

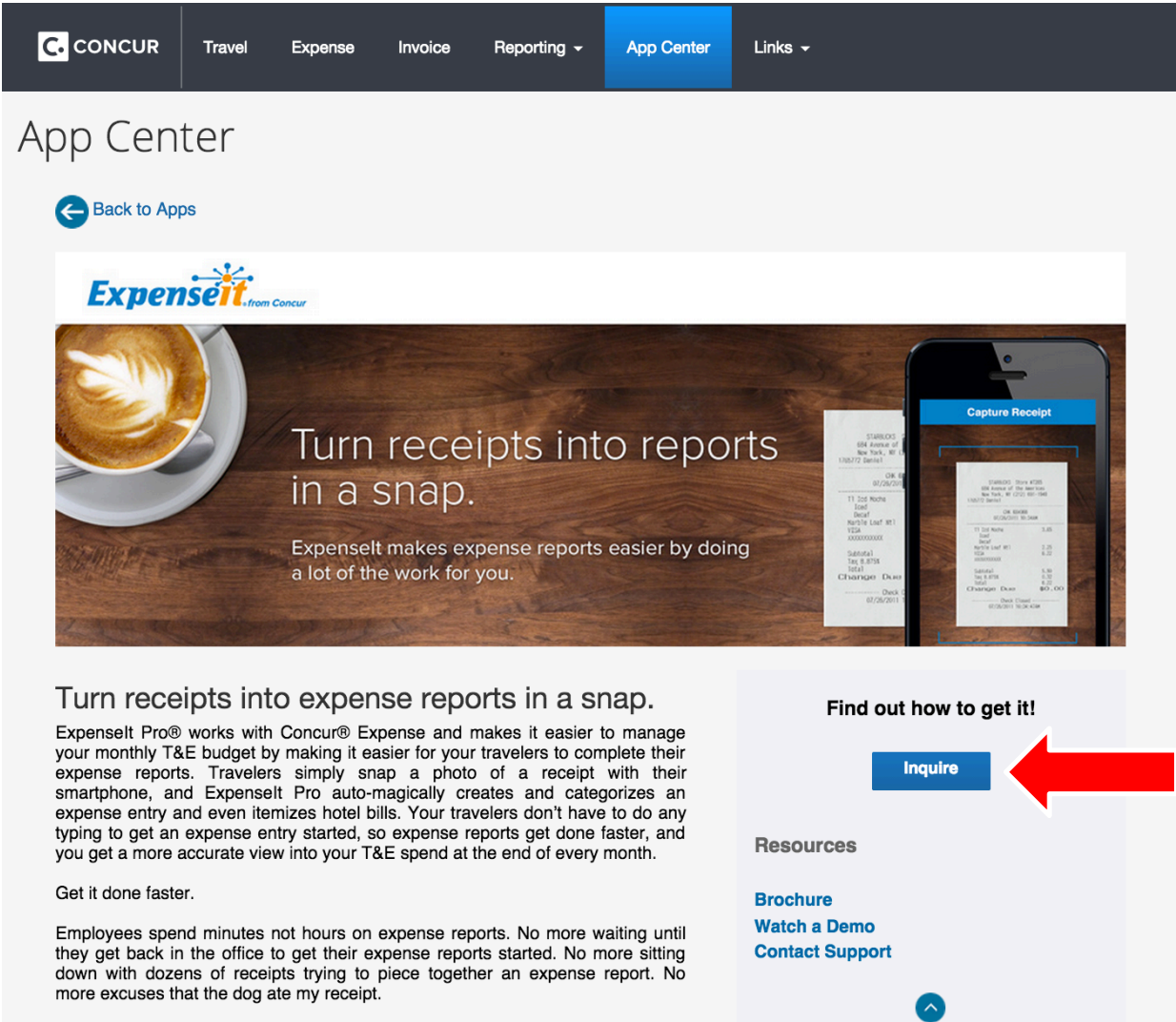
# App Center Lead Submission Process

## Lead Submission Process

### Step 1: Prospect clicks on Inquiry button via App Center listing

The first step is for a prospect to click on the Inquiry button via the unique App Center listing. Inquiries may be submitted by clients as well as Concur employees.

#### Sample App Center Inquiry Button:



**CONCUR** Travel Expense Invoice Reporting **App Center** Links

## App Center

[Back to Apps](#)

**ExpenseIt** from Concur

Turn receipts into reports in a snap.

ExpenseIt makes expense reports easier by doing a lot of the work for you.

Turn receipts into expense reports in a snap.

ExpenseIt Pro® works with Concur® Expense and makes it easier to manage your monthly T&E budget by making it easier for your travelers to complete their expense reports. Travelers simply snap a photo of a receipt with their smartphone, and ExpenseIt Pro auto-magically creates and categorizes an expense entry and even itemizes hotel bills. Your travelers don't have to do any typing to get an expense entry started, so expense reports get done faster, and you get a more accurate view into your T&E spend at the end of every month.

Get it done faster.

Employees spend minutes not hours on expense reports. No more waiting until they get back in the office to get their expense reports started. No more sitting down with dozens of receipts trying to piece together an expense report. No more excuses that the dog ate my receipt.

