

# Concur Invoice: Vendor Employee Access

## User Guide

**Last Revised: April 19, 2019**

Applies to these SAP Concur solutions:

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



# Table of Contents

<b>Section 1: Permissions</b> .....	<b>1</b>
<b>Section 2: Overview</b> .....	<b>1</b>
About Invoice Employee Vendor Access.....	1
Benefits of Using Vendor Access.....	1
Before You Begin.....	2
Required Roles.....	2
Definitions.....	2
Create and Assign Vendor Employee Groups: Key Concepts.....	2
Overview: Group Assignment and Availability of Vendors to User .....	3
Assign Vendors to Multiple Groups by Vendor and by Address Code.....	4
Make All Vendors Available to the AP User Role.....	5
Limit Vendors Available to the AP User Role.....	5
User Admin Experience .....	6
Use the Employee Vendor Access Imports .....	7
Plan Your Vendor Access Group and Group Naming Conventions .....	7
Naming Conventions Used in this Document .....	7
Additional Documentation .....	8
<b>Section 3: Configure for Vendor Employee Access</b> .....	<b>9</b>
Overview of Steps .....	9
Steps: Configure the Vendor Employee Access Feature .....	12
Step 1: Create the Source List in List Management.....	12
Step 2: Associate the Feature Hierarchy to the Source List.....	13
Step 3: Set Up the Named Vendor Groups in Group Configurations.....	14
Step 4: Add the Custom Field to the Employee Form .....	16
Step 5: Map Vendors to Groups Using Vendor Access Mapping Import .....	19
Step 6: Select the Vendor Access Group for the User.....	20
<b>Section 4: Vendor Administrator Experience</b> .....	<b>21</b>
<b>Section 5: End-User Experience</b> .....	<b>22</b>
Create a New Vendor Request: What Happens?.....	22

# Revision History

Date	Notes/Comments/Changes
October 31, 2022	Minor edits; cover date not updated.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
April 20, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 7, 2020	Updated the copyright; no other changes; cover date not updated
April 13, 2019	Changed the term "payment request" to "invoice" as part of the new user experience for Concur Invoice including images.
February 1, 2019	Updated the copyright; no other changes; cover date not updated.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated.
January 25, 2018	Updated the copyright; no other changes; cover date not updated.
December 13, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
March 21, 2016	Update screen shots to new user interface.
November 30, 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes.
September 18, 2014	Added information about the two user interfaces; no other content changes.
August 22, 2014	Addition of a new setting in Invoice Settings that allows the processor access only to those vendors the employee is configured to work with when changing vendors on a submitted payment request.
May 16, 2014	The Address Code value can now be used to map expense types and users to a specific vendor.
April 15, 2014	Change copyright and cover; no other content changes.
December 28, 2012	Made rebranding and/or copyright changes; no content changes.
September 14, 2012	New User Guide.

# Employee Vendor Access

---

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

## Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

## Section 2: Overview

### ***About Invoice Employee Vendor Access***

The Invoice Employee Vendor Access feature lets a company create named vendor groups that, by assignment to a user, limit the vendors a user may choose when creating their invoices. In this way the user is essentially restricted from working with any vendor outside of their assigned group.

In use, all vendors are available at the Global Group level for users assigned to that Group. Once assigned, the vendor remains available at the Group level, but is also assigned to a group or groups in a one-to-many relationship. This allows the Vendor Manager to:

- **Map by the vendor:** By importing the vendors and mapping them to their default expense types and/or user.
- **Map by the vendor's address code:** By importing the vendors and, for a specific vendor, differentiating the vendor by their Address Code value, thus providing an attribute for a region or department to which the expense types and/or user should be mapped.

### ***Benefits of Using Vendor Access***

This solution is ideal for clients who have recently merged companies and want to continue working with suppliers assigned to different departments by systematically enforcing the relationship of user to vendor. It is also useful where security or privacy concerns prevent the exposure of some vendors to users. This feature also

prevents errors in invoice creation by directing the user to a vendor where same-name vendors exist either by chance or by regional location.

### **RESTRICT VENDOR SELECTION FOR PROCESSOR TO MATCH THOSE OF EMPLOYEE**

Using Invoice Settings, the administrator can force the vendor selection availability for a processor to match the vendor selection of the employee whose invoice they are working with. This feature prevents unauthorized vendor selection when the processor works with vendors by limiting the pool to those vendors the employee is restricted to work with under the Vendor Employee Access feature.

The setting is **Limit the Processor and Processor Manager roles to employee's vendor access list** and is found by navigating to **Administration > Invoice > Invoice Settings**.



For more information, refer to the *Concur Invoice: Invoice Settings Setup Guide*.

## **Before You Begin**

Review this section of the document for explanations, example, and tips on planning the use of this feature at your company site.

### **Required Roles**

The following roles are required to configure this feature:

- **Invoice Configuration Administrator:** Will configure the Concur Invoice modules, such as List Management, Group Configurations, and Employee form, required to implement this feature.
- **User Administrator:** Will enter values for the vendor access group field(s) defined in the Employee form.

