

# Xerox® Connect App for Concur

Information Assurance Disclosure



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# Preface

Xerox® Connect App for Concur provides an easy path for users to scan and upload expense receipts to their existing SAP Concur account. After a one-time setup of a connection between the app and their Concur account, users can walk up to a Xerox printer, log in to the Xerox® Connect App for Concur, and scan one or more receipts. The scanned images are displayed for preview to the user on the device's local UI. Once approved by the user, the receipts are automatically uploaded to the user's Concur account for use in an expense report.

## 1. Purpose

The purpose of the Information Assurance Disclosure (IAD) is to disclose information for Xerox® Connect App for Concur with respect to device security. Device security, in this context, is defined as how data is stored and transmitted, how the product behaves in a networked environment, and how the product may be accessed, both locally and remotely. This document describes design, functions, and features of the Xerox® Connect App for Concur relative to Information Assurance (IA) and the protection of customer sensitive information. Please note that the customer is responsible for the security of their network and the Xerox® Connect App for Concur does not establish security for any network environment.

This document does not provide tutorial level information about security, connectivity or Xerox® Connect App for Concur features and functions. This information is readily available elsewhere. We assume that the reader has a working knowledge of these types of topics.

## 2. Target Audience

The target audience for this document is Xerox field personnel and customers concerned with IT security.

It is assumed that the reader is familiar with the Xerox® Connect App for Concur; as such, some user actions are not described in detail.

## 3. Disclaimer

The content of this document is provided for information purposes only. Performance of the products referenced herein is exclusively subject to the applicable Xerox Corporation terms and conditions of sale and/or lease. Nothing stated in this document constitutes the establishment of any additional agreement or binding obligations between Xerox Corporation and any third party.

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# 1. Description and Details

## Overview

The Xerox® Connect App for Concur provides a simple workflow for scanning one or more paper receipts, previewing the scanned images, and automatically uploading the receipt images to the user's SAP Concur account (see section 3 for workflow and data flow overview):

## App Hosting

The Xerox® Connect App for Concur consists of two key components, the device weblet and the cloud-hosted web service. The device weblet is a ConnectKey / EIP web app that 1) presents the device user a view of the functionality that is executed in the cloud, and 2) interfaces with the device via the EIP API to initiate device functionality such as document scanning.

The weblet communicates with the cloud-hosted web service, which executes the business logic of the app, including the segmentation and preview display of the scanned image(s) and the uploading of the final receipt image files to the user's SAP Concur account.

## Account Setup

The initial setup step requires the user to link/connect their SAP Concur account to the Xerox® Connect App for Concur. The user needs to create an account with the Xerox® Connect App for Concur and connect that account with the user's SAP Concur account. This connection process utilizes the authentication dialog provided by the Concur service, which requests the username and password for the Concur account. An OAuth login token is returned to the Xerox® Connect App for Concur from the Concur service. This token is then stored in the cloud with the user's Connect App for Concur account and used for further interactions.

## Receipt Scanning and Preview

After the account setup has been completed, the Xerox® Connect App for Concur enables a user to load one or more receipts onto the device platen or into the device document handler and scan them. The scanned images are sent to the app's back end web service for processing.

If the scan consists of multiple receipts positioned on the platen, the image will be automatically segmented into individual images, one receipt per image. The app will then display a preview of the segmentation for the user to approve or reject. Once the user approves the preview, the app will upload the individual receipt image files to the user's SAP Concur account.

## Device Webservice Calls

During standard usage of the Xerox® Connect App for Concur, calls to the device web services are used to initiate and monitor scan functions and retrieve device information using the EIP interface.

## 2. Security

### Hosting

The Xerox® Connect App for Concur consists of two parts - a weblet installed on the Xerox device and the cloud-based web service with which the weblet communicates. The web service is hosted on the Microsoft Azure Network. Microsoft's Azure data center operations feature comprehensive information security policies and processes using standardized industry control frameworks, including ISO 27001, SOC 1, and SOC 2.

For a full description, please follow the link: <https://docs.microsoft.com/en-us/azure/security/azure-network-security>

### Secure Web Communications

All network communications between servers and Xerox® devices are encrypted using HTTP Secure (https).

### Local and Cloud Storage

No user data is stored locally on the device.

To use the Xerox® Connect App for Concur, a user must create an account within the app and connect that account to their SAP Concur account. Account creation and connection is a one-time step that requires the user to enter a username (email) and password for their Xerox account. The app also invokes the SAP Concur OAUTH dialog. This authorization dialog requires the user to enter their existing SAP Concur username and password and returns an authorization token that can be used for future access. These steps result in the following user-specific information being stored in the cloud by the app's web service:

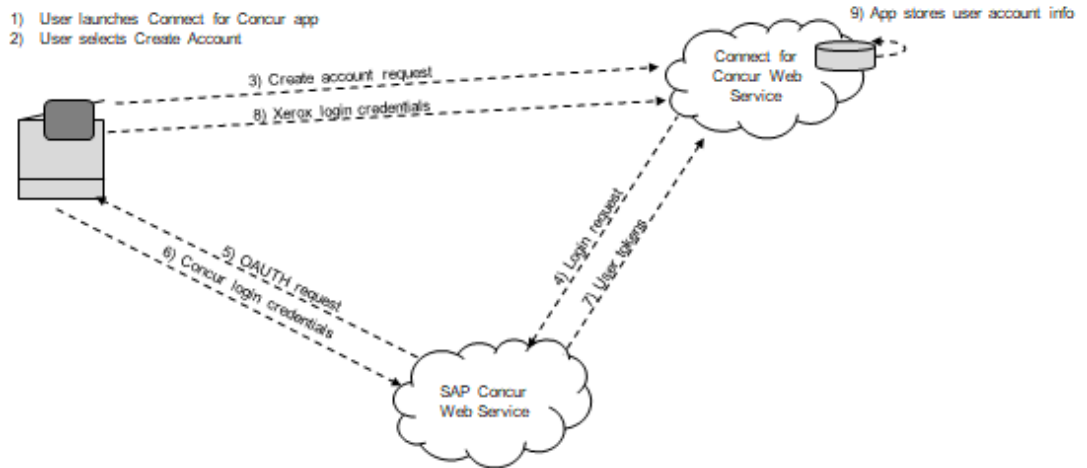
- Xerox® Connect App for Concur credentials (email, hashed password)
- Xerox® Connect App for Concur account access statistics (account status, access failure count, lockout end date, last password timestamp, last account locked timestamp)
- SAP Concur OAUTH tokens
- SAP Concur Geo-location (US vs Global to access corresponding SAP Concur servers)

During normal app usage (scanning receipts to the user's SAP Concur account), the user must log in to the app. Once logged in, the user proceeds with scanning, previewing, and approving the receipt images. After approval, the app uploads the receipt image files to the SAP Concur account using the Concur eReceipt API. After transmission (or cancellation), all cloud-based and device-based storage of the images is deleted.

The receipt content is protected during transmission by standard secure network protocols at the channel level. Since form content may contain Personally Identifiable Information or other sensitive content, it is the responsibility of the Concur user to handle the scanned form images in accordance with information protection best practices.

### 3. Workflow and Data Flow Overview

#### High level flow – Account Creation



#### High level flow – Receipt Scanning and Upload

