

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <app logo here> | Application name |  | Concur contact |  |
| Form no. | [Form number] | Date | Time | [Date | Time] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company information** | | | | | |
| Company name | | | | |
| Company address | | City | | Country |
| State/Province | | ZIP/postal code |
| Company phone | | |
| Travel supplier type 🞎 Air 🞎 Hotel 🞎 Car 🞎 Services 🞎 Other 🞎 N/A | | | | |
| **Company contacts** | | | | | |
|  | Business contact A business contact is required. This person will receive all required notices and will be contacted for all agreement updates and marketing promotions. | | Technical contact A technical contact is required. This person will be contacted to address technical issues. | | |
| Name |  | |  | | |
| Job title |  | |  | | |
| Phone |  | |  | | |
| Email address |  | |  | | |
| **Support** | | | | | |
| Who should Concur contact in your organization to notify about issues that could impact the performance of your app? | | | | | |
| Describe how your organization provides support for administrators in a global organization: | | | | | |
| Describe how your organization provides support for end users in a global organization: | | | | | |

|  |  |  |
| --- | --- | --- |
| Application information | | |
| Primary purpose | | |
| Benefits of your app | | |
| Use cases – *mandatory, please specify or attach* | | |
| Hosting Vendor | Location & length of terms | |
| Development environment | | |
| 🞎 Java 🞎 PHP 🞎 JSON 🞎 Visual C 🞎 MySQL 🞎 SQL Server 🞎 Oracle 🞎 Force.com 🞎 Other | |
| Technical Guide – send this as a separate attachment. Partner must provide a document that details the operation of the App from their side to demonstrate documented redundancy in the event the original developer leaves the company. This document should include relevant information a new developer on your side would need to run the app start to finish, including:   1. token management (obtaining tokens, refresh tokens 2. APIs used and corresponding parameters used  Authentication (OAuth) | | |
| 🞎 Authenticate and authorize access for all end users. | | |
| * Authenticate and authorize access only for Web Services Administrator user | | |
| OAuth flow 🞎 Native 🞎 Web | | |
| Please document all API endpoints used: *Example - /api/v3.0/expense/receiptimages or /api/travel/trip/v1.1/* | |
| Access tokens and refresh tokens | | |
| 🞎 My app requests and stores one access token and one refresh token for each person. | | |
| 🞎 My app anticipates and responds to expired tokens. | | |
| Error handling & Logging | | |
| Refer to Section 10 page 57, “Status Code Definitions” in the *Hypertext Transfer Protocol HTTP/1.1* specification at <http://www.ietf.org/rfc/rfc2616.txt> | | |
| How will your application handle 400 class error codes? | | |
| How will your application handle 500 class error codes?  **REQUIREMENT:**  All Partners must demonstrate the logging of the API activity on their side. This is to ensure you can add this information to any Support cases if necessary. | | |
| Scheduled Walkthrough – Preferred Availability | | |
| 🞎 Tuesdays (PST) 🞎 09:00 AM 🞎 10:00 AM 🞎 11:00 AM 🞎 12:00 PM  🞎 Thursdays (PST) 🞎 09:00 AM 🞎 10:00 AM 🞎 11:00 AM 🞎 12:00 PM | | |