

Glasses refund applications must be submitted via Concur (instruction on how to get access are in the file TE Instruction.pdf on the first page - you need to apply via appian):

<https://spglobal.appiancloud.com/suite/sites/travel-and-entertainment/page/home>

Select:

**Request New Expense Account (Concur) / Corporate Credit Card**
Click here to request for a new account or card

Untick the box:

[BACK](#) [NEXT](#)

Please select an application type

New Expense Account (Concur) **New Corporate Credit Card** Outside of Work Country (Expat)

As Concur profile does not exist for your EIN, the system will automatically create a profile after Vendor Maintenance Team approval.

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

[BACK](#) [NEXT](#)

Please fill your bank details For any bank related queries, please reach out to the following *

Bank Country * Based on bank country chosen, bank details will vary.

Bank Name * Branch Name *

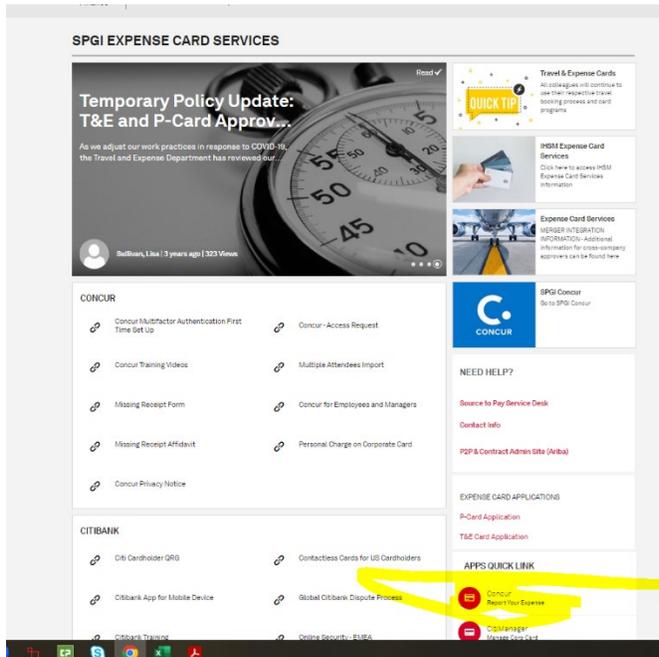
Please search by bank name or code Please search by branch number or sort code

Bank Detail(s)	Bank Information	Max Limit
Account Name *	<input type="text"/>	0 / (255)
IBAN *	<input type="text"/>	0 / (255)
SWIFT/BIC *	<input type="text"/>	0 / (8 or 11)

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/global-procurement/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.

Email Approval from people leader is not needed, because the manager will approve your report in the system.

Remember to enter "RON 450" as the invoice amount, not the actual amount on the invoice. If the invoice amount is lower than RON 450, enter the invoice amount.

As soon as the report is approved by the manager, we will arrange a transfer for you.