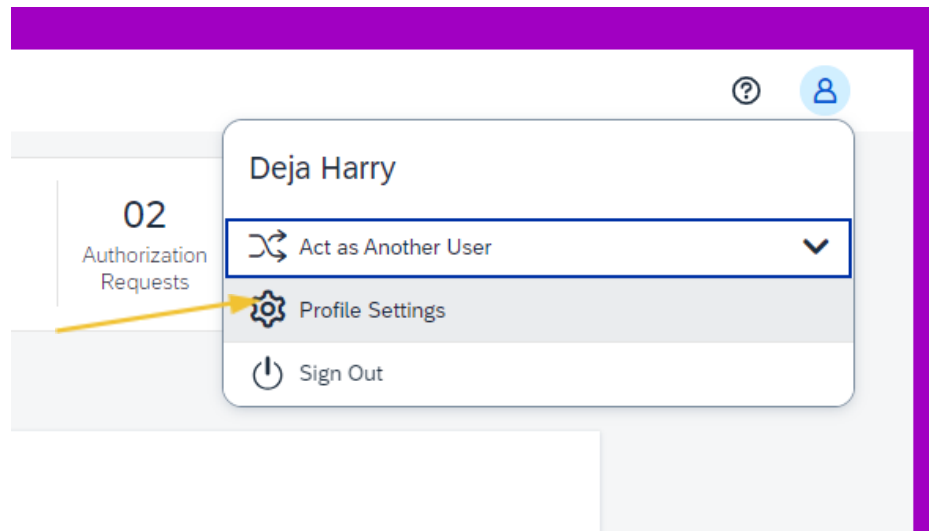


## Activating E-Receipts in SAP Concur

The E-receipts are electronic receipt images sent to SAP Concur directly from the supplier. E-receipts help to eliminate paper receipts and make it easier for you to complete your expense claims.

### Step 1:

To activate e-receipts, click **Profile**, and then click **Profile Settings**.



### Step 2:

On the Profile Options page, click **E-Receipt Activation**.

## Profile Options

Select one of the following to customise your user profile.

#### Personal Information

Your home address and emergency contact information.

#### Company Information

Your company name and business address or your remote location address.

#### Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

#### E-Receipt Activation

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

#### Travel Leave Reassignment

Going to be out of the office? Configure your backup travel manager.

#### 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?

#### Contact Information

How can we contact you about your travel arrangements?

#### Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

#### Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

#### Expense Delegates

Delegates are employees who are allowed to

**Step 3:**

Click the **here** link.

E-Receipt Activation

Receiving e-receipts can save you time by pre-populating your expense claim. To enable e-receipts with participating suppliers and to find out more, click [here](#).

Please note that this setting does not control all e-receipts. E-receipts delivered by a Concur App Centre partner with which you have connected your Concur account, and certain TripLink suppliers, are controlled through the App Centre or your My Travel Network settings. For more information, contact your company's Concur account administrator.

**Step 4:**

Read through the E-Receipt Activation agreement, and then click **I Agree**.

E-Receipt Activation

Close

Concur can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel suppliers ("Participating Suppliers"). Participating Suppliers in Concur Travel search results are designated with an "e-receipt enabled" label. By clicking "I Agree" below to turn on the e-receipts functionality, you authorise Concur and its corporate affiliates to receive, transfer and use e-receipts generated by your transactions with Participating Suppliers in connection with Concur services, including air, rail, hotel, car rental and other ground transportation suppliers, and you authorise such Participating Suppliers and their respective agents and affiliates to share such e-receipts with Concur. To retrieve e-receipts from Participating Suppliers, Concur may need to share certain details about you and your travel plans with Participating Suppliers, which might include your name, travel dates, confirmation number, travel supplier, loyalty number or stored credit card number. Such e-receipts may include any and all details regarding your transactions with Participating Suppliers. Your e-receipts will be used within the Concur services subscribed to by your company, like Concur Expense, and may include services that extract precise location information from a receipt for the purpose of notifying you on behalf of your company as part of certain Concur services for which your company may have subscribed. Such information will be transmitted over the Internet including to servers in the United States. As with any data transmitted over the Internet, there is a risk of information being subject to interception by third parties, and you release Concur and participating e-receipt suppliers from liability related to such transfer, including interception of e-receipts by third parties or other events outside their reasonable control. Participating suppliers may be changed without notice to you. To disable e-receipts from Participating Suppliers once enabled, see the E-Receipt Activation section of your Profile settings. Please note that this setting does not control all e-receipts. E-receipts delivered by a Concur App Centre partner with which you have connected your Concur account, and certain TripLink suppliers, are controlled through the App Centre or your My Travel Network settings. For more information, contact your company's Concur account administrator. For more information on the use of data within the Concur services, see our Processor Privacy Statement.

ating suppliers and to find out with which you have connected work settings. For more



**Step 5:**

Receipts are successfully enabled.

If you want to disable the E-Receipt Activation setting, click the **here** link.

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 Centre partner with which you have connected your Concur account, and certain TripLink suppliers, are controlled through the App Centre or your My Travel Network settings. For more information, contact your company's Concur account administrator.

If you wish to disable this setting, click [here](#).