### **Definitions**

**Group:** A Named Vendor Group created in Group Configurations, such as Global (system created). This is similar to employee groups or invoice groups.

**Group Path or Hierarchy:** The fully-listed group hierarchy, such as *Global - North Division - NorthWest Division - NorthNorthWest Division*. This is similar to other features in Invoice and is created with a connected list.

## **Create and Assign Vendor Employee Groups: Key Concepts**

Note the following key concepts that can help you develop an approach to creating vendor groups and assigning your users to these groups for vendor access.

## Overview: Group Assignment and Availability of Vendors to User

All vendors are assigned by default to the Global Group when they are first imported and are available to any user creating an invoice who is also assigned to the Global Group. The Employee Vendor Access feature limits what vendors the user may choose by assigning vendors to a group and then assigning a user to this same group mapping. Or, by importing multiple Address Codes for a single vendor, and assigning the user by the vendor's address code variable, instead of by vendor. This way, a user assigned the North Division group, or a specific regional or departmental group by address code, will only see those vendors available to that group, and no others.

### If No Vendor Group is Assigned at the User's Group Level

Assume a *Global - North Division - NorthWest Division - NorthNorthWest Division* hierarchical Group configuration. If a user is assigned the *NorthNorthWest Division* vendor group, they can draw on all vendors assigned to that group.

However, if no vendor group was assigned to the *NorthNorthWest Division*, the system will "walk up" the hierarchy to find an available vendor group in the *NorthWest Division* and, if no vendor group is defined there, then further "up" to the *North Division*. If no named group is defined in hierarchy path, then the user will have access to all vendors at the Global level.

### EXAMPLE: USER'S GROUP ASSIGNMENT AND AVAILABLE VENDORS

A user chooses vendors based on the vendor's assignment to a named vendor group, and the assignment of vendors using the vendor group hierarchy field(s) on the Employee form.

- **Vendor's Assignment to Named Vendor Group**

A vendor is available to a user through vendor import assignment using the connected list values corresponding to the named vendor groups that you created in Group Configurations. Below is an example of the on-demand Employee Vendor Access import (A = Add to group):

	B	C	D	E	M
1	Address Code	Level 1 Code	Level 2 Code	Level 3 Code	Action?
2	ven1vendor				A
3	ven2vendor	NORTH			A
4	ven3vendor	NORTH			A
5	ven3vendor	NORTH	NORTHWEST		A
6	ven4vendor	NORTH	NORTHWEST		A
7					

Given Erin's assignment to the *Global - North Division - NorthWest Division* all vendors at that level are available for choice. This means Erin may choose from Vendor 3 (ven3vendor) and Vendor 4 (ven4vendor).

- **User's Group Assignment**

The user can select any vendor mapped to that user's group assignment, and, if no vendors are available at that level, the system will "walk up" the level and display all vendors at the next group level.

**Example:** Assume group path *Global - North Division - NorthWest Division - NorthNorthWest Division*. Erin, assigned to the group *NorthNorthWest Division*, can choose vendors from:

Group Path Node:	Erin can choose:
NorthNorthWest Division	All vendors at this node - Erin shares this group with these vendors, so may choose any of them.
...if no vendors exist at that level:	
NorthWest Division	All vendors at this node - the system walks up the hierarchy to expose these vendors to Erin because there are no vendors assigned to the <i>NorthNorthWest Division</i> level.
...if no vendors exist at that level:	
North Division	As above, all vendors at this node - the system walks up the hierarchy to expose these vendors to Erin because there are no vendors assigned to the <i>NorthWest Division</i> level.
...if no vendors exist at that level:	
Global	As above, all vendors at this node - the system walks up the hierarchy to expose these vendors to Erin because there are no vendors assigned to the <i>North Division</i> level.

### **Assign Vendors to Multiple Groups by Vendor and by Address Code**

A vendor is not limited to assignment to a single group - the relation is one to many, where one vendor may be associated to many named vendor groups. In the worksheet below, Vendor 3 (ven3vendor) is assigned to both the Global - North and the Global - North - Northwest vendor groups via rows 4 and 5 respectively:

	B	C	D	E	M
1	Address Code	Level 1 Code	Level 2 Code	Level 3 Code	Action?
2	ven1vendor				A
3	ven2vendor	NORTH			A
4	ven3vendor	NORTH			A
5	ven3vendor	NORTH	NORTHWEST		A
6	ven4vendor	NORTH	NORTHWEST		A
7					

This allows users in different group assignments to draw on the same vendor.

### **ASSIGN VENDORS USING THE ADDRESS ACCOUNTING CODE VALUE**

If you want to map the vendor access for a user directly to a regional or other attribute, use the **Address Accounting Code** column for this purpose. For example, assume ACME has regional offices across the continent. Instead of having the user select their regional vendor when creating an invoice, set the mapping directly to the regional attribute by importing a unique Address Accounting Code value for the same Vendor Name value.



