assigned that the system uses to allow or block submission.

Audit F	Rules	
Custom Random		
1 Audit Rule	2 Conditions	Exception
Exception Visibility: Invoice Owner, A	pprover and Invoice	e Processor
Exception Code:	Exception Level:	Exception Text:

In the event the internal service is unavailable or returns an error, the invoice returns as "Not Verified". A message may display if the client has configured it for the audit rule. SAP Concur recommends clients use the following message, "The Vendor Tax ID could not be validated against an external service. Please try again after some time to retry validation. If the error persists, please contact SAP Concur support or your Concur Administrator".

If the Vendor Tax ID fails validation, the audit rule evaluates the system check as **Is Not Valid**.

If the Vendor Tax ID passes validation, the audit rule evaluates the system check as **Is Valid**.

Configuration / Feature Activation

The option for the Concur Invoice administrators to configure this type of audit rule is automatically available. However, no changes are automatically made to the existing audit rules: the Concur Invoice administrator must proactively configure this type of rule before it will apply to invoices.

For general information, refer to the *Concur Invoice: Audit Rules Setup Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release Notes</u>.

Digital Invoices

****Planned Changes** New PDF Generation for Peppol E-Invoices** (Japan)

Information First Published	Information Last Modified	Feature Target Release Date	
February 2024	March 08, 2024	April 2024	
Any changes since the previous monthly release are highlighted in yellow in this release note.			

Overview

Concur Invoice clients in Japan (or those who have employees or configurations in Japan) that are using the Peppol Integration solution will soon be able to view and download a readable PDF version of the Peppol XML file. The PDF will be automatically generated from the Peppol XML e-invoice document and will be accessible through the **View Invoice** option in the invoice.

The generated PDF provides the following benefits:

- Presents the invoice data in a better readable format.
- Allows Invoice Approvers and Processors to compare the invoice record created in Concur Invoice against the generated PDF to reduce instances of fraud.
- Allows all users to verify vendor names from the XML and compare the default vendor selected in the invoice record in Concur Invoice.
- For more information on Concur Invoice Peppol Integration, refer to the *Concur Invoice Release Notes* for June 2023 and October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This update allows clients to have a human-readable PDFs of their invoicing files for auditing purposes. It also meets the Japanese market requirements by providing a readable PDF version of the XML e-invoice.

Configuration / Feature Activation

This update occurs automatically.

Invoice Pay

****Planned Changes** New Currencies for ACH/EFT Payments**

Information First Published	Information Last Modified Feature Target Release		
February 2024	March 8, 2024	April 2024	
Any changes since the previous monthly release are highlighted in yellow in this release note.			

Overview

SAP Concur Invoice clients contracted for Invoice Payment Manager and who have a Canadian Dollar (CAD), Euro (EUR), and/or British Pound (GBP) bank account will be able to make low-cost Electronic Funds Transfer (ETF) payments to vendors using the ACH payment method type.

Clients can set up their company's CAD, EUR, and/or GBP bank account in Concur Invoice Payment Manager by creating a funding account with SAP Concur's thirdparty ACH/EFT payment provider (Worldline) to facilitate invoice payments to their vendors.

Invoice payments are batched in Invoice Payment Manager for clients to review and manage before being sent to the payment provider to be processed. Using the Invoice Payment Confirmation extract or a financial connector application integrated with it, clients can post invoice payments to the ERP/accounting system.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides Concur Invoice clients, who work with vendors located in Canada, Eurozone countries, and the United Kingdom, the ability to process low-cost EFT invoice payments using Invoice Payment Manager.

Prerequisites

Clients must have Concur Invoice and Invoice Payment Manager on their contract.

Clients must have a bank account in the supported countries and currencies and be able to register it with Worldline.

Supported ACH/EFT Payments

Currency	Country/Region	Payment System	Payment Cycle
Canada Dollar (CAD)	Canada	ACSS	3 Bank Days

Euro (EUR)	Eurozone Countries and territories	SEPA	4 Bank Days
Pound Sterling (GBP)	United Kingdom	BACS	3 Bank Days
*US Dollar (USD) *Existing functionality	United States and territories	ACH	5 Bank Days

NOTE: Cross-border and foreign exchange payments are not supported.

Roles

Users must have the Invoice Payment Manager role to configure ACH/EFT funding accounts and view payment batches.

How it Works

Once the funding account has been reviewed and verified by the payment provider, it can be activated in Concur and invoice payments can begin being batched for processing from it.

Banking information for vendors with a CAD, EUR, or GBP bank account, who are to be paid by EFT, can be added to the client's Concur vendor profile by API, import file, or manual entry. The Pay Method Type in the vendor profile should be set to *ACH* for new invoices to default to be paid by EFT. A remittance email with payment and invoice details can be sent to email addresses populated in the **Contact Email Address** field.

In Concur Invoice, clients create, approve, and post to their ERP/accounting system invoices with the ACH pay method type the same way as invoices with other payment methods. After completing the approval workflow, approved ACH invoices are batched to be paid by EFT from the funding account in Invoice Payment Manager. Based on the invoice payment due date and batch settings configured in the funding account, the system automatically assigns the invoice to a batch schedule to be processed so the EFT payment credits the vendor's bank account on the payment due date.

Clients can view and manage payment batches on the **Monitor Payments** page in Invoice Payment Manager. After a batch closes, the payments are sent to the payment provider to be processed and the remittance email is sent to the vendor contact.

Invoices are updated to a Paid payment status on the funding date of the batch when monies for the total batch amount are debited from the client's bank account with which the Concur funding account is associated. Clients can then extract the invoice payments from Concur to post to their ERP/accounting system with the Invoice Payment Confirmation API or extract file.

NOTE: The invoice, the funding account the payment debited from, and the vendor bank account the payment is credited to, must **all** be the same currency for a payment to be processed.

