Concur Travel and Expense Management

Creating a Credit Card Request in Concur







		Profile 🔹 🐣
Create New Request		×
Request Type * *UD-Credit Card Services		* Required field
Service Request Purpose *	User Type *	Date Card/Replenishment/Funds needed (If Applicable)
None Selected ~	None Selected ~	MM/DD/YYYY
Date Replenishment/Funds to be Deactivated (If Applicable)		
MM/DD/YYYY		
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *
Single Transaction Limit (\$USD)	Cycle Limit (\$LISD)	Contact Phone Number for Fraud Alerts
Speedtype *	Project ID	UD User Field
▼ ✓ Search by Code	▼ ✓ Search by Code	🝸 🐱 Search by Code
Work Order #		,,
▼ ✓ Search by Code		
• In the Reques These fields a	t Header, complete all required field re required for all Credit Card Servi	s marked with a * ces requests
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	SAP Concur C		Expense	Profile -
Create New	/ Request			×
Replenishment A	Amount Adjustment (+/-) \$US	D	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *
Single Transacti	ion Limit (\$USD)		Cycle Limit (\$USD)	Contact Phone Number for Fraud Alerts
Speedtype *	0		Project ID	UD User Field
🝸 🗸 Sea	arch by Code		Y Search by Code	▼ ✓ Search by Code
Work Order #				
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Comments To/Fr	rom Approvers			
	Contact Support pl	you are no lease provi	t on campus (Newark), or ne de a mailing address in the C	ed a card expedited, Comments section
Ψ	NIVERSITY ELAVVAR	of E.	3	

Requesting a New Declining Balance Card

Administration + | Help

Create New Request				*
Request Type *				* Required field
*UD-Credit Card Services	~			
Service Request Purpose *	User Type *		Date Card/Replenishment/Funds needed (If Applicable)	
01. New Declining Balance Card	 ✓ 02. Staff 	~	MM/DD/YYYY	
Date Replenishment/Funds to be Deactivated (If Applicable)				
MM/DD/YYYY				
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)		Reason for Request (enter % cash needed if applicable) *	
Single Transaction Limit (\$USD)	Cycle Limit (\$USD)		Contact Phone Number for Fraud Alerts	
Speedtype *	Project ID		UD User Field	
▼ ✓ Search by Code	T v Search by Code		▼ - Search by Code	
Work Order #				
Complete these additional field	de for Now Declining Balance (` arde		
	us for new Declining Balance C	Jaius		
no Replenishment Date is e	ntered, funds will remain active	for one ye	ar	
Click Create Request			Cancel	Create Request



SAP Concur 🖸

Requesting a New UD Credit Card

Profile 👻 👤

Create New Request		x
		* Required field
Request type * *UD-Credit Card Services ~]	
Service Request Purpose *	User Type *	Date Card/Replenishment/Funds needed (if Applicable)
02. New UD Credit Card 🗸	02. Staff ~	MM/DD/YYYY
Date Replenishment/Funds to be Deactivated (If Applicable)		
MM/DD/YYYY		
	1	
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *
)	
Single Transaction Limit (\$USD)	Cycle Limit (\$USD)	Contact Phone Number for Fraud Alerts
9 Speedtype *	Project ID	UD User Field
▼ - Search by Code	Y Search by Code	▼ ✓ Search by Code
Work Order #		
▼ - Search by Code		
Comments To/From Approvers		
• Complete	e these <i>additional</i> fields for new UD	Credit Cards
Click Cre	ate Request	Cancel Create Request
		MAN PROVIDE
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SAP Concur 🖸

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Replenishing a Declining Balance Card

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Create New Request		×
		* Required field
Request Type *		
*UD-Credit Card Services		
	10.00 7.00 8	Date Conditional Final and d (KAnilashia)
02 Replanich Declining Relance	User type	MM/DD000000
Date Replenishment/Funds to be Deactivated (If Applicable)		
MM/DD/YYYY		
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *
		10
Single Transaction Limit (\$USD)	Cycle Limit (\$USD)	Contact Phone Number for Fraud Alerts
Speedtype *	Project ID	UD User Field
▼ ✓ Search by Code	▼ ✓ Search by Code	▼ ✓ Search by Code
Work Order #		
Complete these additional fields to r	replenish Declining Balance Cards	
f no Ponlonishmont Data is ontorog	t funds will remain active for one ve	vor v
	, iunus will remain active for one ye	Cancel Create Request
Click Create Request		
		ast sinned in: 09/02/2022 04:47 pm
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Requesting a Replacement Card

Administration + | Help + Profile +

Create New Request		×	
		* Required field	
Request Type *			
*UD-Credit Card Services			
Service Request Purpose *	User Type *	Date Card/Replenishment/Funds needed (If Applicable)	
05. Replacement Card (Lost/Stolen) ~	02. Staff ~	MM/DD/YYYY	
Date Replenishment/Funds to be Deactivated (If Applicable)			
MM/DD/YYYY			
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *	
Single Transaction Limit (\$USD)	Cycle Limit (\$USD)	Contact Phone Number for Fraud Alerts	
9 Speedtype *	Project ID	UD User Field	
▼ ✓ Search by Code	🝸 🐱 Search by Code	▼ ✓ Search by Code	
Work Order #			
🗶 🗤 Cearsh hu Cada			
Complete this <i>additional</i> field for a replacement card			
Any froudulent estivity must be rene	whether the Denk of America by calling		
Any fraudulent activity must be repo	ned to bank of America by calling	Cancel Create Request	
Click Create Request			
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V DELAWARE.	7		

SAP Concur 🖸 Requests Tr	Cancelling a Card	Profile 👻 🙎
Create New Request		
		* Required field
Request Type *		
*UD-Credit Card Services ~		
Service Request Purpose *	User Type *	Date Card/Replenishment/Funds needed (If Applicable)
06. Cancel Card 🗸	02. Staff	✓ MM/DD/YYYY
Date Replenishment/Funds to be Deactivated (If Applicable)		
MM/DD/YYYY		
Replenishment Amount Adjustment (+/-) \$USD	Last 4 Digits of Existing Card Number (if applicable)	Reason for Request (enter % cash needed if applicable) *
Single Transaction Limit (\$USD)	Cycle Limit (\$USD)	Contact Phone Number for Fraud Alerts
9 Speedtype * Ø	Project ID	UD User Field
▼ ✓ Search by Code	▼ ✓ Search by Code	▼ ✓ Search by Code
Work Order #		
Y Search by Code		
Comments To/From Approvers		
Complete	this additional field to Can	cel vour card
		Cancel Create Request
Contact S • CIICK Cre	ate Request	ed in: 09/02/2022_01:47.pm
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Resources

Procurement Services

procurement@udel.edu