In the following figure, Vendor 3 is available for mapping to a user or an expense type at both the North and NorthWest levels after import.

A	B	C	D	E	M
Vendor Code	Address Code	Level 1 Code	Level 2 Code	Level 3 Code	Action?
Vendor1	ven1vendor				A
Vendor 2	ven2vendor	NORTH			A
Vendor 3	ven3vendorNorth	NORTH			A
Vendor 3	ven3vendorNWest	NORTH	NORTHWEST		A
Vendor 4	ven4vendor	NORTH	NORTHWEST		A

This one-to-many relationship of a single vendor to multiple addresses means that options in the **Manage Default Expense Type** and **Vendor Mapping List** tabs can support assignment not only at the vendor level, but also at the sub-level of the vendor's supplied *Address Code* value.

### ***Make All Vendors Available to the AP User Role***

If you employ a centralized invoice model that uses the AP User role to create and assign invoices, you may prefer this user have access to all available vendors. To do this, you have two options:

- **Place the AP User in the Global Group:**  
Since all vendors are available to a user who resides in the Global group, assign the AP User to this group so they may draw on all vendors.
- **Create an empty vendor group for assignment to the AP User:**  
Since the system will "walk up" the hierarchy, you can create a vendor group one level below Global (*Global - Empty*), import *no* vendors to this group, and thus force the system up to the Global group which has all vendors assigned to it by default.

### ***Limit Vendors Available to the AP User Role***

If you wish to limit what unassigned invoices the AP User role can work with, based on the assigned vendor, you may elect to associate an AP User to one or more vendor groups using either the User Permissions tool or the 400-level record set of the employee import.

Since the AP User role is group-aware based on vendors, assignment of this role and selection of vendor groups ensures the AP User may only work with invoices based on vendor, which in turn can be assigned regionally as an example.

## User Admin Experience

The User Admin role will see the **Groups to be Assigned to the User(s) for the Selected Role(s)** option when assigning the Invoice AP User role to a user. In the figure below, the XLS import includes the hierarchies and the vendors assigned to one or more groups.

The screenshot shows the 'Available Roles' list with 'Invoice AP User' selected. The 'Roles for this User' list includes 'Invoice Receipt Processor', 'Invoice User', 'Invoice Vendor Manager', 'Purchase Order Processor', 'Purchase Request Approver', 'Purchase Request Processor', and 'Purchase Request User'. The 'Groups to be Assigned to User(s) for the Selected Role(s)' section lists 'West Division', 'SouthSouthEast Division', 'South Division', 'NorthWest Division', and 'NorthNorthWest Division'. A red circle highlights the 'West Division' group, with an arrow pointing to a table of vendor codes.

	A	B	C	D	E
1	<b>Vendor Code</b>	<b>Address Code</b>	<b>Level 1 Code</b>	<b>Level 2 Code</b>	<b>Level 3 Code</b>
2	VENA	venAvendor	NORTH	NORTHWEST	NORTHNORTHWEST
3	VENB	venBvendor	NORTH	NORTHWEST	
4	VENC	venCvendor	SOUTH	SOUTHEAST	SOUTHSOUTHEAST
5	VEND	venDvendor	SOUTH	SOUTHEAST	
6	VENE	venEvendor	EAST		
7	VENF	venFvendor	WEST		

These groups represent the configured company hierarchy that drives what region (in the example above) a vendor is assigned to, and thus also what region the AP User is assigned to by association.

In the figure below, Erin Fletcher is assigned to, and may now work with, VendorF (VENF) *only*, as this is the only vendor group available to them.

The screenshot shows the 'Step3. User Name to Assign Roles:' section with 'Fletcher, Erin' selected. The 'Available Roles' list has 'Invoice AP User' circled in red. The 'Roles for this User' list includes 'Client Managed Capture Verifier', 'Invoice Approver', 'Invoice Configuration Administrator', 'Invoice Full User', 'Invoice Image Processor', 'Invoice Payment Manager', and 'Invoice Processor'. The 'Groups to be Assigned to User(s) for the Selected Role(s)' section has 'West Division' circled in red.



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

## ***Use the Employee Vendor Access Imports***

All vendors belong to the Global Group and are assigned to one or more named vendor groups by import (they remain in the Global Group as well). Two Vendor Employee Access import types are available when assigning vendors to the vendor groups you create:

- **On-Demand using Excel Worksheet:** Options in Vendor Manager let you import vendor assignments to named vendor groups using an Excel template and upload functionality.
- **Overnight Job using Vendor Import:** The 310-level record set of the Vendor import is used to assign vendors and is performed by the Import/Extract Administrator.

### **Choosing the Import**

The import you choose may depend on the number of vendors you wish to work with. For example, the on-demand import is limited to 500 records and is best when working with smaller numbers of vendors, either on initial assignment or when intermittent changes are needed. The overnight import is best where many numbers of vendors must be assigned to groups.