Configuration / Feature Activation

SAP Concur staff must enable the Invoice Pay settings for clients for them to be able to create funding accounts.

Vendor Management

****Planned Changes** SAP Business Partner Screening Solution** Now Performs Automatic Online Screening

Information First Published	Information Last Modified	Feature Target Release Date
December 2023	March 8, 2024	April 11, 2024
Any changes since the prev	ious monthly release are highlighted i	in yellow in this release note.

Overview

SAP Concur now performs automatic online screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution. Previously, SAP Concur performed offline screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution.

For more information, refer to the *Vendor Management* | *SAP Business Partner Screening Solution (August 11)* release note published in the *Concur Invoice Release Notes* for August 2023.

The BPS solution is used to prevent prohibited vendors in embargoed countries or regions, or in sanctioned entities listed by the various applicable government agencies, from performing business activities with SAP products.

<u>SAP policy</u> prohibits the use of all SAP products and services in, from, or in support of, any business activities in locations where SAP products and services are not available. This list includes Cuba (CU), Iran (IR), North Korea (KP), Syria (SY), and regions of the Ukraine (Donestsk, Luhansk, and Crimea). This change also impacts the following currencies Cuba, Peso (CUC and CUP); North Korean Won (KPW); Syria, Pound (SYP); Iran, Rial (IRR).

When users try to submit an invoice for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, invoice submission will be blocked. Only invoices for vendors that passed BPS screening will be extracted to the financial system for payment.

For more information about creating funding accounts, refer to the *Concur Invoice Pay Setup Guide*.

With the release of the new automatic online screening update, this feature release also includes:

- Four new screening statuses in the **Screening Status** column on the **Vendor Managers** page
- A new *Screening Status* option in the **Search** list on the **Manage Vendors** page
- The ability to recall invoices for re-screening
- New alert messages for vendor invoice status during BPS screening
- Audit trail tracking of Export Trade Sanctions (ETS) categories, status codes, and screening statuses
- The ability to block submission of purchase requests (PR) and purchase orders (PO) for vendors with a Sanctioned or Invalid status during BPS Screening.

BUSINESS PURPOSE / CLIENT BENEFIT

This change ensures clients follow local, national, and international laws governing embargoed countries and sanctioned individuals/entities and are systematically protected to the best ability from malicious actors and actions when working with SAP Concur products.

End User Experience

VIEW ALERT MESSAGES

After invoice submission, users now see additional alerts displayed on the **My Invoices** page in **Invoice Manager** to track vendor invoices during BPS screening status.

SAF	^o Concu	r 🖸 Invoice 🗸				
Invoid	ce Manago	er Create New Invoice	Processor V Pa	ayments 🗸 Vendo	r Manager	
My I	Invo	oices				
Searc		ew: All My Invoices 🗸 😗				
Vendor Na	ame	Begins with			Search	
Assign	Delete	A Warning	$\mathbf{\times}$			
	Alert↓′	A Invoice The selected vendor has been vated in line with export cont		れ い い い に に い い の い の い の い の い の い の い の	r↓↑ Invoice Date↓↑	Approval Status↓↑
\Box	A <	sanctions compliance require	ements. Phase3	18Dec	12/18/2023	Pending Validation
		SAP Concur is unable to pro- es, purchase requests, and p ders for this vendor. If you be	urchase or-	32	12/11/2023	Accounting Review
		an error, please contact your Concur administrator.	company's Melli	32	12/11/2023	Approved

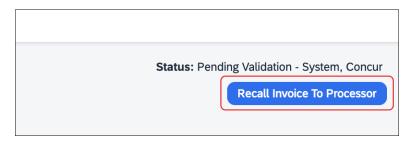
Alerts that may display include:

- **Sanctioned:** The selected vendor has been deactivated in line with SAP Export Control and Sanctions Compliance requirements. SAP Concur is unable to process invoices, purchase requests, and purchase orders for this vendor. If you believe this is an error, please contact your company's Concur administrator.
- **Pending Review:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **System Pending:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **Invalid:** At this time, SAP Concur is unable to support the selected vendor as the information appears incomplete or inaccurate. Please ensure the full legal name of the company or individual and their full address (street, city, state (if applicable), and country/region) are complete and accurate in the vendor record.

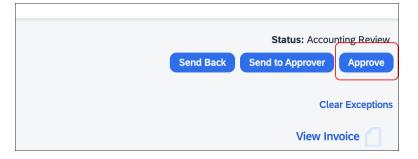
RECALL INVOICES FOR RE-SCREENING

If the vendor does not pass the BPS screening at the Prepayment Validation state, invoices with the vendor are placed on hold and an alert message displays for the invoice. Users can recall the invoice to the processor and approve it to initiate rescreening. If the vendor passes re-screening, invoices with the vendor will be extracted for payment. Otherwise, the invoices will continue to be placed in a hold status.

On the invoice record, users can click the **Recall Invoice to Processor** button to recall the invoice.



Users can then click the **Approve** button to re-submit the invoice for re-screening.



VIEW THE AUDIT TRAIL

When a vendor's screening status is changed, this change is logged and documented in the audit trail with the Export Trade Sanctions (ETS) Category, status code, and the screening status. Users can reference the following table to understand the categories and codes documented in the audit trail.

ETS Category (Available in Audit Trail)	Status Code (Available in Audit Trail)	Screening Status (Available statuses in the Screening Status column on the Manage Vendors Page)
ETS1	01	Sanctioned
ETS3	01	Sanctioned
ETS4	01	Sanctioned
ETOK	02	Passed
ETS2	04	Pending Review

EX30	30	System Pending
EX31	31	Invalid
EX32	32	Translation in progress

SEARCH FOR VENDORS BY SCREENING STATUS

Users can search for vendors by selecting *Screening Status* in the **Search** list on the **Manage Vendors** page.

