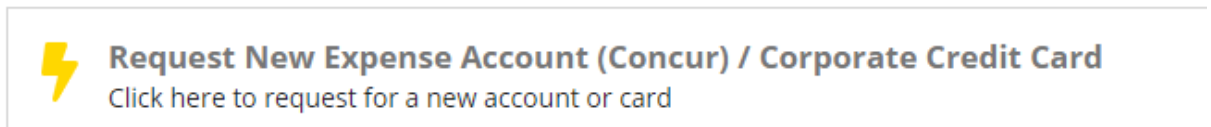


## Glasses reimbursement process:

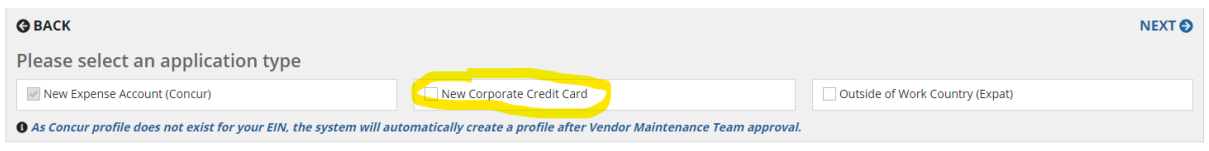
Each team member who has a medical certificate with the recommendation to wear glasses for a computer use, is now entitled to a reimbursement of PLN 450 once every two years. Applications for glasses reimbursement must be submitted via Concur.

## How to claim:

1. Glasses refund applications must be submitted via Concur.  
<https://spglobal.appiancloud.com/suite/sites/travel-and-entertainment/page/home>
2. Select:

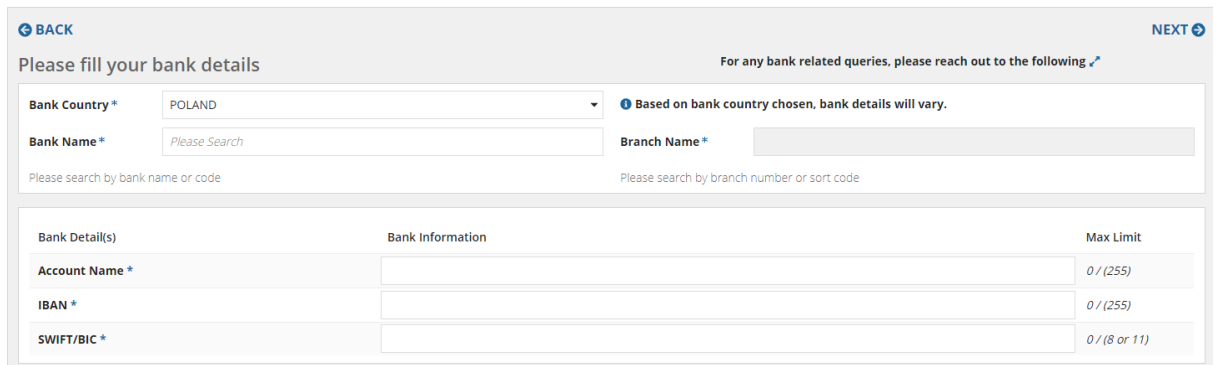


3. Untick the box:



A screenshot of the Concur application form. At the top left is a "BACK" button with a left arrow. At the top right is a "NEXT" button with a right arrow. The main heading is "Please select an application type". Below the heading are three radio button options: "New Expense Account (Concur)", "New Corporate Credit Card", and "Outside of Work Country (Expat)". The "New Corporate Credit Card" option is selected and highlighted with a yellow circle. Below the options is a note: "As Concur profile does not exist for your EIN, the system will automatically create a profile after Vendor Maintenance Team approval."

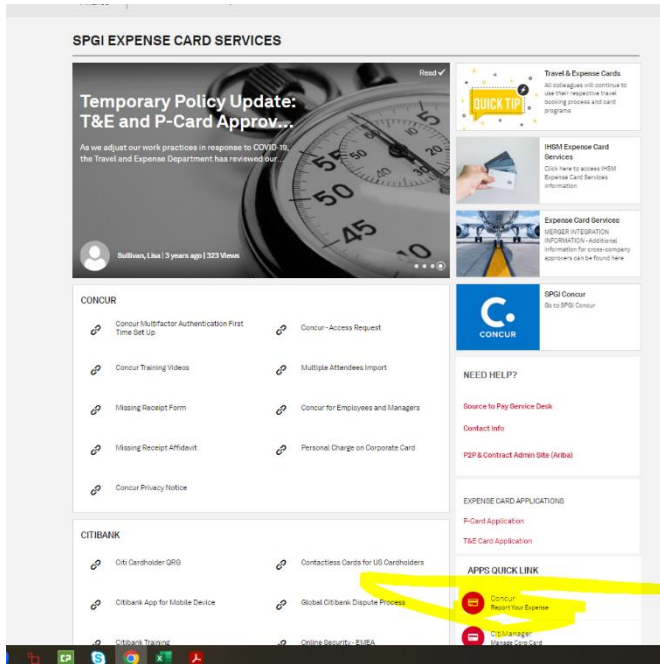
4. Fill in with your data (Account Name = name and surname of the account's owner):



A screenshot of the Concur application form. At the top left is a "BACK" button with a left arrow. At the top right is a "NEXT" button with a right arrow. The main heading is "Please fill your bank details". Below the heading is a sub-heading: "For any bank related queries, please reach out to the following". Below the sub-heading are three input fields: "Bank Country \*" (with a dropdown menu showing "POLAND"), "Bank Name \*" (with a search box containing "Please Search"), and "Branch Name \*" (with a search box). Below the input fields are two search instructions: "Please search by bank name or code" and "Please search by branch number or sort code". Below the input fields is a table with three columns: "Bank Detail(s)", "Bank Information", and "Max Limit". The table has three rows: "Account Name \*" (with a search box and "0 / (255)"), "IBAN \*" (with a search box and "0 / (255)"), and "SWIFT/BIC \*" (with a search box and "0 / (8 or 11)").

5. SUBMIT - Your application will be sent to your manager who will have to approve your application in Concur.

- When your account is created, please proceed to the next part of the instruction. When your account is created, please enter Concur via Sphere:  
<https://sphere.spglobal.com/sites/globalprocurement/SitePageModern/220318/expense-card-services>



- You need to create a new report in Concur titled "Glasses refund".
- Select the option "other - miscellaneous" and add the invoice issued to the company and the request for reimbursement of costs for glasses. Approval of manager is not needed, because the manager will approve your report in the system.
- Remember to enter "**PLN 450**" as the invoice amount, not the actual amount on the invoice. If the invoice amount is **lower than PLN 450**, enter the invoice amount.
- As soon as the report is approved by the manager, we will arrange a transfer for you.