## ***Plan Your Vendor Access Group and Group Naming Conventions***

It may be easiest to adopt existing employee Group naming conventions when creating named vendor groups for vendor import. This lets you use an existing framework to match your vendors to. For example, if you are using North and South Divisions as peer employee Groups below the Global Group, so also would you name the vendor groups to reduce confusion when mapping vendors to these groups via import.

In addition, if North and South have specific divisions or regional areas to which users should be assigned, you should specify the same vendor, but with differing address codes, to provide the specificity you want. This has the benefit of restricting users to vendors by an attribute, reducing the number of vendors to choose from and reducing errors in vendor assignment to an invoice.

## ***Naming Conventions Used in this Document***

For consistency and ease of explanation a simplified naming set and level (in this case, *Division* names, all at a single peer level) is used for Group and named vendor groups. The administrator is not restricted to similar conventions. For example, a site might employ a multi-level named vendor group hierarchy such as *Global - North Division - NorthWest Division - NorthNorthWest Division*.

### Naming Conventions: Groups and Named Vendor Groups

Source List and Vendor Access Group names and codes used in examples in this document are shown in the following table.

Source List Name	Group Name/Group Path	Level <#> Code (for import)
East Division	East Division/Global-EAST	EAST
North Division	North Division/Global-NORTH	NORTH
South Division	South Division/Global-SOUTH	SOUTH
West Division	West Division/Global-WEST	WEST

The following vendor naming conventions are also used in the document:

Vendor Name	Vendor Code	Address Accounting Code (for import)
Vendor A	VENA	venAvendor
Vendor B	VENB	venBvendor
Vendor C	VENC	venCvendor
Vendor D	VEND	venDvendor
Vendor E	VENE	venEvendor
Vendor F	VENF	venFvendor

As an example, the on-demand Vendor import would look like the below in the Excel Worksheet (note collapsed cell view):

	A	B	G
1	<b>Vendor Code</b>	<b>Vendor Name</b>	<b>Address Accounting Code</b>
2	VENA	Vendor A	venAvendor
3	VENB	Vendor B	venBvendor
4	VENC	Vendor C	venCvendor
5	VEND	Vendor D	venDvendor
6	VENE	Vendor E	venEvendor
7	VENF	Vendor F	venFvendor
8			

### Additional Documentation

While each tool required to configure this feature is described in brief within procedures included in this document, comprehensive documentation for each tool is available through additional guides and import specifications.

These include:

- **List Management:** The *Shared: List Management Setup Guide*
- **Feature Hierarchies:** The *Shared: Feature Hierarchies Setup Guide*

- **Group Configurations:** The *Concur Invoice: Group Configurations Setup Guide*
- **Employee Vendor Access Import:** *Concur Invoice: Vendor Access Mapping Import User Guide* or 310 record set within the *Concur Invoice: Import and Extract File Specifications - Approved Vendor Import, V3 (Current)* document
- **Forms and Fields:** The *Shared: Fields Setup Guide* and *Shared: Forms Setup Guide*
- **User Permissions:** The *Shared: User Admin User Guide*

---

**NOTE:** Administrators may not have access to all Concur Invoice tools for configuration. Please contact SAP Concur support for assistance.

---

## Section 3: Configure for Vendor Employee Access

Several different tools are used to construct the vendor groups you will assign to your user. The task of assigning the vendor to a vendor group is done via import. All tools are discussed within the associated procedural steps below.

### Overview of Steps

The administrator uses the following tools in the order presented to configure the feature. All tasks require the Invoice Configuration administrator role unless *noted*:

- Create the source list, match to Vendor Employee Access hierarchy, create named vendor groups, and add the list field to the Employee form:
  - ◆ **Step 1:** List Management
  - ◆ **Step 2:** Feature Hierarchies
  - ◆ **Step 3:** Group Configurations
  - ◆ **Step 4:** Forms and Fields

The following image shows **Step 2**, with additional steps for clarity.

The screenshot shows the 'Hierarchy for Feature: Invoice Vendor' configuration screen. At the top, there is a checkbox for 'Create new source list' and a dropdown menu for 'Source List' currently set to 'VendorEmployeeAccess'. Below this are 'New' and 'Remove' buttons. The main area is a table with columns 'Level', 'Segment Name', and 'Order'. The 'Level' column has 'Employee' selected. The 'Segment Name' column has a dropdown menu open, showing 'Choose Vendor Access Group' selected. Below this, a list of custom fields is shown: 'Custom 01', 'Custom 02', 'Custom 03', 'Custom 04', 'Custom 05', 'Custom 07', 'Custom 08', 'Custom 09', 'Custom 10', 'Custom 11-CES Reserved', 'Custom 12-CES Reserved', 'Custom 13-CES Reserved', 'Custom 14-Phone Number', and 'Custom 15-CVAS User'. Three red callout boxes provide instructions: one points to the 'Source List' dropdown, another points to the 'Custom 02' field, and a third points to the 'Choose Vendor Access Group' dropdown.