Manage Vendors Import Vendors	lanage Default Expe	nse Type Vendo	r Mapping List								
Vendors View: All Vendors											
Open Vendor Actions							(Search	: Vendor Name	~	Begins
Vendor Name†=	Vendor Code	Address Code	Address 1	City	State/Province/R	Postal Code	Tax ID	R		r	oup
Bank Melli	TestETSCBankMelli	TestETSCBankMelli							Vendor Code		-
Bank Melli	Demo_11Dec_BM	Demo_11Dec_BM							Address Code		
etscflagoff	etscflagoff	etscflagoff	test	New York					Tax ID Screening Status		
ETSCPhase3	ETSCPhase3	ETSCPhase3					(Creening Status	_)

SUBMIT PURCHASE REQUESTS AND PURCHASE ORDERS

When users submit a purchase request for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request submission is blocked.

When a user submits a purchase order created from a purchase request, and the purchase order for the vendor is identified as having a Sanctioned or Invalid status during BPS screening, PO transmission is blocked.

APIs and Imports for PR/PO

When users create a purchase request using Purchase Request v4 API, and the purchase request is created for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase request auto submission is blocked.

When users create a purchase order using Purchase Order v3 API or from the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order creation or import is blocked.

When user updates a purchase order using Purchase Order v3 API or the PO Import file for vendors that are identified as having a Sanctioned or Invalid status during BPS screening, purchase order update is blocked.

The following image is an example of messages that display in the **Import Run Details For: Purchase Order Import Run** window when invoices are imported successfully, fail, or have errors.

Import/	Extract N	Ionito	r				
Scheduled Jobs Imp	ports	Import Run Det	ails For: Purchase	e Order Impor	rt Run# 341		×
Import Rui	n History Fo	Find every log er	ntry where Level	~	Any	✓ Go!	
← Return to Import J	obs	Level	Record Identi	Message			
Find every run where	Run Data	Error	11	Error Code: 4	444 ; Error Message:	hase order PO0DBTest28 . The selected vendor has been	
Run Number File N				Compliance r	equirements. SAP Co	rt Control and Sanctions oncur is unable to process invoice	es, tun Details
	oiceimportnow p100721:			believe this is	an error, please con	orders for this vendor. If you tact your company's Concur	/iew
340 poinv	oiceimportnow_p100721:	Info	11		rders imported succe		<u>/iew</u>
339 poinv	oiceimportnow_p100721;			1 Purchase O	rders failed to impor	t.	/iew
338 poinv	oiceimportnow_p100721:						<u>/iew</u>
337 poinv	oiceimportnow_p100721:						<u>/iew</u>
336 poinv	oiceimportnow_p100721;						<u>/iew</u>
	oiceimportnow_p100721:						<u>/iew</u>
	oiceimportnow_p100721:						<u>/iew</u>
	oiceimportnow_p100721:						<u>/iew</u>
	oiceimportnow_p100721: oiceimportnow_p100721:						<u>/iew</u> /iew
330	oleeninportitiow_p100721.						/iew
	oiceimportnow_p100721:						<u>/iew</u>
328 poinv	oiceimportnow_p100721:						<u>/iew</u>
327 poinv	oiceimportnow_p100721:	< 	ge 1 of 1 >	N I C	Send to Excel	Displaying 1 - 2 o	f 2 <u>/iew</u>

Vendor Manager Experience

Vendor Managers now see four new screening statuses display in the **Screening Status** column on the **Manage Vendors** page.

Begins with	Q
Has Image	Screening Status
No	
No	Sanctioned
No	Pending Review
No	Passed
No	Invalid
No	Translation in Progress
No	System Pending

The **Screening Status** column displays four new status results based on BPS screening:

- **Passed:** Vendors that passed the BPS screening and can be used without restrictions.
- **Pending Review:** Vendors that require manual review by SAP Export Control Operations.
- **System Pending:** Vendors that are in the queue for BPS screening once the system is back online.
- **Translation in Progress:** Vendors that have non-Latin or special characters present and are currently being translated for BPS screening.

Configuration / Feature Activation

This change occurs automatically.

For more information, refer to *Concur Invoice: Vendor Manager User Guide*.

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the <u>Accessibility Updates</u> page.

Gender Diversity

Gender Diversity Planned Features and Changes

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect <u>SAP's commitment to supporting gender diversity</u> and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the <u>SAP</u> <u>Concur release notes</u>.

In-Product User Assistance

Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

- To access the SAP Concur Sub-processors List:
 - Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page: <u>SAP Sub-processors / Data Transfer Factsheets</u>
 - 2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to <u>Your New Support User ID (S-user)</u> and to the <u>Learn All</u> <u>About S-User IDs</u> blog post.

- 3. On the SAP Sub-processors / Data Transfer Factsheets page, type Concur in the **Search** field.
- 4. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: <u>Privacy-Request@Concur.com</u>

Supported Configurations

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the <u>Concur Travel & Expense Supported Configurations</u> guide.

When changes to browser support are planned, information about those changes will also appear in the <u>Shared Changes Release Notes</u>.

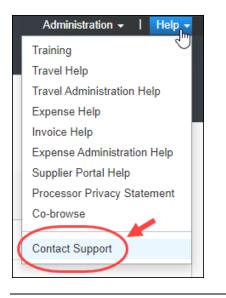
SAP Concur Support Case Status

This release might resolve previously submitted support cases. You can check the status of a support case to confirm whether the case issue has been resolved.

Check Support Case Status

The steps in this procedure provide instructions for checking whether a case is resolved.

- To check the status of a submitted case:
 - 1. Log on to https://concursolutions.com/portal.asp.
 - 2. Click Help > Contact Support.



NOTE: If you do not have the option to contact SAP Concur support in the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support > View Cases**.



