



PUBLIC

How to Update Concur® TripLink Supplier Discount Codes

Step-by-step guide

Introduction:

With Concur TripLink, your travelers can access your negotiated rates with your preferred suppliers, even when they book directly on [participating travel partners'](#) websites or mobile apps.

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

Why Concur TripLink discount codes are important:

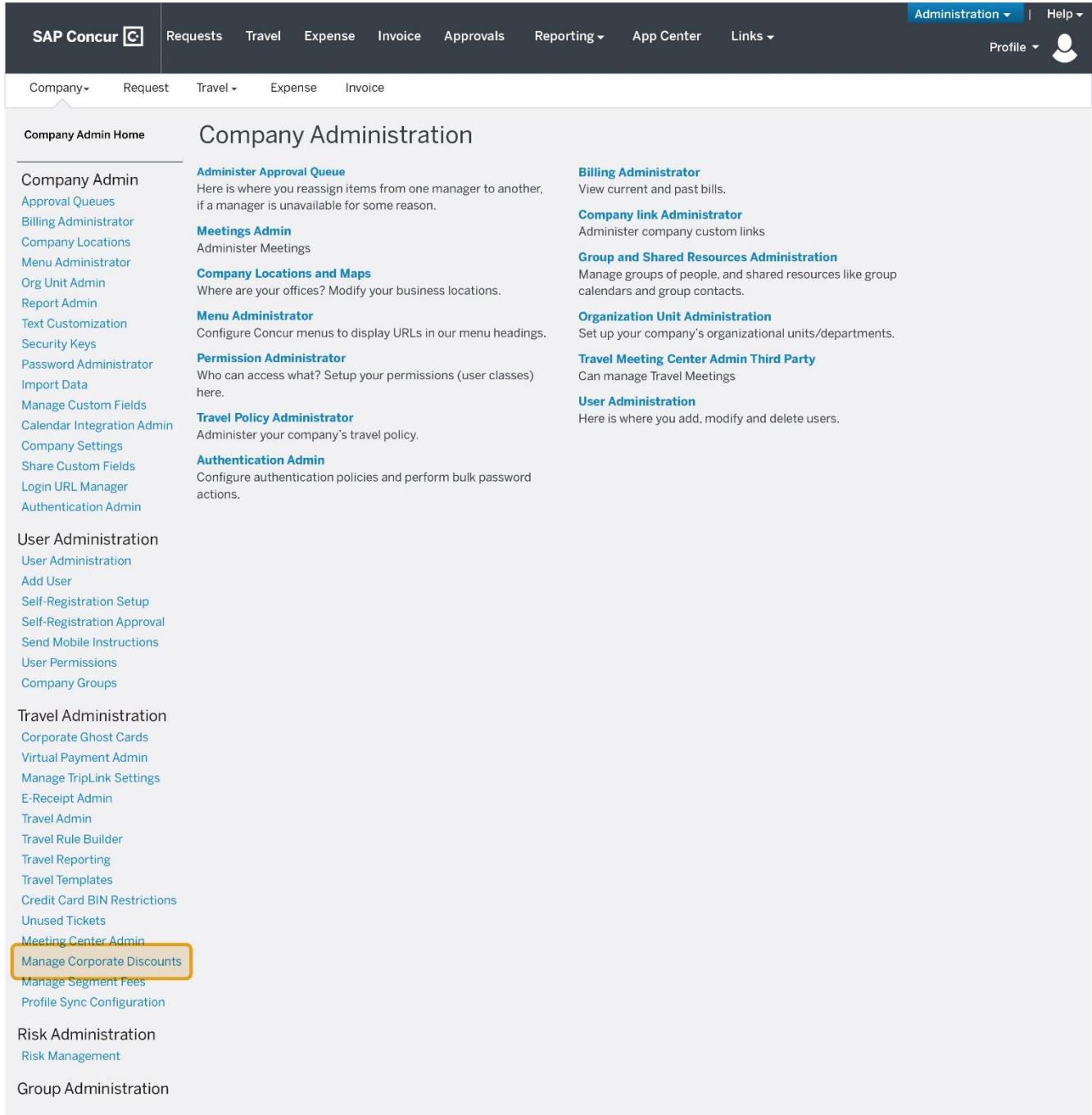
- Your travelers get the discounts you negotiated, so your organization gets cost savings.
- The supplier accounts for how many bookings your company has, so you reach your contracted amount.
- This will help to create more leverage for next year's negotiations, if you meet or exceed your numbers.

