

Concur Travel Enterprise Applications

CIBTvisas Visa and Passport Alert Notification Service



Overview

CIBTvisas integration with SAP Concur offers client travelers a valued solution to foreign entry requirements for international travel. Our visa and passport notification service provides an automatic assessment of the traveler's itinerary and profile to inform of foreign entry requirements within hours of booking an international trip in Concur Travel.

These proactive notifications save time by providing clear information to travel visa requirements, access to visa specialists for guidance including review of application for submission, and procurement services which eliminate the hassle of visiting a government office. Deliver duty of care, certainty and compliance - ensure your client travelers have the proper documentation secured prior to travel.



Works with these Concur offerings

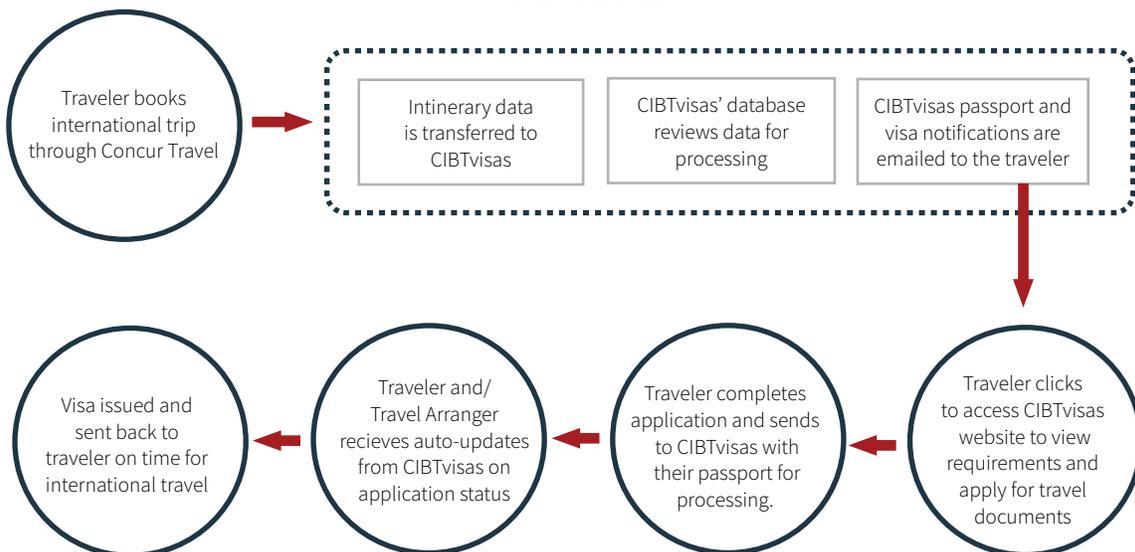
- Travel – Standard
- Travel – Professional



Regions available:

- North America
- Europe
- Asia Pacific
- Latin America

How it works



Contact

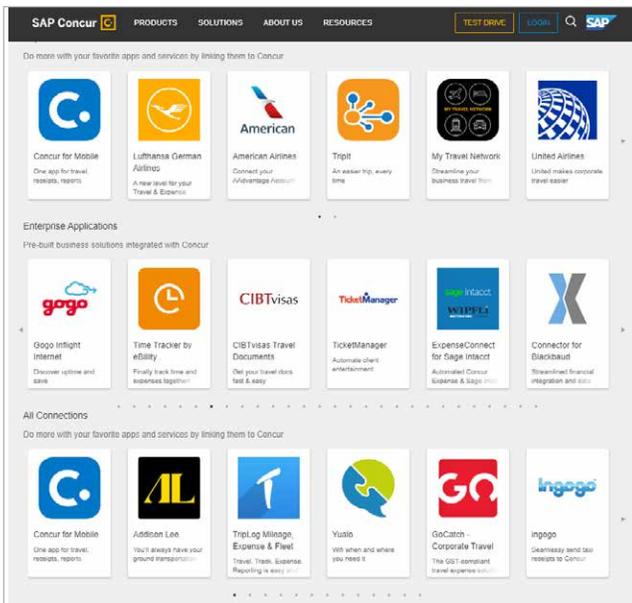
CIBT Inc. 1600 International Drive, Suite 600 Mclean, VA 22102



The Process of Connection

Step 1

Locate us within the App Center.



Step 2

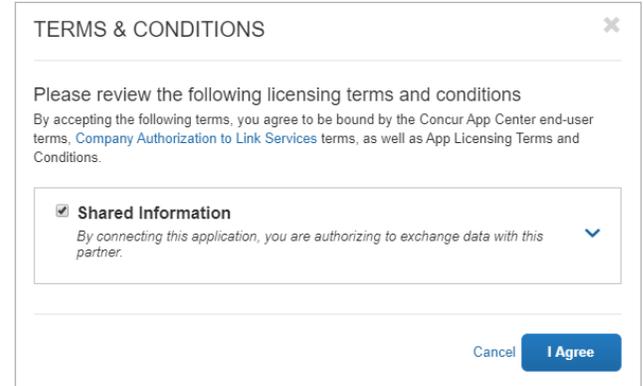
Click “connect” or submit a request for more information via the SAP Concur App Center.



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Authorize your itinerary data transfer from SAP Concur to CIBTvisas for assessment and notification of visa and passport requirements.



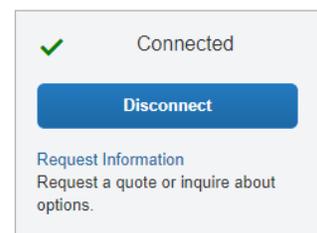
Step 3

Follow the instructions to complete the activation form to finalize your program enrollment.



Step 4

The App Center listing should now show a “Connected” status – CIBT will now be able to access your travel itineraries from SAP Concur.



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Important Rules and Requirements

- The SAP Concur App Center must be enabled for your company to enroll in this service.
- The user linking the client must have the appropriate permissions to activate the connection i.e. Web Service Administrator (WS ADMIN) access rights.
- The users contact information is a requirement in the case CIBT needs additional information for client activation.
- CIBT assesses itineraries at a travel configuration and country level. We will need to know the company name or entity and corresponding country for which the service should be set active.
- User profiles should be up to date with passport and visa data for accurate assessment of travel documents.

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