Getting Started In Concur

Enabling E-Receipts

UNIVERSITY OF DELAWARE

What Are E-Receipts?

- E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.
- Some vendors require additional paperwork before they can send e-receipt data.
- You must opt-in from your **Profile** before e-receipts activate in Expense.

How to Enable E-Receipts

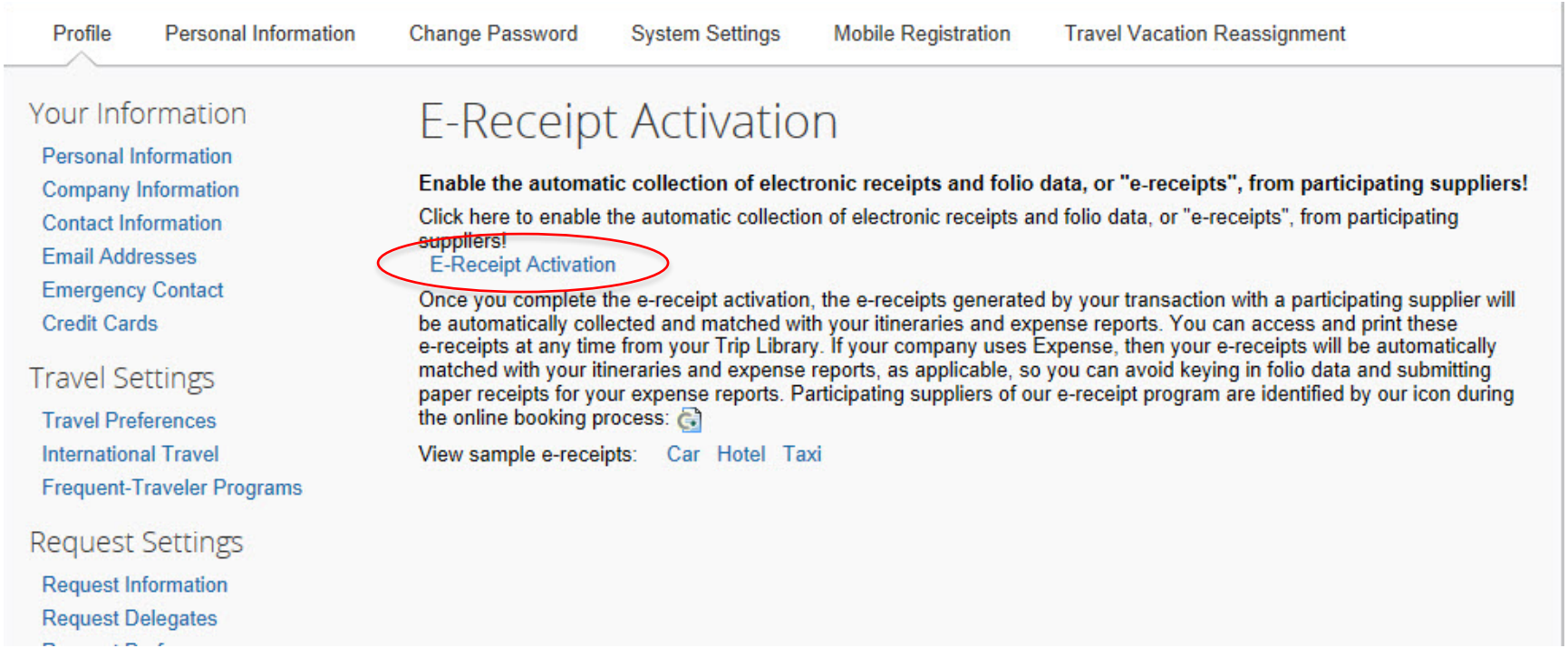
- A message will appear on the SAP Concur home page, prompting you to sign up.
  - Click **Sign up here**. The **E-Receipt Activation** page appears.

- or -

- Click **Profile** > **Profile Settings** > **Other Settings** > **E-Receipts Activation**

Note: *One or both of the above options might be available to you.*

- Click **E-Receipt Activation**. The **E-Receipt Activation and User Agreement** appears.
- Click **I Accept**. The E-Receipts confirmation appears.
- Once you have accepted the user agreement, all of your corporate cards are opted-in.


Profile
Personal Information
Change Password
System Settings
Mobile Registration
Travel Vacation Reassignment
Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards
Travel Settings
Travel Preferences
International Travel
Frequent-Traveler Programs
Request Settings
Request Information
Request Delegates
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
Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process:
View sample e-receipts: Car Hotel Taxi

Questions?

- AskConcur@udel.edu
- udel.edu/procurement