

Enabling E-Receipts for Concur Expense Reports

Description

This job aid describes how to activate and receive e-receipts in Concur.

Navigation

My Concur > Alerts box on the top of the home page

ALERTS



1. Click [Sign up here](#)

E-Receipt Activation

Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

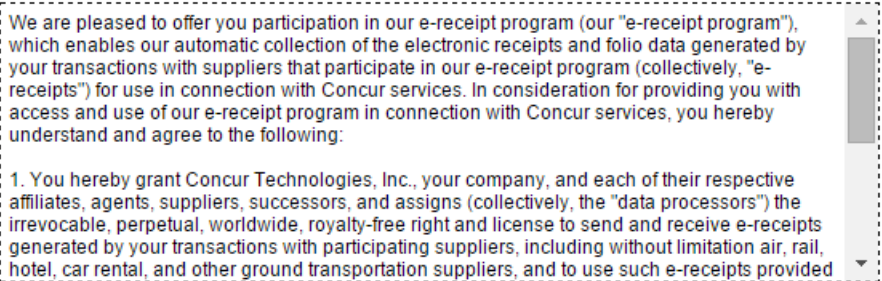
[E-Receipt Activation](#)

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2. Click [E-Receipt Activation](#)

E-Receipt Activation and Use Agreement X

Please read the following E-Receipt Activation and Use Agreement. To view the rest of the agreement, please scroll down.



3. Read the agreement and then click

[I Accept](#)

You must ACCEPT all of the terms of the E-Receipt and Use Agreement in order to proceed with use of our e-receipt program by pushing the I ACCEPT button below. If you do not wish to proceed with such use of our e-receipt program, then please press the I DECLINE button below and you will not participate in our e-receipt program.

[I Accept](#) [I Decline](#)

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4. The enable e-receipts message will appear to confirm activation.

E-Receipt Activation

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You have enabled e-receipts. Look for the e-receipt enabled icon while booking to identify participating vendors: 