

How to update supplier discount codes in Concur TripLink

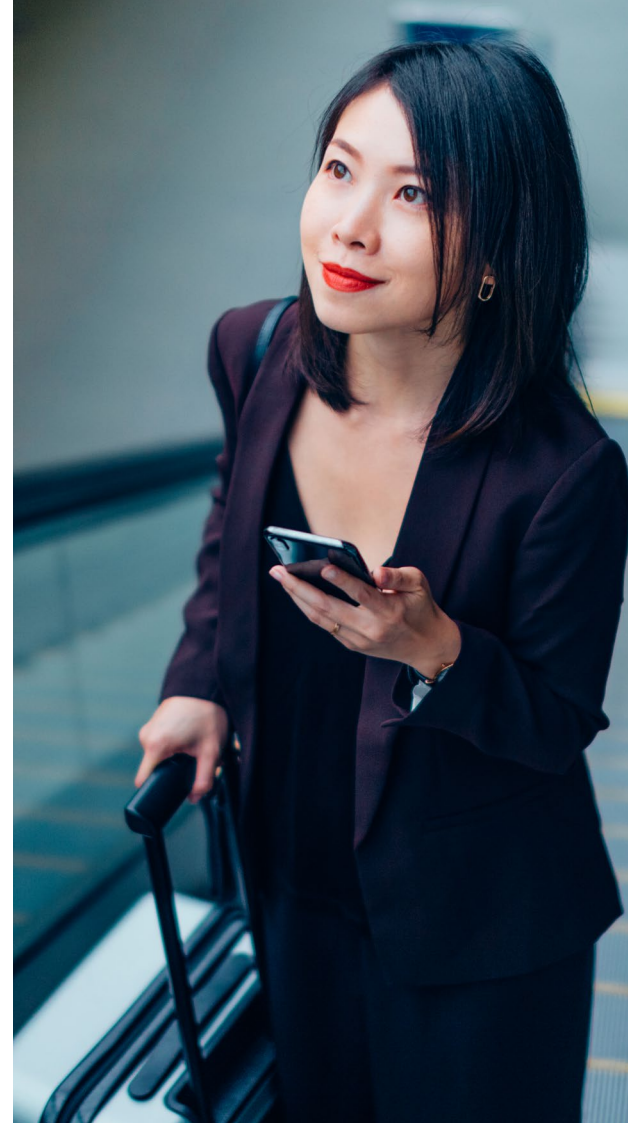
A step-by-step guide

Using the Concur TripLink service, your travelers can access your negotiated rates with preferred suppliers even when they book directly on participating travel partners' websites or mobile apps.

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

For most suppliers, the discount code from Concur TripLink is different than the discount code stored in a global distribution system (GDS). To get set up for success, learn where to [locate each supplier discount code](#) in Concur TripLink and click on your preferred travel partner's tile. There, you can learn how to contact suppliers to obtain your unique discount code. This is often the account representative from the travel company with whom you negotiated. Then, add the code to your configuration in Concur TripLink. Your discounts will be applied to your travelers' bookings if they choose to book directly on participating airline, hotel, or car rental booking sites or apps rather than using the Concur Travel solution (or your preferred corporate channel).

How do you add these codes? Continue reading for step-by-step instructions.



Discount codes from Concur TripLink are important because:

