

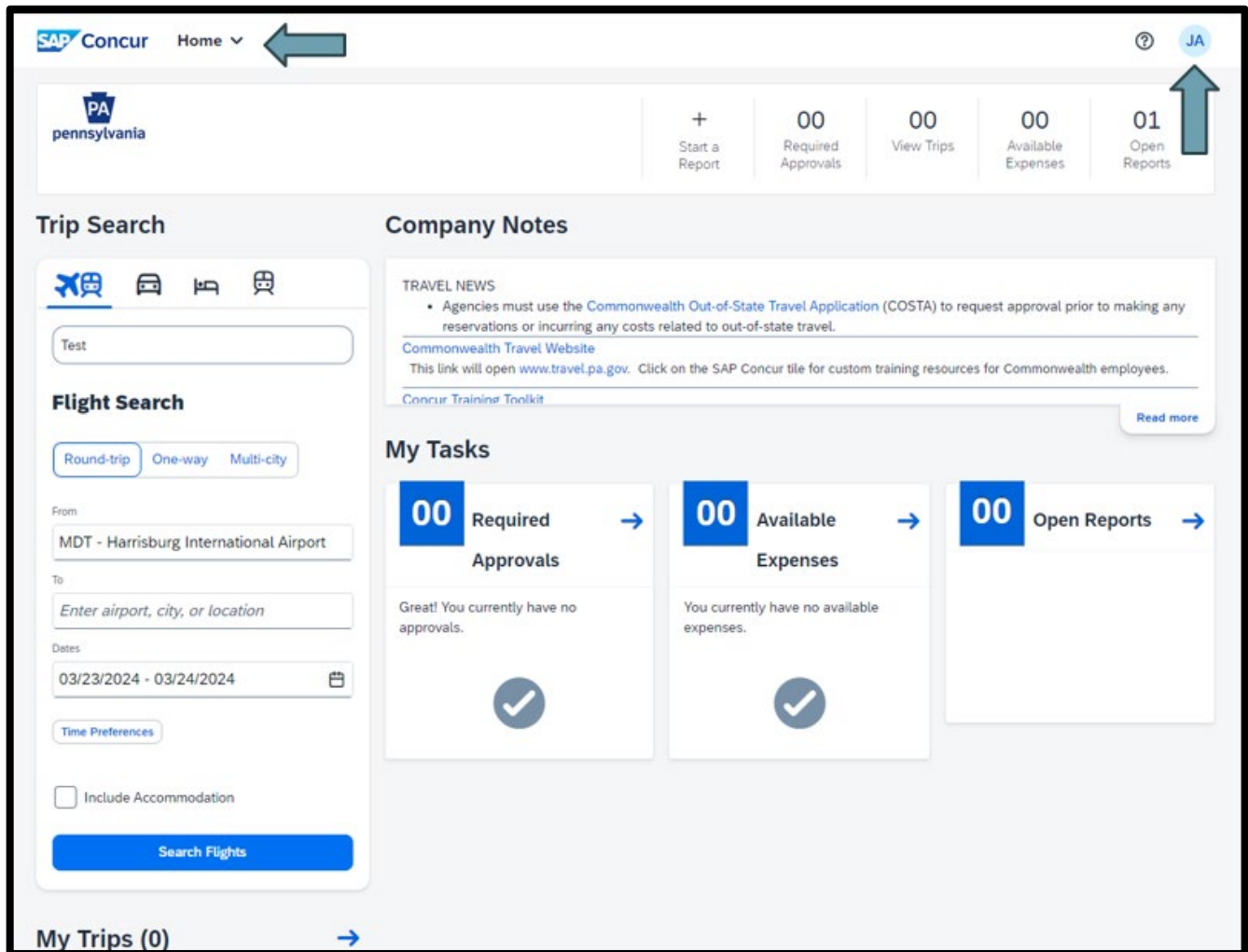
SAP Concur Update - SAP Fiori with Horizon visual theme

Beginning April 10, 2024, the SAP Concur legacy theme, Concur Gateway, will be retired and the SAP Fiori with Horizon visual theme will become the default theme on the web.

The SAP Fiori with Horizon visual theme will not change any features or functionality of SAP Concur.

The navigation menu is slightly modified to make it easier to find what you are looking for.

1. Click the Home dropdown to access the Travel, Expense, and Approvals applications.
2. Click the Profile icon in the upper right corner to access your Profile Settings and/or to Act as Another User.



The screenshot displays the SAP Concur Fiori with Horizon visual theme interface. At the top left, the SAP Concur logo and a 'Home' dropdown menu are visible, with a blue arrow pointing to the dropdown. The top right corner features a user profile icon labeled 'JA' with a blue arrow pointing to it. Below the header, a navigation bar contains several tiles: 'Start a Report' (+), 'Required Approvals' (00), 'View Trips' (00), 'Available Expenses' (00), and 'Open Reports' (01). The main content area is divided into several sections: 'Trip Search' with a search bar and flight search options (Round-trip, One-way, Multi-city); 'Company Notes' with a 'TRAVEL NEWS' section; 'My Tasks' with three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00). Each task card includes a status message and a checkmark icon. At the bottom left, there is a 'My Trips (0)' section with a right-pointing arrow.

Light Mode, Dark Mode, and high contrast theme options will be available.

To change your SAP Concur visual theme setting on the web after April 10, 2024, follow these steps:

1. After signing into SAP Concur, go to Profile Settings.
2. Under Profile Options, click System Settings.
3. Under Appearance Settings, use the drop-down to select your preferred theme and click Save.