SAP Concur – Quick Guide

Activating E-Receipts

GETTING STARTED

- Login to www.bcm.edu/concur-solutions or click **Concur Logon** from the Travel and Expense website (www.bcm.edu/mosaic > Travel and Expense).

ACTIVATING 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.

BCM is enabled to accept e-receipts from some vendors, and you must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data.

ENABLING E-RECEIPTS

To sign up for e-receipts

1. Either:
   - On the SAP Concur home page, click **Sign up here**. The **E-Receipt Activation** page appears.
     - or -
   - Click **Profile** > **Profile Settings** > **E-Receipts Activation** (in the **Other Settings** section of the left-side menu).

2. Click **E-Receipt Activation**. The **E-Receipt Activation and User Agreement** appears.

3. Click **I Accept**. The E-Receipts confirmation appears.

4. Once you have accepted the user agreement, all your corporate cards are opted-in. You can choose to opt-out a particular card in **Profile > Credit Cards**. Select the **Edit** icon for the card and uncheck the **Receive e-receipts for this card** check box.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)
SAP Concur Support: concursupport@bcm.edu