In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.

SAP Concu	ır 🖸						Welcome My Profile Close
Home	Support	Resources	Community Info	Bil	lling		
Knowledge Base	Create a Case	View Cases	Download Case Report	Report	Files		
5 - My Cases							Printable View
View: 5 - My Cas	es	R					<previous <u="" page="" ="">Next Page></previous>
1 - All Ope	n Admin Cases		New 0	Case			
Action g 2 - All Clos	ed Admin Cases	Status	Priority Cont	tact Name	Site/URL/Acct. #	Date/Time Opened 🔻	Date of Last Comment
Edit 1 3 - All Oper	n End User Cases	Updated					
Edit 1	ed End User Cases	Closed					
Edit 1		Closed					
Edit 1 5 - My Cas	es	Closed					
Edit 1 Recently V	iewed Cases	Closed	The second second				
Edit		Closed					
N			Show me fewer ▲ / ▼m	lore records	s per list page		
							<previous <u="" page="" ="">Next Page></previous>

Additional Release Notes and Other Technical Documentation

Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the <u>SAP Concur solutions page</u>.

SAP	Help Portal (Documentation)		Ē
	ONCUE English (United States of America) United States of America)	reporting.	
This product 🔻	Search in all documents related to this product	Q	
		✓ Advanced Search	
			☆ Favorite 🛛 😪 Share

SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.

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AP Concur Release Notes

Concur Invoice Professional/Premium

Includes: Concur Invoice, Capture Processing, Invoice Pay, Purchase Requests and Purchase Orders

Month	Audience
Release: April 2024 Initial Post: April 19, 2024	Client FINAL

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Release Notes

This document contains the release notes for Concur Invoice for professional edition.

NOTE: Features and changes that apply to SAP Concur site-wide or to multiple products/services are documented in the *Shared Changes Release Notes*. For information about site-wide or shared changes in this release that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release</u> <u>Notes</u>.

Concur Invoice UX Evolution

****Ongoing** Updated User Interface (UI) for Concur Invoice End** Users

Information First Published	Information Last Modified	Automatic Transition Date			
July 14, 2023	April 12, 2024	To Be Determined			
Any changes since the previous monthly release are highlighted in yellow in this release note.					

This change is part of the Concur Invoice UX Evolution experience.

Overview

The continued evolution of the Concur Invoice solution user interface (UI) experience is the result of thoughtful design and research that provides a modern, intuitive, and streamlined experience for the invoice process.

Customers will have the ability to preview and then opt in to the new UI for Concur Invoice before the automatic transition date.

BUSINESS PURPOSE / CLIENT BENEFIT

The result is the evolution of the Concur Invoice user interface designed to provide a modern, consistent, and streamlined user experience. The new UI focuses on consistency across SAP Concur Spend offerings, and includes several significant enhancements requested by clients. Focus areas include end-user efficiency when interacting with invoices, performance and stability, as well as accessibility compliance.

Products and Users Affected

To take advantage of these improvements, Concur Invoice customers will be required to transition to the new UI at a future date to be determined. The following sections provide information about the timeline and resources available to ensure this process is smooth and efficient for all users. The new UI changes apply to:

• Concur Invoice (Professional/Premium and Standard) end users only

IMPORTANT: Timeline and Milestones

There are four important milestones for Concur Invoice customers as they transition from the current UI to the new UI.

1. Early Adopter Care (EAC) Period: August 2023 – Ongoing in 2024

We are currently in the Early Adopter Care Period: During this time, the new UI is available to preview for customers participating in the Early Adopter Care Program. We encourage administrators and power users to use the Early Adopter Care Period to preview the refreshed interface, update internal training materials, and prepare the organization for the transition.

NOTE: During the Early Adopter Care Period, not all planned features from the current UI will be available in new UI for Concur Invoice. New features and enhancements continue to be planned for future releases. *The Early Adopter Care Period is intended to let customers get a head start on learning about the new UI and preparing for the transition.*

If your organization is interesting in participating in the Early Adopter Care Program, please refer to the <u>SAP Early Adopter Care</u> page for more information.

2. **Opt-In Period:** Targeted for Q2 2024

Following the Early Adopter Care Period there will be an open Opt-In Period. This milestone will be marked by the delivery of most planned features as well as further overall product quality and stability. The Opt-In Period will be available to all Concur Invoice customers.

Customers should use this period to plan their transition and move to the new UI for Concur Invoice when it is right for your business priorities. Some remaining features will become available throughout this period, so customers should plan their roll out accordingly.

3. Active Move Period: To be determined

All customers will be required to move to the new UI. The first day of the Active Move Period is the first day of the 12-month notice period we committed to for customers to complete the transition at their own pace before the automatic transition date.

Customers are strongly encouraged to complete the tasks necessary to ensure a smooth transition for their organization and then transition during the Active Move Period. 4. Automatic Transition Date: To be determined

All customers will be automatically transitioned to the new UI. This ensures that we continue to offer a consistent user experience for all customers and allows for superior product innovation and support.

Transition Information – Guides and Other Resources

We will provide guide updates, online help updates, release notes, and other resources to help in the transition.

Examples of where to find information about the new UI:

• Setup and user guides, FAQs, transition resources: During the transition from the current UI to the new UI, the Concur Invoice setup and user guides will be updated to include information about the new UI in addition to the current UI.

Along with the guide updates, there are other resources (such as an FAQ), and a list of features that are not yet available in the new UI. All these materials can be used to help customers prepare their users.

- **SAP Help Portal:** Concur Invoice topics will also be updated for the new UI in the <u>Concur Invoice | SAP Help Portal</u>. During the transition from the current UI to the new UI, the topics will include information about the current UI and the new UI.
- **Release information:** Release notes for enhancements associated with the new UI will be provided in the monthly Concur Invoice release notes. Release notes for the new UI will be clearly marked in the monthly release notes.

