

GETTING STARTED

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

Profile	Personal Information	Change Password	System S	ettings	Mobile Registration	Travel Vacation Reassignment
Your Information		E-Receipt Activation				
Personal I	nformation					
Company Information		Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!				
Contact Information		Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers1 E-Receipt Activation				
Email Addresses						
Emergency Contact		Once you complete the e-receipt activition, the e-receipte generated by your transaction with a participating upplicin rill be automatically collected and matched with your linearies and accounte argent. You can access and print these e-receipts at any time from your Trip Lineary. If your company uses Expense, then your e-receipts will be automatically matched with your linearies 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				
Credit Cards						
Travel Settings						
Travel Preferences						
Internation	nal Travel	View sample e-receip	ts: Car	Hotel Ta	axi	
Frequent-	Traveler Programs					
Request	Settings					
Request Information						
Request Delegates						

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SUPPORT

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