Select the list created in **Step 1** using List Management from Source List in Feature Hierarchies, **Step 2**.

Change the Custom 02 field name in **Step 4** when adding this field to the Employee form for display in User Administration.

The Custom 02 field (for this example) selected in **Step 2**. In **Step 6** the User Admin will use this field in User Administration to select the vendor group for a user.

- **Step 5:** Vendor Employee Access Import (Optional: Import/Extract Administrator overnight Vendor Import feed using the 310-level record set)

The original vendor import.

The Vendor Employee Access import mapping vendors to vendor groups.

The Vendor Manager confirms the vendor group assignment in the **Manage Vendors** tab.

	A	B	G		
1	<b>Vendor Code</b>	<b>Vendor Name</b>	<b>Address Accounting Code</b>		
2	VENA	Vendor A	venAvendor		
3	VENB	Vendor B	venBvendor		
4	VENC	Vendor C	venCvendor		
5	VEND				
6	VENE				
7	VENF				

	A	B	C	D	E
1	<b>Vendor Code</b>	<b>Address Code</b>	<b>Level 1 Code</b>	<b>Level 2 Code</b>	<b>Level 3 Code</b>
2	VENA	venAvendor	NORTH	NORTHWEST	
3	VENB	venBvendor	NORTH	NORTHWEST	NORTHNORTHWEST
4	VENC	venCvendor	SOUTH		
5	VEND	venDvendor	SOUTH		
6	VENE	venEvendor	EAST		
7	VENF	venFvendor	WEST		

	Vendor Name	Vendor Code	Address Code	Applies To Group(s)
<input type="checkbox"/>	Vendor A	VENA	venAvendor	Global North Division NorthWest Division
<input type="checkbox"/>	Vendor B	VENB	venBvendor	Global North Division NorthNorthWest Division
<input type="checkbox"/>			venCvendor	Global South Division
<input type="checkbox"/>			venDvendor	Global South Division
<input type="checkbox"/>			venEvendor	Global East Division

- **Step 6:** User Administration (User Admin)

The User Administrator accesses User Administration and uses the newly-added field in Step 6 to select the named vendor group as shown in the following figure.

Expense and Invoice Settings

Country: UNITED STATES | State/Province: Select one | Ledger: DEFAULT | Reimburs: US, Dolla

Cash Advance Account Code: | Org Unit 1-Division: | Org Unit 2-Department: | Org Unit:

Choose Vendor Access Group: 1 (NORTH) North | Custom 03: 2 (NORTHWEST) NorthWest | Custom 04: 3 (NORTHNORTHWEST) NorthNorthv

Type to search by:  Text  Code

(EAST) East  
 (NORTH) North  
 (SOUTH) South  
 (WEST) West

In Step 6, the admin first selects North and, in this multi-level connected list...

...then selects the vendor group North - NorthWest - NorthNorthWest.

## Steps: Configure the Vendor Employee Access Feature

Use the steps below to successfully configure your vendor groups and assign your users to a group to access their vendors.

### **Step 1: Create the Source List in List Management**

The source list is the hierarchical structure that will become the named vendor groups to which vendors will be assigned. The list names can match your current employee Group structure as best practice, but this is not required to implement the feature.



For more information, refer to *Shared: List Management Setup Guide*.

#### ▶ **To create the source list:**

1. Click **Administration > Invoice**.
2. Click **List Management** (left menu). The **List Management** page appears.
3. Click **New** to open the **New List** page.
4. Provide a descriptive name for **List Name**, and then click **Save** (an example is shown below).

List is Vendor List

List Name:  
VendorEmployeeAccess

Default Search: TEXT      Display Format: (CODE) TEXT

Save



5. Select the list name, and then click **New** to begin creating the list items that will act as your source list (in the example below, the four *Divisions* will act as the named vendor groups).

Select a list item below. Edit the list item name and code in the right pane.  
Click New to add a new list item.

**New**
**Remove**
Filter By: TEXT

- VendorEmployeeAccess
  - East Division (EAST)
  - North Division (NORTH)
  - South Division (SOUTH)
  - West Division (WEST)

Item Name:

Item Code:

**Save and Add**
**Save**
Cancel

**Done**

Record the Item Code values. You will use this exact reference when importing your vendor access values by their Vendor Code value.

6. Add each list item by clicking **Save and Add**.
7. (Optional): For a multi-level connected list, select any of the list items and continue to add sub-levels as required.
8. Click **Done** when all list items have been added.

---

**NOTE:** The code format (EAST; NORTH) for each list item must be typed exactly as you have entered them here in your import. Write these down or have them at hand when you create the data file or fill out the Excel worksheet for the Vendor Employee Access import at a later step.

---

## **Step 2: Associate the Feature Hierarchy to the Source List**

In this step you will associate the source list you created in Step 1 to the *Invoice Vendor Employee Access* feature hierarchy. If a multi-level list was created, be sure to add additional levels and segments to match the list levels.



For more information, refer to *Shared: Feature Hierarchies Setup Guide*.

