

Vendor Lookup in Concur Expense

A recent change to Concur improves the ability to view Vendor IDs as well as the Vendor Name on Expense Reports after submission. As you may be aware, the KFS Vendor list is accessible in Concur and Vendor ID is required to reimburse travel expenses to Guest Travelers (Non Profiled Traveler policy). Working with Concur, our team has added Vendor ID to show with the Vendor Name in Concur. The actual Vendor list displays “vendor name” as both the number and the name combined. With this change, to search for just the vendor name, please use an asterisk * before typing the name, the same as in KFS.

To Search in Concur, type: *hanks* and click on the correct vendor from the list.

Example: as of this change – Vendor ID: 12345-0 Vendor Name: (12345-0) Hanks, Thomas

Best Practice when reimbursing a Non-Profiled (Guest) Traveler is to use the full KFS Vendor ID, instead of searching by name, to add to Expense Reports to insure correct payee is selected.

Remember the reimbursement will be sent to the default remit address indicated on the vendor ID chosen on the Expense Report.