**Find out how to get it!**

[Inquire](#)

**Resources**

- [Brochure](#)
- [Watch a Demo](#)
- [Contact Support](#)


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## Step 2: Inquiry form submission

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After clicking on the inquiry button the prospect is redirected to the App Center Inquiry form which is dynamic and customized for each partner. The prospect must then complete the form and submit it. After submitting the form the prospect will receive a confirmation page. Thereafter, they will be redirected back to the partner's App Center listing.

### Sample App Center Inquiry Form:



 **Concur App Center**  
Find Out More


**Thank you for your interest.**  
Please complete this form, and a representative will follow up with you shortly.

<b>First Name *</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>
<b>Business Email Address *</b>	<b>Business Phone *</b>
<input type="text"/>	<input type="text"/>
<b>Company Name *</b>	<b>Number of Employees *</b>
<input type="text"/>	<input type="text"/>
<b>Title</b>	<b>Address</b>
<input type="text"/>	<input type="text"/>
<b>City</b>	<b>State</b>
<input type="text"/>	<input type="text"/>
<b>Postal Code</b>	<b>Country</b>
<input type="text"/>	USA <input type="text"/>

☐ I am a Concur Representative.

**Submit**

### Sample Confirmation Page:



**Thank you for your interest. A representative will be in touch with you shortly.**

**You will now be redirected to the App Center listing page.**


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## Step 3: Lead Form Submission Confirmation Email

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After submitting the form the prospect will also receive a confirmation email. If the lead was submitted by a Concur employee the email confirmation will be slightly modified.

### Sample Confirmation Emails:


 \* TEST \* Thank you for your App Center Partner Inquiry \* TEST \*

Concur App Center

Sent: Monday, January 5, 2015 at 4:57 PM

To:  Serafin, Jacqueline




[forward](#) | [view in browser](#) | [view on mobile](#)



Thank you for your interest in a Concur App Center Partner. A representative from the App Center Partner will be in touch with you shortly.

In the meantime, [check out](#) our educational Concur T&E Cloud Talks Webinar Series.

[Find out more](#)


  

Concur, 601 108th Ave NE, Suite 1000 Bellevue, WA 98004

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 \* TEST \* Thank you for your App Center Partner Inquiry \* TEST \*

Concur App Center

Sent: Monday, January 5, 2015 at 4:57 PM




To:  Serafin, Jacqueline



A Concur App Center Partner Inquiry was submitted on your behalf by your Concur Representative. A representative from the App Center Partner will contact you directly. If you have questions about this request for more information, please contact your Concur representative.

In the meantime, [check out](#) our educational Concur T&E Cloud Talks Webinar Series.

[Find out more](#)

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## Step 4: Inquiry Notification Email

The App Center partner will receive an inquiry notification email. Partners must click on the “Accept/Reject” button to be redirected to the Accept/Reject Form for completion.

### Sample Inquiry Notification Email:

**Concur App Center Notification:**


The following prospect has submitted the Inquiry... Please follow-up with the lead at your earliest convenience. Also, please use the buttons below to either “Accept” or “Reject” lead.

Accept/Reject Lead

General Details	
First Name:	Nick
Last Name:	Spano
Email Address:	<a href="mailto:nick.spano@concur.com">nick.spano@concur.com</a>
Company:	Demand Central
Pages Viewed:	1907
Submit Time:	4/22/2014 11:59:13 PM
Form Name:	AppCenterInquiryForm
URL Of Form:	<a href="http://info.concur.com/content/AppCenterInquiry?acp=alanda&amp;pid=appcenter&amp;cid=alanda">http://info.concur.com/content/AppCenterInquiry?acp=alanda&amp;pid=appcenter&amp;cid=alanda</a>

FirstName:	Nick
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### Sample Accept/Reject Form:

**CONCUR**

**App Center Partner Referral Status**

Please fill out the below form to indicate if you will Accept or Reject the referred lead.

Your Name *	Your Company *
<input type="text"/>	<input type="text"/>
Your Email Address *	Your Phone Number *
<input type="text"/>	<input type="text"/>
Lead's Email Address *	Lead's Company *
<input type="text"/>	<input type="text"/>
Referral Status *	Rejected Reason *
--Please Select-- ▾	--None-- ▾
Comments	
<input type="text"/>	

**Submit**

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## Note: Lead Set Up Requirements

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Leads will be sent to the partner from Concur marketing automation tool Marketo. To ensure receipt of all leads the following steps must be completed by the partner:

1. Verify the lead email address provided in the App Center Listing Form to receive leads is correct.
2. Provide their IT team the following details to whitelist the Concur IP address and place Concur on the safe sender list.
  - a. Email From Address: [appcenterreferral@concur.com](mailto:appcenterreferral@concur.com)
  - b. From Sender: Concur App Center Referral
  - c. Subject: AppCenter Inquiry Submission
  - d. Domain: et.concur.com, concur.com
  - e. Whitelist IP addresses:
    - i. Concur:
      1. 192.28.144.41
    - ii. Marketo:
      1. 199.15.214.45
      2. 199.15.215.82
      3. 199.15.214.199
      4. 199.15.214.200
      5. 199.15.214.201
      6. 199.15.214.202
      7. 199.15.215.77
      8. 199.15.215.78
      9. 199.15.215.79
      10. 199.15.215.80
      11. 199.15.215.81