### **▶ To map the source list to the feature hierarchy:**

1. Click **Administration > Invoice**.
2. Click **Feature Hierarchies** (left menu). The **Feature Hierarchies** page appears.
3. Select *Invoice Vendor Employee Access*, and then click **Modify Hierarchy**.

4. In the **Source List**, select the name of the list you created in Step 1 (for our example, this is VendorEmployeeAccess).
5. Click **New** to add Employee as the value for **Level** (this is the default and cannot be changed).
6. In the **Segment Name** list, select the field that will act as the list in User Permissions from which you will select the vendor access group for your user.

---

**NOTE:** In the example below, Custom 02 is renamed to *Choose Vendor Access Group* and is used for examples in this document. You have the option of renaming the Custom field in Step 4.

---

The screenshot shows a configuration window titled "Hierarchy for Feature: Invoice Vendor Employee Access". At the top, there is a checkbox for "Create new source list" and a dropdown menu for "Source List" currently set to "VendorEmployeeAccess". Below this are "New" and "Remove" buttons. A table with columns "Level", "Segment Name", and "Order" is displayed. The first row has "Employee" in the Level column and "Choose Vendor Access Group" in the Segment Name column. A dropdown menu is open for the Segment Name column, showing options: "Choose Vendor Access Group", "Country", "Custom 01", and "Custom 02". A mouse cursor is pointing at "Custom 02". A "Save" button is located at the bottom right of the table area.

7. (Optional): If you intend to use multi-level named vendor groups (Level 1; Level 2; Level 3) add additional levels and segments now to match.
8. Click **Save**.

### **Step 3: Set Up the Named Vendor Groups in Group Configurations**

In this step you will create groups that match the source list levels you created in Step 1 and matched to the feature hierarchy in Step 2.



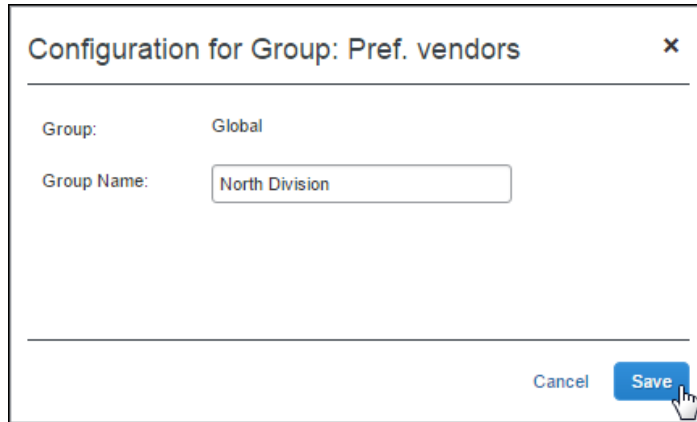
For more information, refer to *Concur Invoice: Group Configurations Setup Guide*.

▶ **To set up the named vendor groups:**

1. Click **Administration > Invoice > Group Configurations** (left menu).
2. Click the **Vendor Access** tab.
3. Click **New** to open the **Select Group** window.
4. Open the Global list by clicking it then select the group name and click **Done**.

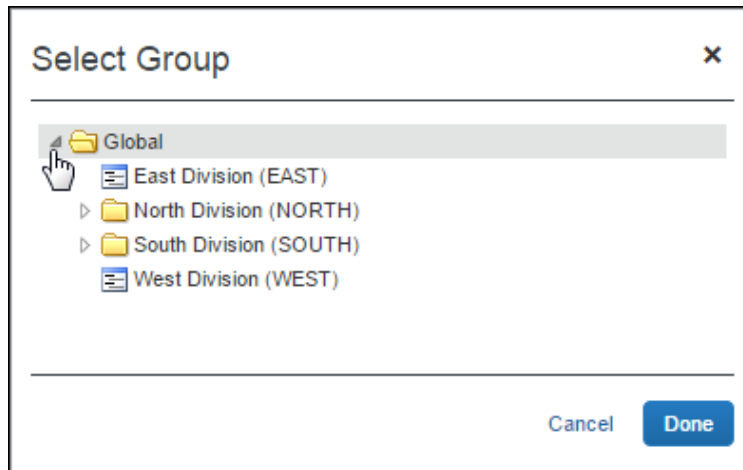
**Multi-level list:** To select a sub-group, open the list further and select the group name at its level, then click **Done**.

5. In the **Configuration for Group** window, type the vendor group name, then click **Save**, repeating until the named groups match those you created for your source list in Step 1.



**Naming Conventions:** In this instance, the name does not need to match any existing code and may be descriptive. It cannot be the name of any existing group name already in the system.

In the following figure, four Divisions are added that match the source list items created in Step 1.



