Tripkicks – Authorization in the SAP Concur App Center

What is the authorization step?

Authorizing Tripkicks within the SAP Concur App Center enables the back-end connectivity between Tripkicks and SAP Concur. This also allows for users to be synced between the two applications, so that only active users in Concur can access Tripkicks. Authorization is required before a company can deploy Tripkicks. This step only takes a few minutes.

Who performs the authorization?

Depending on your company, this can be performed by either your TMC, your internal Concur Travel administrator, or internal IT contact who supports Concur Travel. The following user roles in SAP Concur are required to perform this step. Please identify the appropriate individual(s) with these roles to perform the authorization:

- App Center Listing Administrator
- Web Services Administrator

When does authorization occur, and what is the process?

After a commercial agreement is signed, a company can Authorize Tripkicks. The process is as follows:

1) Tripkicks will provide a unique authorization code for your company. You cannot authorize without this.
2) An individual with the necessary roles will access the SAP Concur App Center (logged in as an Administrator), and locate Tripkicks for Concur Travel.
3) Follow the activation steps below detailed below.
4) Upon authorization success, Tripkicks will send an email and also provide the URL for Tripkicks Admin access.

Detailed Authorization Steps

Step 1: Access the Concur App Center as an Administrator

Step 2: Search for Tripkicks

Step 3: Click Tripkicks for Concur Travel and Connect
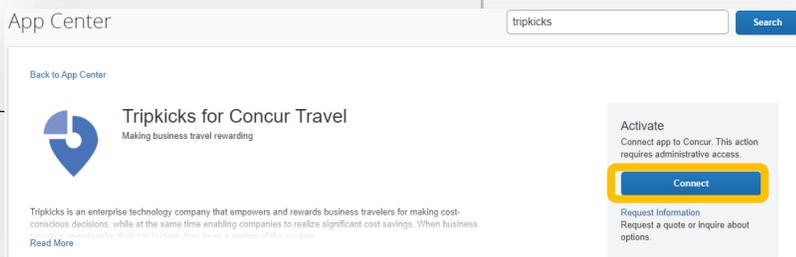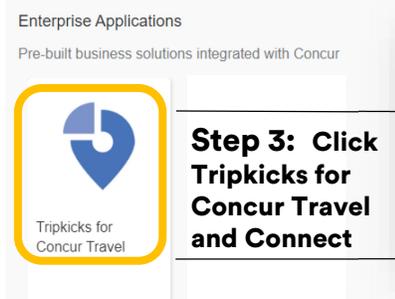
Step 4: Agree to terms & conditions
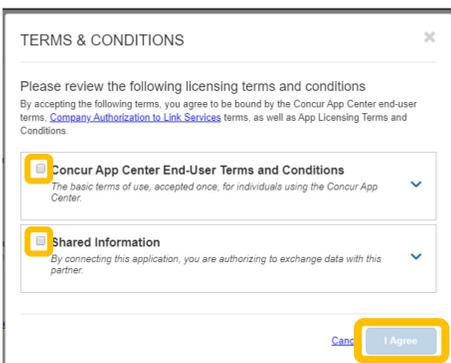
Step 5: Enter activation code & submit