Get Started

Customers are encouraged to use the transition information described above and develop a plan for the transition.

More Information

Additional information will be available in future release notes.

Feature Availability

The Invoice UX Evolution user interface will be applied to specific Concur Invoice features in a phased approach during the Early Adopter and Opt-In milestones. There are some Concur Invoice features that the Invoice UX Evolution user interface will not be applied to during the Early Adopter or Opt-In milestones.

Use the following table to view which Concur Invoice features are currently updated with the Invoice UX Evolution user interface. The table also indicates whether a feature is a major or minor feature and which features will not be updated with the new user interface.

NOTE: Clients using the major features listed in the Major Features section of the table should **not** move to the Invoice UX Evolution UI until the major features they are using are available in the Invoice UX Evolution UI.

Feature Availability for Invoice UX Evolution						
Feature Name	Available?	Notes				
Major Features						
Attendees	No	Parity Professional Only				
Auto-Save	Early Adopter Care (EAC) Period	New Professional Standard				
CFDI (Comprobantes Fiscal Digital por Internet) (Mexico)	No	Parity Professional Standard				
Create/Edit Invoice	EAC	Parity – with the new create and edit invoice workflow Professional Standard				
E-Bunsho	No	Parity Professional Standard				
Editing Allocations	EAC	Parity Professional Standard				
Expense Type Connected List	No	Parity Professional Only				
Greater than 15 Line Items can be added in the Itemization section on the Create New Invoices page	No	New Professional Standard				
Line-Item Entry in the Itemization section on the Create New Invoices page	EAC	New Professional Standard				
Multiple VAT Field Support (Canada)	No	Parity Professional Standard				
PO Matching	EAC	Parity Professional Standard				
Recurring Invoices	EAC	Parity Professional Standard				
Tax Authority & Tax Validation Service	No	Parity Professional Standard				

Minor Features		
Approver navigation to invoices in new UI	No	Parity – with new workflow Professional Standard
Auto Resize – View Port	EAC	New Professional Standard
Cost Object Approval Filtering	No	Parity Professional Standard
Default Image In Line	EAC	Parity Professional Standard
Drag and Drop Images	EAC	New Professional Standard
Enhanced Comments	EAC	Parity Professional Standard
Enhanced Bulk Update Tools	No	New - Some Parity Professional Standard
Invoice Owner Improvements	EAC	Parity – with new workflow Professional Standard
Line-Item Entry Improvements – Custom Fields	EAC	Parity – with new workflow Professional Standard
Processor navigation to invoices in new UI	EAC	Parity – with new workflow Professional Standard
Switch Tax Mode Improvements	EAC	Parity – with new workflow Professional Standard
Submit/Assign Button Improvements	EAC	Parity – with new workflow Professional Standard
Unassigned Invoices List screen – Record Locking	EAC	New Professional Standard
VAT Tax Mode	EAC	Parity – with new workflow Professional Standard
Other Minor Parity Features	No	Parity Professional Standard
Features that will not ha	ave the Invoice UX Ev	olution User Interface
Concur Invoice Administration	No	
Approvals Invoice List	No	

Capture Processing	No	
Invoice Pay	No	
Processor Invoice List	No	

Invoice Pay

New Currencies for ACH/EFT Payments

Overview

Concur Invoice clients contracted for Invoice Payment Manager and who have a Canadian Dollar (CAD), Euro (EUR), and/or British Pound (GBP) bank account are now able to make low-cost Electronic Funds Transfer (ETF) payments to vendors using the ACH payment method type.

Clients can set up their company's CAD, EUR, and/or GBP bank account in Concur Invoice Payment Manager by creating a funding account with SAP Concur's thirdparty ACH/EFT payment provider (Worldline) to facilitate invoice payments to their vendors.

Invoice payments are batched in Invoice Payment Manager for clients to review and manage before being sent to the payment provider to be processed. Using the Invoice Payment Confirmation extract or a financial connector application integrated with it, clients can post invoice payments to the ERP/accounting system.

BUSINESS PURPOSE / CLIENT BENEFIT

This update provides Concur Invoice clients, who work with vendors located in Canada, Eurozone countries, and the United Kingdom, the ability to process low-cost EFT invoice payments using Invoice Payment Manager.

Prerequisites

Clients must have Concur Invoice and Invoice Payment Manager on their contract.

Clients must have a bank account in the supported countries and currencies and be able to register it with Worldline.

Currency	Country/Region	Payment System	Payment Cycle
Canada Dollar (CAD)	Canada	ACSS	3 Bank Days
Euro (EUR)	Eurozone Countries and territories	SEPA	4 Bank Days

Supported ACH/EFT Payments

Pound Sterling (GBP)	United Kingdom	BACS	4 Bank Days
*US Dollar (USD) *Existing functionality	United States and territories	ACH	5 Bank Days
Existing functionality			

NOTE: Cross-border and foreign exchange payments are not supported.

Roles

Users must have the Invoice Payment Manager role to configure ACH/EFT funding accounts and view payment batches.

How it Works

Once the funding account has been reviewed and verified by the payment provider, it can be activated in Concur and invoice payments can begin being batched for processing from it.

Banking information for vendors with a CAD, EUR, or GBP bank account, who are to be paid by EFT, can be added to the client's Concur vendor profile by API, import file, or manual entry. The Pay Method Type in the vendor profile should be set to *ACH* for new invoices to default to be paid by EFT. A remittance email with payment and invoice details can be sent to email addresses populated in the **Contact Email Address** field.

In Concur Invoice, clients create, approve, and post to their ERP/accounting system invoices with the ACH pay method type the same way as invoices with other payment methods. After completing the approval workflow, approved ACH invoices are batched to be paid by EFT from the funding account in Invoice Payment Manager. Based on the invoice payment due date and batch settings configured in the funding account, the system automatically assigns the invoice to a batch schedule to be processed so the EFT payment credits the vendor's bank account on the payment due date.