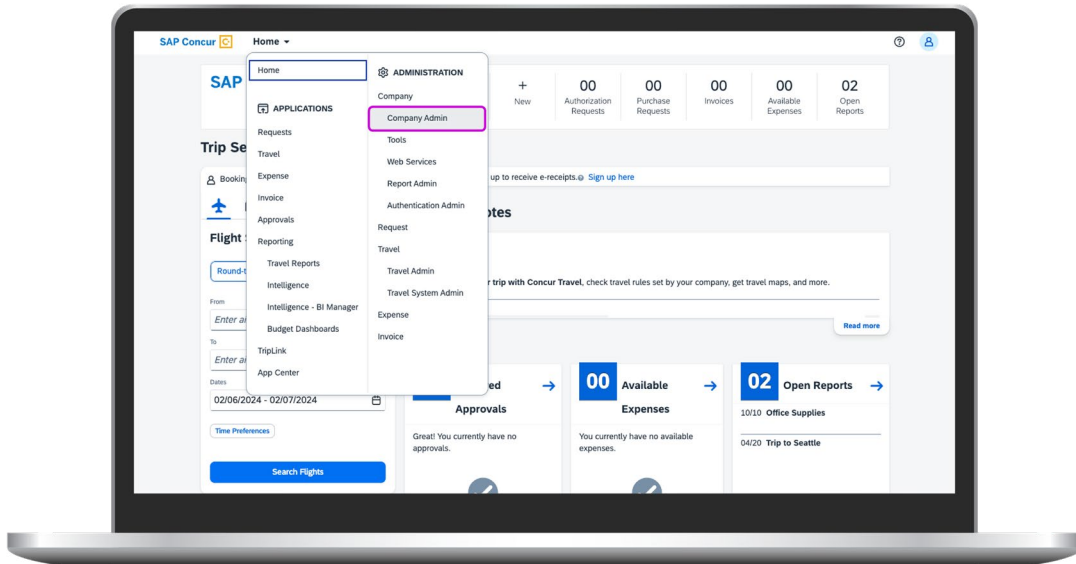
Your travelers get the discounts you negotiated and your organization gets cost savings.

The supplier accounts for how many bookings your company has, so you can reach your contracted amount.

More leverage is created for next year's negotiations if you meet or exceed your numbers.

Step 1

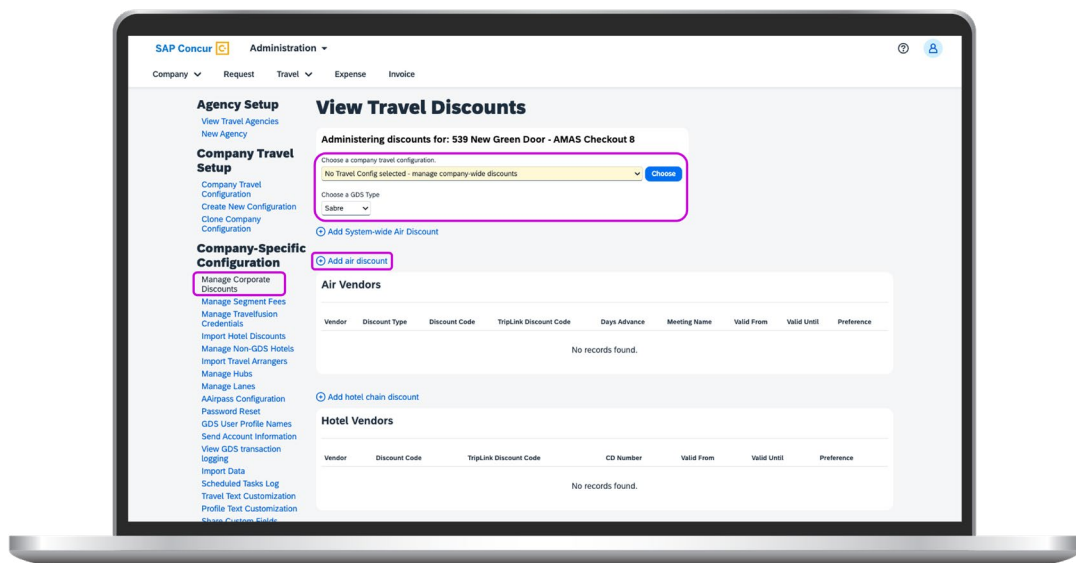
Sign in to SAP Concur solutions and click **Home** to open the main navigation drop-down menu. Under **Administration**, click **Company Admin**.