For most suppliers, the Concur TripLink discount code is different than the discount code stored in a GDS system. To get set up for success, learn where to locate each supplier TripLink Discount Code by visiting concurtraining.com/TripLink/Suppliers and clicking on your preferred travel partner's tile. There, you can learn how to contact suppliers to obtain your unique TripLink discount code—this is often the account representative from the travel company that you negotiated with. Then, add the code to your Concur TripLink configuration and your discounts will be applied to your travelers' bookings, if they choose to book outside of Concur Travel (or your preferred corporate channel), directly on designated airline, hotel, or car rental booking sites/apps.

How do you add these codes? Continue reading for a step-by-step guide:

Step 1:

From the **Company Admin** page, select **Manage Corporate Discounts** from the left-hand navigation. To access this page, you must have the TripLink Travel Policy Admin user permission.



The screenshot shows the SAP Concur interface for Company Administration. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', 'App Center', and 'Links'. The main content area is titled 'Company Administration' and is divided into three columns. The left column contains a navigation menu with categories: 'Company Admin Home', 'Company Admin', 'User Administration', 'Travel Administration', 'Risk Administration', and 'Group Administration'. The 'Company Admin' section includes links such as 'Approval Queues', 'Billing Administrator', 'Company Locations', 'Menu Administrator', 'Org Unit Admin', 'Report Admin', 'Text Customization', 'Security Keys', 'Password Administrator', 'Import Data', 'Manage Custom Fields', 'Calendar Integration Admin', 'Company Settings', 'Share Custom Fields', 'Login URL Manager', and 'Authentication Admin'. The 'User Administration' section includes 'User Administration', 'Add User', 'Self-Registration Setup', 'Self-Registration Approval', 'Send Mobile Instructions', 'User Permissions', and 'Company Groups'. The 'Travel Administration' section includes 'Corporate Ghost Cards', 'Virtual Payment Admin', 'Manage TripLink Settings', 'E-Receipt Admin', 'Travel Admin', 'Travel Rule Builder', 'Travel Reporting', 'Travel Templates', 'Credit Card BIN Restrictions', 'Unused Tickets', 'Meeting Center Admin', 'Manage Corporate Discounts' (highlighted with an orange box), 'Manage Segment Fees', and 'Profile Sync Configuration'. The 'Risk Administration' section includes 'Risk Management'. The 'Group Administration' section is currently empty. The middle column contains several administrative tasks with descriptions: 'Administer Approval Queue', 'Meetings Admin', 'Company Locations and Maps', 'Menu Administrator', 'Permission Administrator', 'Travel Policy Administrator', and 'Authentication Admin'. The right column contains: 'Billing Administrator', 'Company link Administrator', 'Group and Shared Resources Administration', 'Organization Unit Administration', 'Travel Meeting Center Admin Third Party', and 'User Administration'.

Step 2:

Select your company travel configuration and GDS type.

The screenshot displays the SAP Concur interface for 'View Travel Discounts'. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', 'App Center', 'Links', 'Administration', and 'Help'. Below this, a secondary navigation bar shows 'Company', 'Request', 'Travel', 'Expense', and 'Invoice'. The main content area is titled 'View Travel Discounts' and features a sidebar on the left with categories: 'Agency Setup', 'Company Travel Setup', and 'Company-Specific Configuration'. The central panel, titled 'Administering discounts for: Anybiz Ent', contains two dropdown menus: 'Choose a company travel configuration.' (set to 'No Travel Config selected - manage company-wide discounts') and 'Choose a GDS Type' (set to 'Worldspan').

Step 3:

The **TripLink Discount Code** column displays for each discount. Edit an existing discount entry or add a new discount entry to set the **TripLink Discount Code** value.

Administering discounts for: Anybiz Ent

Choose a company travel configuration.
No Travel Config selected - manage company-wide discounts

Choose a GDS Type
Worldspan

+ Add System-wide Air Discount

+ Add air discount

Air Vendors

Vendor	Discount Type	Discount Code	TripLink Discount Code	Days Advance	Meeting Name	Valid From	Valid Until	Preference
American Airlines	Company preferred		CUZ	0				Most Preferred
Southwest	Company preferred			0				Most Preferred
United	Company preferred			0				Most Preferred

+ Add hotel chain discount

Hotel Vendors

Vendor	Discount Code	TripLink Discount Code	CD Number	Valid From	Valid Until	Preference
Hilton (All)						Company Less Preferred
Marriott International						Company Less Preferred
Embassy Suites						Not Preferred
La Quinta Inns				12/14/2016	12/31/2016	Not Preferred
Courtyard						Company Preferred
Softtel						Company Most Preferred
International Hotels Group						Company Most Preferred
Red Roof Inns						Not Preferred

Now that your Concur TripLink discount codes are set up, you can rest easy knowing that your travelers are getting your negotiated rates, if they choose to shop outside of Concur Travel, and instead on participating airline, hotel, and car rental's websites/apps. This means increased cost savings for your organization, more leverage for future negotiations, and clearer visibility into your travel spend.