Clients can view and manage payment batches on the **Monitor Payments** page in Invoice Payment Manager. After a batch closes, the payments are sent to the payment provider to be processed and the remittance email is sent to the vendor contact.

Invoices are updated to a Paid payment status on the funding date of the batch when monies for the total batch amount are debited from the client's bank account with which the Concur funding account is associated. Clients can then extract the invoice payments from Concur to post to their ERP/accounting system with the Invoice Payment Confirmation API or extract file.

NOTE: The invoice, the funding account the payment debited from, and the vendor bank account the payment is credited to, must **all** be the same currency for a payment to be processed.

Configuration / Feature Activation

SAP Concur staff must enable the Invoice Pay settings for clients for them to be able to create funding accounts.

For more information about creating funding accounts, refer to the *Concur Invoice Pay Setup Guide*, *Concur Invoice Pay User Guide*, *Concur Invoice: Vendor Import V3 (Current) Specification*, and *Concur Invoice: Vendor Banking Import User Guide*.

Vendor Management

SAP Business Partner Screening Solution Now Performs Automatic Online Screening

Overview

SAP Concur now performs automatic online screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution. Previously, SAP Concur performed offline screening of vendors (suppliers) within Concur Invoice Vendor Management using the SAP Business Partner Screening (BPS) solution.

For more information, refer to the *Vendor Management* | *SAP Business Partner Screening Solution (August 11)* release note published in the *Concur Invoice Release Notes* for August 2023.

The BPS solution is used to prevent prohibited vendors in embargoed countries or regions, or in sanctioned entities listed by the various applicable government agencies, from performing business activities with SAP products.

<u>SAP policy</u> prohibits the use of all SAP products and services in, from, or in support of, any business activities in locations where SAP products and services are not available. This list includes Cuba (CU), Iran (IR), North Korea (KP), Syria (SY), and regions of the Ukraine (Donestsk, Luhansk, and Crimea). This change also impacts the following currencies Cuba, Peso (CUC and CUP); North Korean Won (KPW); Syria, Pound (SYP); Iran, Rial (IRR).

When users try to submit an invoice for vendors that are identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, invoice submission will be blocked. Only invoices for vendors that passed BPS screening will be extracted to the financial system for payment.

With the release of the new automatic online screening update, this feature release also includes:

- Four new screening statuses in the **Screening Status** column on the **Vendor Managers** page
- A new *Screening Status* option in the **Search** list on the **Manage Vendors** page
- The ability to recall invoices for re-screening
- New alert messages for vendor invoice status during BPS screening

- Audit trail tracking of Export Trade Sanctions (ETS) categories, status codes, and screening statuses
- The ability to block submission of purchase requests (PR) and purchase orders (PO) for vendors with a Sanctioned or Invalid status during BPS Screening.

BUSINESS PURPOSE / CLIENT BENEFIT

This change ensures clients follow local, national, and international laws governing embargoed countries and sanctioned individuals/entities and are systematically protected to the best ability from malicious actors and actions when working with SAP Concur products.

End User Experience

VIEW ALERT MESSAGES

After invoice submission, users now see additional alerts displayed on the **My Invoices** page in **Invoice Manager** to track vendor invoices during BPS screening status.

Invoice	Manager	Create New Invoice Process	or 🗸 Payme	ents 🗸 Vendor Mana	ger	
/lv li	nvoi	ices				
earch						
endor Nam	18	Begins with	_		Search	
	Delete	A Warning				
	Alert↓	A Invoice The selected vendor has been deacti-	dor Name ↓ ↑	Invoice Number↓↑	Invoice Date↓↑	Approval Status↓
		vated in line with export control and sanctions compliance requirements. SAP Concur is unable to process invoic:	CPhase3	18Dec	12/18/2023	Pending Validation
				32	12/11/2023	Accounting Review
		es, purchase requests, and purchase or ders for this vendor. If you believe this is		52		
			S	32	12/11/2023	Approved

Alerts that may display include:

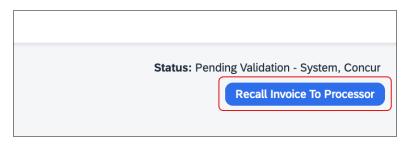
- **Sanctioned:** The selected vendor has been deactivated in line with SAP Export Control and Sanctions Compliance requirements. SAP Concur is unable to process invoices, purchase requests, and purchase orders for this vendor. If you believe this is an error, please contact your company's Concur administrator.
- **Pending Review:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.

- **System Pending:** The selected vendor in this invoice is currently under review as part of SAP's Export Control and Sanctions Compliance policy. We appreciate your patience as we are processing your request as quickly as possible.
- **Invalid:** At this time, SAP Concur is unable to support the selected vendor as the information appears incomplete or inaccurate. Please ensure the full legal name of the company or individual and their full address (street, city, state (if applicable), and country/region) are complete and accurate in the vendor record.

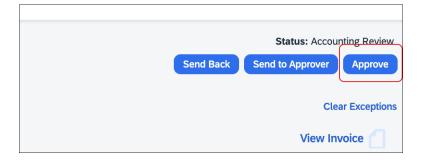
RECALL INVOICES FOR RE-SCREENING

In the unlikely event of a vendor not passing the BPS screening at the Prepayment Validation state, invoices with the vendor are placed on hold and an alert message displays for the invoice. Users can recall the invoice to the processor and approve it to initiate re-screening. If the vendor passes re-screening, invoices with the vendor will be extracted for payment. Otherwise, the invoices will continue to be placed in a hold status.

On the invoice record, users can click the **Recall Invoice to Processor** button to recall the invoice.



