

DOORDASH FOR BUSINESS: SAP CONCUR INTEGRATION

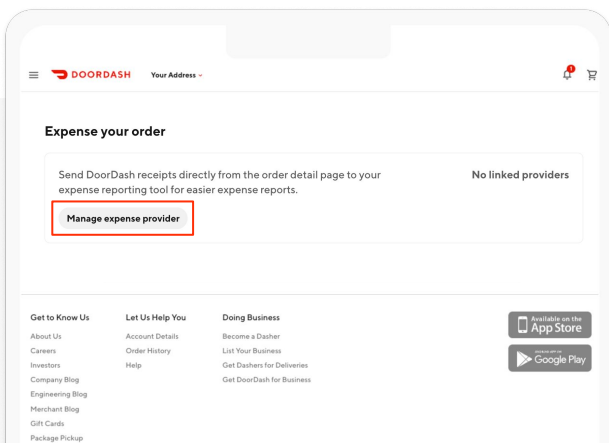
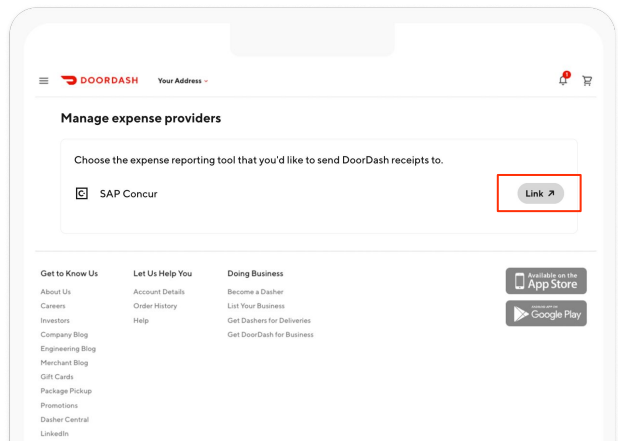


Integration with SAP Concur's Expense Management tool is an exclusive feature for DoorDash for Business customers. All customers with active DoorDash for Business benefit will have SAP Concur automatically integrated on their account.

Syncing an account with SAP Concur

To sync an account, you must have already enrolled & accepted your company's meal program. Once complete, follow these steps:

- 1 Sign into your DoorDash for Business account. Go to [DoorDash.com/Benefits](https://doordash.com/Benefits)

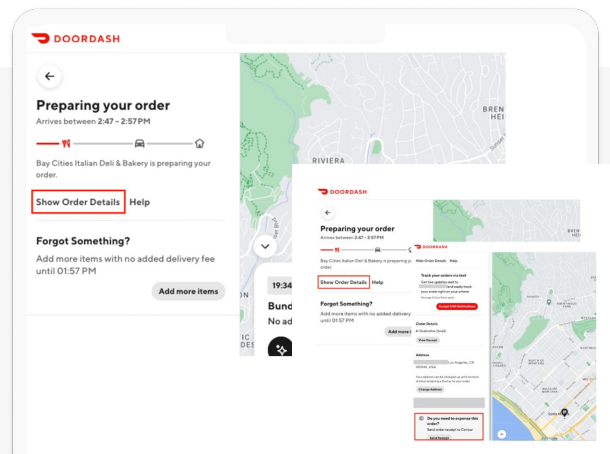
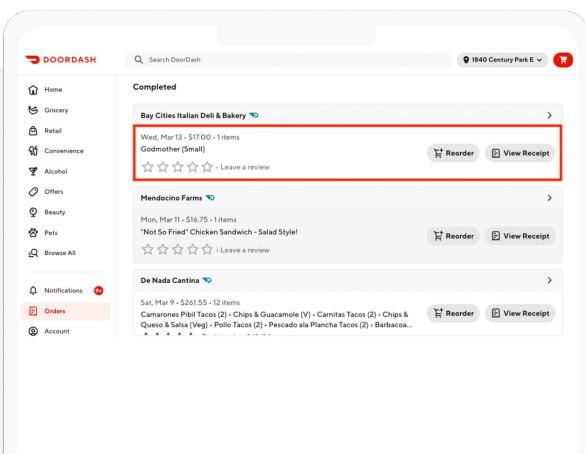


- 2 Click 'Manage expense provider' Select SAP Concur.

Click 'Link' and follow the company's login instructions*

*If linked correctly, there will be an update on the doordash.com/benefits page confirming a successful link of your DoorDash account to SAP Concur.

Managing receipts through SAP Concur



For Past Orders

- Navigate to "Orders" on your DoorDash account
- Find the order you want to expense and click into the order
- Click "Show Order Details" to expand options
- Scroll to the bottom of the expense section and click "Send Receipt"

For Active / Live Orders

- After you have placed your order, click "Show Order Details" to expand options
- Scroll to the bottom of the expense section and click "Send Receipt"

Locating the receipts in SAP Concur

Receipts will appear in the "Available Expenses" section. Users can then attach their receipts to their expense reports.