6. When completed, the Group Configurations **Vendor Access** tab will appear similar to the following figure.

Invoice		Vendor Access		Employee	
Modify		New		Remove	
Group		Path ▲			
Pref. vendors (in use)		Global			
East Division (in use)		Global-EAST			
North Division (in use)		Global-NORTH			
South Division (in use)		Global-SOUTH			
West Division (in use)		Global-WEST			

#### **Step 4: Add the Custom Field to the Employee Form**

In this step you will add the field (Custom 02) specified in the Feature Hierarchies step (Step 2) to the Employee form. Doing this allows this field to be exposed in the User Administration > Expense and Invoice Settings page, where the administrator can then select the user's vendor group.

---

**NOTE:** Use the **Connected Lists** tab if you have created a multi-level vendor group list, for example, *Global - North - NorthWest - NorthNorthWest*.

---

▶ **To add the source list field to the Employee form:**

1. Click **Administration > Invoice**.
2. Click **Forms and Fields** (left menu). The **Forms and Fields** page appears.
3. In **Form Type**, select Employee.
4. In the **Forms** tab, first select the form under **Form Name**, then click **Add Fields**.

- In **Add Fields to Forms**, select a field (Custom 02 in example below) and click **Add Fields**, repeating the process if multiple levels are to be added.

Field Name	Site Required	Data Type	Status
Custom 01	No	List	Active
Custom 02	No	Text	Active
Custom 03	No	Text	Active
Custom 04	No	Text	Active
Custom 05	No	Text	Active
Custom 07	No	Text	Active

- (Optional): To rename the field, in the **Form Fields** tab, select the field you added, click **Modify Form Fields** to rename the field, and then click **Save**.

Field Name: Choose Vendor Access Group

Field Label: Choose Vendor Access Group1

Data Type: List

List: VendorEmployeeAccess

Tool Tip:

Required

Control Type: Drop-down List

Default Value Type: None

**Access Rights**

Employee Role: Modify

Employee Administrator Role: Modify

The fields will appear similar to the following figure.

Forms and Fields

Form Type: Employee

Forms | Form Fields | Fields | Connected Lists | Conditional Fields | Validations

Add Fields | Modify Form | Copy Form | Delete Form | Preview Form

Form Name

Default Employee Information

Form Fields:

- Active
- BI Manager
- Cash Advance Account Code
- Choose Vendor Access Group1
- Choose Vendor Access Group2
- Choose Vendor Access Group3
- Country of Residence
- Email Address

- (Optional): If creating a multi-level list, click the **Connected Lists** tab and configure your fields by first selecting the list, then following the steps.

Connected List Definition

1 Select a List | 2 Select Fields | 3 Configure Fields | 4 Preview | 5 Assign To Forms

List Name	Levels
connected	3
VendorEmployeeAccess	1
VendorAccessMappingMultiLevel	3
UNSPSC Commodity Code List	1
Training Classes	1



For more information, refer to *Concur Invoice: List Management Setup Guide*.

The field or fields are now added to the Employee form as a single or multi-level (Connected) list and are available to the User Admin to select the vendor group hierarchy.

### Step 5: Map Vendors to Groups Using Vendor Access Mapping Import

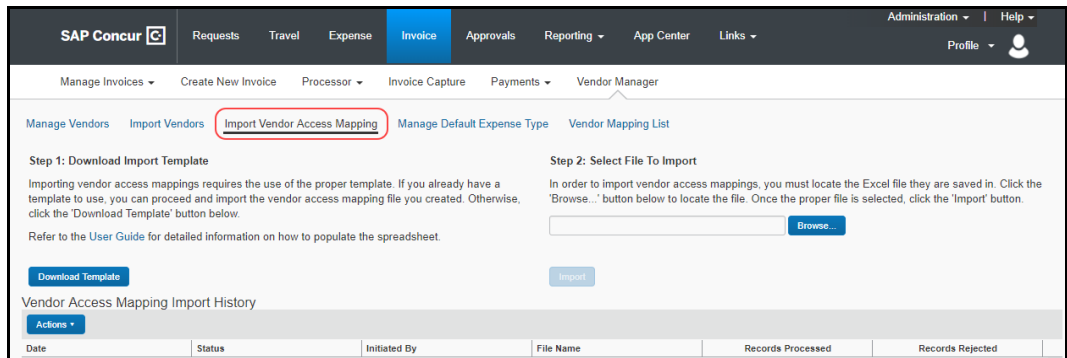
In this step you will use the Invoice Vendor Access Mapping import to associate vendors to the Groups you created in the previous steps. The import is also used to move a vendor from one Group to another, or to delete a mapping entirely. A limit of 500 records total is enforced by the system.



For more information, refer to *Concur Invoice: Vendor Access Mapping Import User Guide* or the *Concur Invoice: Import and Extract File Specifications - Approved Vendor Import, V3 (Current)* document.

► **To map vendors to groups using the Vendor Access Mapping import:**

1. Click **Invoice > Vendor Manager**.
2. Click the **Import Vendor Access Mapping** tab.



3. Download the Vendor Employee Access Excel template by clicking **Download Template** under Step 1.
4. Fill out the template, being sure to put a value in all *Required* fields, identified with red text.