Users can then click the **Approve** button to re-submit the invoice for re-screening.



VIEW THE AUDIT TRAIL

When a vendor's screening status is changed, this change is logged and documented in the audit trail with the Export Trade Sanctions (ETS) Category, status code, and the screening status. Users can reference the following table to understand the

ETS Category (Available in Audit Trail)	Status Code (Available in Audit Trail)	Screening Status (Available statuses in the Screening Status column on the Manage Vendors Page)
ETS1	01	Sanctioned
ETS3	01	Sanctioned
ETS4	01	Sanctioned
ЕТОК	02	Passed
ETS2	04	Pending Review
EX30	30	System Pending
EX31	31	Invalid
EX32	32	Translation in progress

categories and codes documented in the audit trail.

SEARCH FOR VENDORS BY SCREENING STATUS

Users can search for vendors by selecting *Screening Status* in the **Search** list on the **Manage Vendors** page.

Manage Vendors Import Vendors M	anage Default Expe	nse Type Vendor	Mapping List						
Vendors View: All Vendors									
Open Vendor Actions							(Vendor Name	Begins
Vendor Name†=	Vendor Code	Address Code	Address 1	City	State/Province/R	Postal Code	Tax ID	Vendor Name	roup
Bank Melli	TestETSCBankMelli	TestETSCBankMelli						Vendor Code	
Bank Melli	Demo_11Dec_BM	Demo_11Dec_BM						Address Code	
etscflagoff	etscflagoff	etscflagoff	test	New York				Screening Status	
ETSCPhase3	ETSCPhase3	ETSCPhase3					(TSURACING Status	

SUBMIT PURCHASE REQUESTS AND PURCHASE ORDERS

When users submit a purchase request for vendors that are identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, purchase request submission is blocked.

When a user submits a purchase order created from a purchase request, and the purchase order for the vendor is identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, PO transmission is blocked.

APIs and Imports for PR/PO

When users create a purchase request using Purchase Request v4 API, and the purchase request is created for vendors that are identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, purchase request auto submission is blocked.

When users create a purchase order using Purchase Order v3 API or from the PO Import file for vendors that are identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, purchase order creation or import is blocked.

When user updates a purchase order using Purchase Order v3 API or the PO Import file for vendors that are identified as having a Sanctioned, Pending Review, or Invalid status during BPS screening, purchase order update is blocked.

The following image is an example of messages that display in the **Import Run Details For: Purchase Order Import Run** window when invoices are imported successfully, fail, or have errors.

Impor	rt/Extract N	Ionito	r				
Scheduled Jobs	s Imports	Import Run Details For: Purchase Order Import Run# 341 X					
Import	Run History Fo	Find every log er	ntry where Level	~	Any	✓ Go!	
← Return to In	nport Jobs	Level	Record Identi	Message			
Find every run	where Run Date 🗸 I	Error	11	Error Code: 4	444 ; Error Message:	hase order PO0DBTest28 . : The selected vendor has been rt Control and Sanctions	
Run Number	File Name			Compliance r purchase requ	equirements. SAP Co lests, and purchase	oncur is unable to process invoice orders for this vendor. If you	tun Detail
341	poinvoiceimportnow_p100721:			believe this is administrator.		tact your company's Concur	<u>/iew</u>
340	poinvoiceimportnow_p1007212	Info	11		rders imported succe rders failed to impor		<u>/iew</u>
339	poinvoiceimportnow_p100721;			I T dicinate o			/iew
338	poinvoiceimportnow_p1007212						<u>/iew</u>
337	poinvoiceimportnow_p1007212						<u>/iew</u>
336	poinvoiceimportnow_p100721:						<u>/iew</u>
335	poinvoiceimportnow_p100721:						<u>/iew</u>
334	poinvoiceimportnow_p100721:						<u>/iew</u>
333	poinvoiceimportnow_p1007212						<u>/iew</u>
332	poinvoiceimportnow_p100721;						<u>/iew</u>
331	poinvoiceimportnow_p1007212						<u>/iew</u>
330							<u>/iew</u>
329	poinvoiceimportnow_p1007212						<u>/iew</u>
328	poinvoiceimportnow_p1007212	14 4 1 1 1					<u>/iew</u>
327	poinvoiceimportnow_p100721:	K 🕻 Pa	ge 1 of 1 >	2110	Send to Excel	Displaying 1 - 2 of	2 <u>/iew</u>

Vendor Manager Experience

Vendor Managers now see four new screening statuses display in the **Screening Status** column on the **Manage Vendors** page.

	2
Begins with	QQ
Has Image	Screening Status
No	
No	Sanctioned
No	Pending Review
No	Passed
No	Invalid
No	Translation in Progress
No	System Pending

The **Screening Status** column displays four new status results based on BPS screening:

- **Passed:** Vendors that passed the BPS screening and can be used without restrictions.
- **Pending Review:** Vendors that require manual review by SAP Export Control Operations.
- **System Pending:** Vendors that are in the queue for BPS screening once the system is back online.
- **Translation in Progress:** Vendors that have non-Latin or special characters present and are currently being translated for BPS screening.

Configuration / Feature Activation

This change occurs automatically.

For more information, refer to *Concur Invoice: Vendor Manager User Guide*.

Planned Changes

The items in this section are targeted for future releases. SAP Concur reserves the right to postpone implementation of – or completely remove – any enhancement/change mentioned here.

NOTE: The planned changes listed in this document are specific to this product. For information about planned site-wide or shared changes that might impact your SAP Concur solutions, refer to the <u>Shared Changes Release Notes</u>.

Digital Invoices

****Planned Changes** New PDF Generation for Peppol E-Invoices** (Japan)

Information First Published	Information Last Modified	Feature Target Release Date			
February 2024	April 12, 2024	May 2024			
Any changes since the previous monthly release are highlighted in yellow in this release note.					

