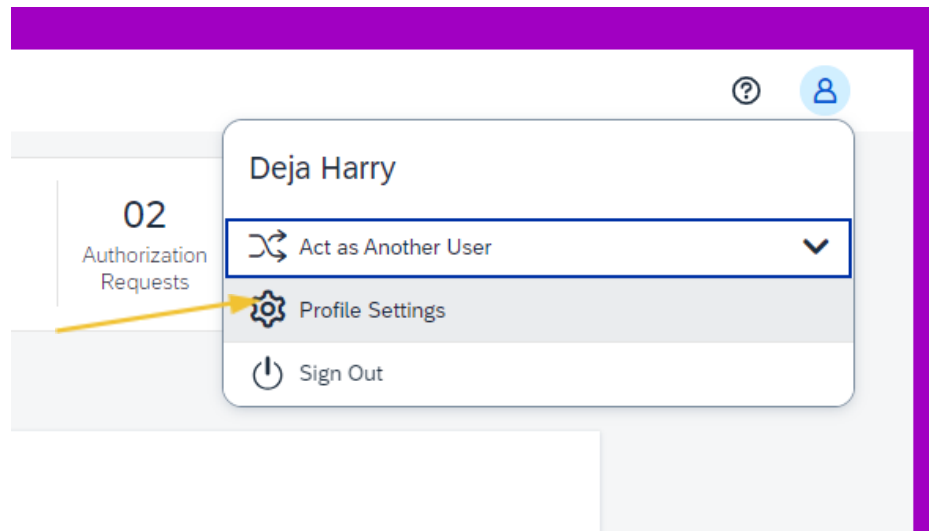# SDSU | Business and Financial Affairs

## 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:** <br><br> To activate e-receipts, click **Profile**, and then click **Profile Settings**. |  |
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| **Step 2:** <br><br> On the Profile Options page, click **E-Receipt Activation**. |  |

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| **Step 3:**<br><br>Click the **here** link. | E-Receipt Activation<br><br>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.<br><br>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:**<br><br>Read through the E-Receipt Activation agreement, and then click **I Agree**. | E-Receipt Activation                                   Close<br><br>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.<br><br>I Agree ← **Click I Agree.** |
| **Step 5:**<br><br>Receipts are successfully enabled.<br><br>If you want to disable the E-Receipt Activation setting, click the **here** link. | E-Receipt Activation<br><br>ⓘ 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.<br><br>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.<br><br>If you wish to disable this setting, click here. |