A sample template is shown below that follows the naming conventions used throughout this document. Note the "A" value under action, indicating that the vendor VENA should be mapped to the named vendor group NORTH as created in previous steps.

	A	B	C	L	M
1	<b>Vendor Code</b>	<b>Address Code</b>	<b>Level 1 Code</b>	<b>Level 10 Code</b>	<b>Action?</b>
2	VENA	venavendor	NORTH		A
3	VENB	venbvendor	NORTH		A
4	VENC	vencvvendor	SOUTH		A
5	VEND	vendvvendor	SOUTH		A
6	VENE	venevendor	EAST		A
7	VENF	venfvvendor	WEST		A

**IMPORTANT:** In the sample above, note that *Vendor Code* and *Address Code* values must be an exact match to the existing imported Vendor Code values. These values are referenced by clicking the **Manage Vendors** tab and noting the values there.

<input type="checkbox"/>	Vendor Name ▲	Vendor C...	Address ...	Address 1	City	State/Pro...	Postal Co...	Tax ID	Request /...
<input type="checkbox"/>	Vendor A	VENA	venAvendor						06/30/2015
<input type="checkbox"/>	Vendor B	VENB	venBvendor						06/30/2015
<input type="checkbox"/>	Vendor C	VENC	venCvendor						06/30/2015

5. Click **Browse** to load the file from your local machine.
6. Click **Import** to begin the import.

The result of the import assignment can be verified by noting the values under the **Applies to Group(s)** column in the **Manage Vendors** tab.

<input type="checkbox"/>	Vendor Name ▲	Vendor Code	Address Code	Applies To Group(s)
<input type="checkbox"/>	Vendor A	VENA	venAvendor	Global North Division
<input type="checkbox"/>	Vendor B	VENB	venBvendor	Global North Division
<input type="checkbox"/>	Vendor C	VENC	venCvendor	Global South Division
<input type="checkbox"/>	Vendor D	VEND	venDvendor	Global South Division
<input type="checkbox"/>	Vendor E	VENE	venEvendor	Global East Division
<input type="checkbox"/>	Vendor F	VENF	venFvendor	Global West Division

**Step 6: Select the Vendor Access Group for the User**

In this step the User Administrator selects the named vendor group for the user. This group defines the set of vendors the user can draw on when creating the invoice.

▶ **To assign the named vendor group to the user:**

1. Click **Administration > Company > Company Admin.**
2. Click **User Administration** (left menu).



- Using the search options, select the user who will receive the assignment.
- Under **Expense and Invoice Settings**, select the named vendor group from the list.


- Click **Save**.

Now, when the user creates an invoice, only those vendors assigned by import to North Division (as an example) will be available for selection.

## Section 4: Vendor Administrator Experience

The Vendor Administrator uses the **Applies to Group(s)** column on the **Manage Vendors** tab that appears when vendor groups are configured and vendors are assigned to them. This column acts as a quick reference to determine what group(s) the vendor is assigned to by import.

View	Actions	Group				
<input type="checkbox"/>	Vendor Name ▲	Vendor Code	Address Code	Applies To Group(s)	City	State/P
<input type="checkbox"/>	Vendor A	VENA	venAvendor	Pref. vendors East Division North Division South Division West Division		
<input type="checkbox"/>	Vendor B	VENB	venBvendor	Pref. vendors East Division North Division South Division West Division		
<input type="checkbox"/>	Vendor C	VENC	venCvendor	Pref. vendors East Division North Division South Division West Division		
<input type="checkbox"/>	Vendor D	VEND	venDvendor	Pref. vendors East Division North Division		

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

## Section 5: End-User Experience

Once the User Administrator has selected a vendor group for the user, that user will be able to draw on all vendors assigned to that group and no others. All search functions, vendor selection, and the ability to request a new vendor are honored when creating the invoice. Only the restriction of a subset of vendors for assignment to the invoice is enforced, and the user's experience is unchanged.

In the following figure, Erin is assigned the *NorthNorthWest* vendor group from the **Choose Vendor Access Group** connected list fields in User Administration.

Since the *NorthNorthWest* vendor group includes only Vendor B (refer to previous figure in the *Administrator Experience* section), that is the vendor Erin will see on invoice creation. In the following figure, Erin has typed "ven" as a search criterion which would, if in the Global Group, expose 6 vendors. However, the filter of the assigned vendor group ensures only Vendor B is available for choice.

Vendor Name	Vendor Code	Vendor Name - Location	Address Accounting Code	Address 1	Address 2	C...	State/Pro...	Postal/Zip...	Country	Preferred...
Vendor B	VENB	venBvendor	venBvendor						UNITED S...	N

### Create a New Vendor Request: What Happens?

When a user requests a new vendor, that vendor is automatically assigned to both the Global group and the group that the user requesting the vendor is assigned. This means that if Erin belongs to the vendor group hierarchy *Global - North - NorthWest*, then the newly requested vendor will be assigned to the *NorthWest* hierarchy node.