Overview

Concur Invoice clients in Japan (or those who have employees or configurations in Japan) that are using the Peppol Integration solution will soon be able to view and download a readable PDF version of the Peppol XML file. The PDF will be automatically generated from the Peppol XML e-invoice document and will be accessible through the **View Invoice** option in the invoice.

The generated PDF provides the following benefits:

- Presents the invoice data in a better readable format.
- Allows Invoice Approvers and Processors to compare the invoice record created in Concur Invoice against the generated PDF to reduce instances of fraud.
- Allows all users to verify vendor names from the XML and compare the default vendor selected in the invoice record in Concur Invoice.
- For more information on Concur Invoice Peppol Integration, refer to the *Concur Invoice Release Notes* for June 2023 and October 2023.

BUSINESS PURPOSE / CLIENT BENEFIT

This update allows clients to have a human-readable PDFs of their invoicing files for auditing purposes. It also meets the Japanese market requirements by providing a readable PDF version of the XML e-invoice.

Configuration / Feature Activation

This update occurs automatically.

Accessibility

Accessibility Updates

SAP implements changes to better meet current Web Content Accessibility Guidelines (WCAG). Information about accessibility-related changes made to SAP Concur solutions is published on a quarterly basis. You can review the quarterly updates on the <u>Accessibility Updates</u> page.

Gender Diversity

Gender Diversity Planned Features and Changes

SAP Concur is committed to supporting gender diversity. Over time we plan to implement product changes to help ensure that SAP Concur solutions support gender non-binary users. These changes will include but are not limited to support for preferred names, non-binary gender options in travel preferences, and non-binary titles.

These planned changes reflect <u>SAP's commitment to supporting gender diversity</u> and enable gender non-binary users to enter consistent information when making travel arrangements and entering personal information into SAP Concur solutions.

Timelines and details about these ongoing changes will be provided in the <u>SAP</u> <u>Concur release notes</u>.

In-Product User Assistance

Client Customized Content

If your company creates customized content for SAP Concur solutions through a user assistance tool such as SAP Enable Now or Concur User Assistant by WalkMe, the changes described in these release notes might affect your customized content. SAP Concur recommends reviewing the monthly release notes for all your SAP Concur solutions as well as the Shared Changes Release Notes to confirm whether any of the planned or released changes might impact your internal, customized content.

If any changes in a release impact your content, work with your internal teams to update your content accordingly.

Subprocessors

SAP Concur Non-Affiliated Subprocessors

The list of non-affiliated subprocessors is available from the SAP Sub-processors / Data Transfer Factsheets page.

- To access the SAP Concur Sub-processors List:
 - Click the following link to navigate to the SAP Sub-processors / Data Transfer Factsheets page: <u>SAP Sub-processors / Data Transfer Factsheets</u>
 - 2. Sign in to the SAP Support Portal using your Support User ID (S-user) and password.

NOTE: SAP customers must sign in to the SAP Support Portal using their Support User ID (S-user) and password. For information about S-User IDs, refer to <u>Your New Support User ID (S-user)</u> and to the <u>Learn All</u> <u>About S-User IDs</u> blog post.

- 3. On the SAP Sub-processors / Data Transfer Factsheets page, type Concur in the **Search** field.
- 4. In the **Title** column, click **SAP Concur Sub-processors List**.

If you have questions or comments, please reach out to: <u>Privacy-Request@Concur.com</u>

Supported Configurations

Supported Browsers and Changes to Support

For information about supported browsers and planned changes to supported browsers, refer to the <u>Concur Travel & Expense Supported Configurations</u> guide.

When changes to browser support are planned, information about those changes will also appear in the <u>Shared Changes Release Notes</u>.

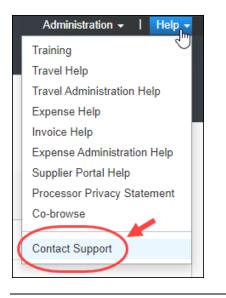
SAP Concur Support Case Status

This release might resolve previously submitted support cases. You can check the status of a support case to confirm whether the case issue has been resolved.

Check Support Case Status

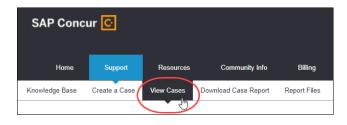
The steps in this procedure provide instructions for checking whether a case is resolved.

- To check the status of a submitted case:
 - 1. Log on to https://concursolutions.com/portal.asp.
 - 2. Click Help > Contact Support.



NOTE: If you do not have the option to contact SAP Concur support in the **Help** menu, then your company has chosen to support the SAP Concur service internally. Please contact your internal support desk for assistance.

3. Click **Support > View Cases**.



In the table, view the desired type of cases based on the **View** list selection. Search results are limited to each company's own cases.

SAP Concur C							Welcome My Profile Close	
Home	e Support	Resources	Community Info	Bil	ling			
Knowledge Bas	se Create a Case	View Cases	Download Case Report	Report	Files			
5 - My Cases							Printable View	
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1 - All Open Admin Cases			New C	ase				
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Additional Release Notes and Other Technical Documentation

Online Help

You can access release notes, setup guides, user guides, admin summaries, supported configurations, and other resources via the in-product Help menu or on the SAP Help Portal.

To access the full set of documentation for your product, use the links in the SAP Concur **Help** menu, or visit the <u>SAP Concur solutions page</u>.

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SAP Concur Support Portal – Selected Users

Access release notes, webinars, and other technical documentation on the SAP Concur support portal.

If you have the required permissions, **Contact Support** is available on the SAP Concur **Help** menu and in the SAP Concur page footer.



Click **Contact Support** to access the SAP Concur support portal, then click **Resources**.

- Click **Release/Tech Info** for release notes, technical documents, etc.
- Click **Webinars** for recorded and live webinars.

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