Step 2

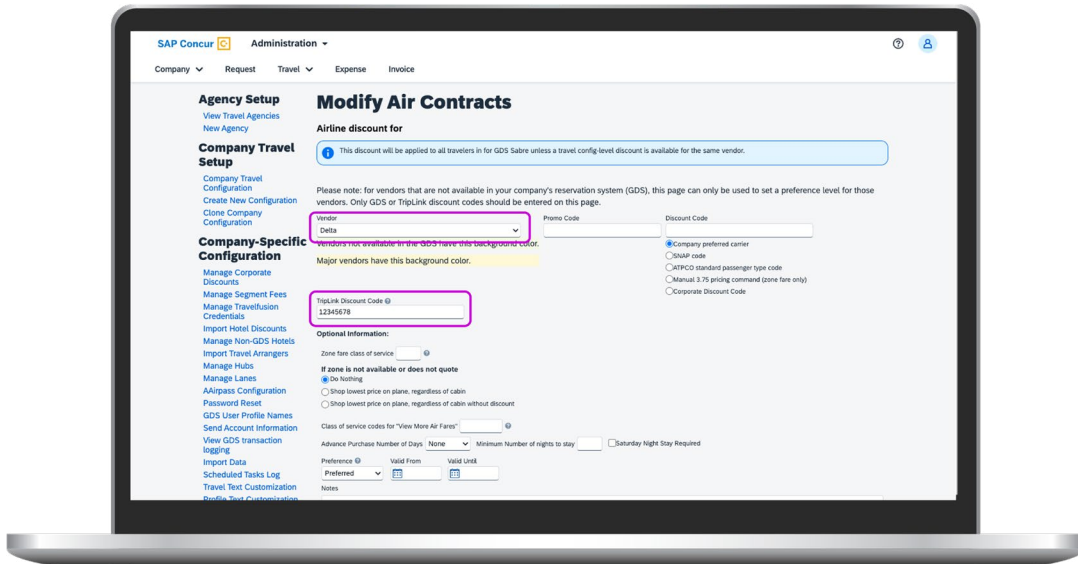
From the Company Admin page, select **Manage Corporate Discounts** from the left-hand navigation menu. To access this page, you must have travel policy administrator user permission for Concur TripLink.

Select your company travel configuration and GDS type. Then add a discount for air, hotel chain, or car rental.

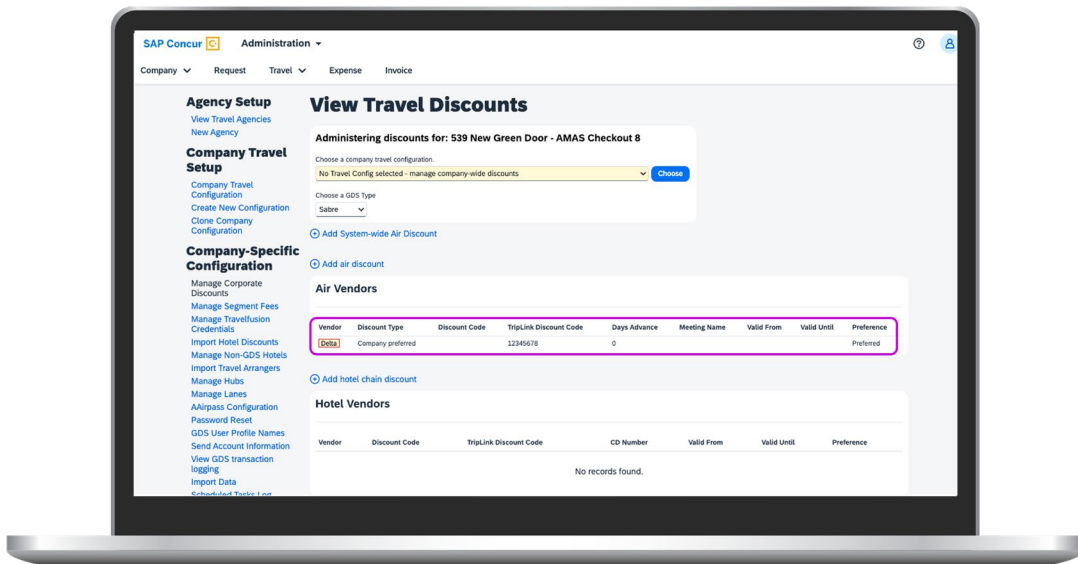


Step 3

Select a vendor. The discount code column displays for each discount. Edit an existing discount entry or add a new discount entry to set the discount code value for Concur TripLink.



Now that your discount codes are set up in Concur TripLink, you can relax knowing that your travelers are getting your negotiated rates even if they choose to shop on participating airline, hotel, and car rental websites and apps rather than with Concur Travel. This means increased cost savings for your organization, more leverage for future negotiations, and clearer visibility into your travel spend.



To learn more administrator tips and tricks for Concur TripLink, visit the [Admin Toolkit](#) in Concur Training.