

ACTIVATING E-RECEIPTS

E-receipts are electronic receipt images sent to SAP Concur directly from participating vendors in the Concur network. This job aid is to provide step-by-step instructions to activate the E-receipt functionality that will help reduce paper receipts and make it easier to complete your Travel Expense Reports.



1

In Concur, click on Profile then click on "Profile Settings."

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Start a
Request

+
Start a
Report

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[Profile Settings](#)

Sign Out

Profile

Personal Information

Change Password

System Settings

Concur Mobile Registration

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Emergency Contact

Credit Cards

Request Settings

Request Information

Request Delegates

Request Preferences

Request Approvers

Favorite Attendees

International Travel

Expense Settings

Profile Options

Select one of the following to customize your user profile.

Personal Information

Personal Information

[E-Receipt Activation](#)

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Request Preferences

Select the options that define when you receive email notifications.

Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password

Change your password.

2

Under Profile Options, click on "E-Receipt Activation."

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences

Select the options that define when you receive email notifications.

Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration

Set up access to Concur on your mobile device

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.

E-Receipt Activation

3

Your SAP Concur solution can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel partners.

By enrolling in travel partner integrations, you will enable e-receipts functionality generally within your SAP Concur solution and you authorize SAP Concur and its corporate affiliates to receive, transfer, and use e-receipts generated by your transactions with participating travel partners. This is in connection with SAP Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such participating travel partners and their respective agents and affiliates to share such e-receipts with your SAP Concur solution. To retrieve e-receipts from participating travel partners, your SAP Concur solution may need to share certain details about you and your travel plans with participating travel partners, which might include your name, travel

I Agree **I Decline**

4 Click on "Enable." Review the terms of E-Receipt Activation, then click on "I Agree."

4 You should see a confirmation that E-Receipt has been successfully enabled.

SAP Concur C Travel Expense Invoice App Center Links | Help

Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration Concur Mobile Devices

Your information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards
- Travel Settings

E-Receipt Activation

i You have successfully enabled e-receipts with participating suppliers. You may disable this functionality at any time by accessing this page from the Profile menu.

You previously enabled Concur to obtain e-receipts for you with certain participating suppliers, but you may disable this functionality at any time. If you disable this setting, Concur will no longer request e-receipts from such suppliers. Please note that this setting does not control all e-receipts. E-receipts delivered by a Concur App Center partner with which you have connected your Concur account, and certain TriLink suppliers, are controlled through the App Center or your My Travel Network settings. For more information, contact your company's Concur account administrator.