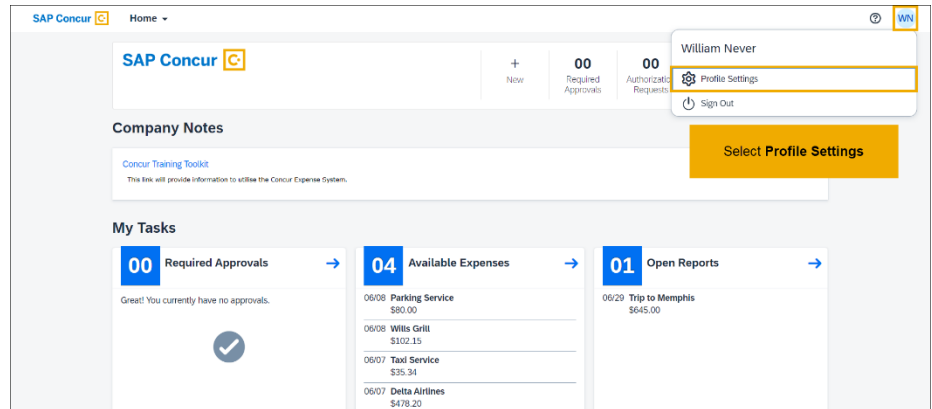


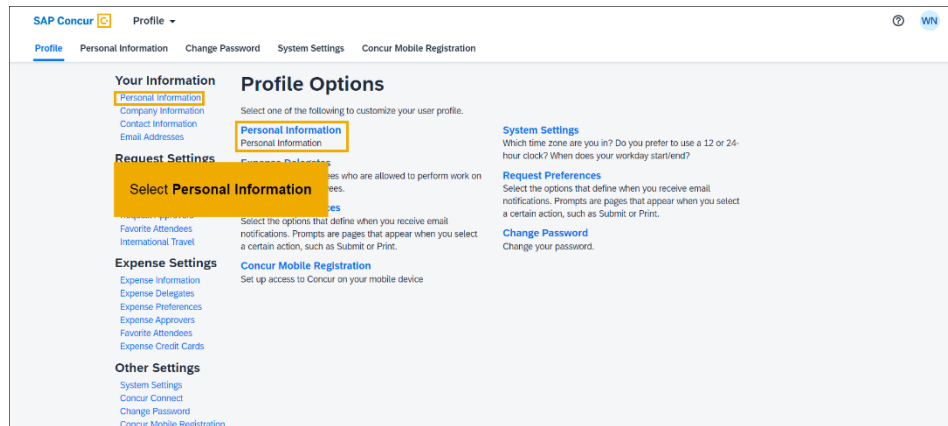
Working with Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that you can either email or upload. To activate available receipts, you must verify your **Profile Email Address** with SAP Concur to allow you to send and receive email images.

1. To work with available receipts, from the SAP Concur home page, select the **Profile symbol**, and then select **Profile Settings**.

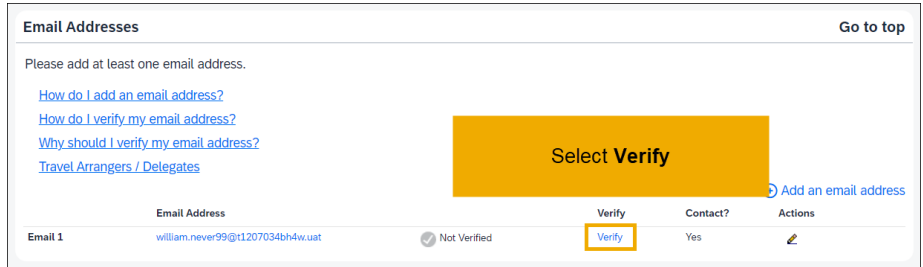


2. On the **Profile Options** screen, select **Personal Information**.



You will verify your email address with SAP Concur to allow you to send and receive email images for use on your expense reports.

3. Scroll down, and in the **Email Addresses** section, select **Verify**, and then select **OK**.



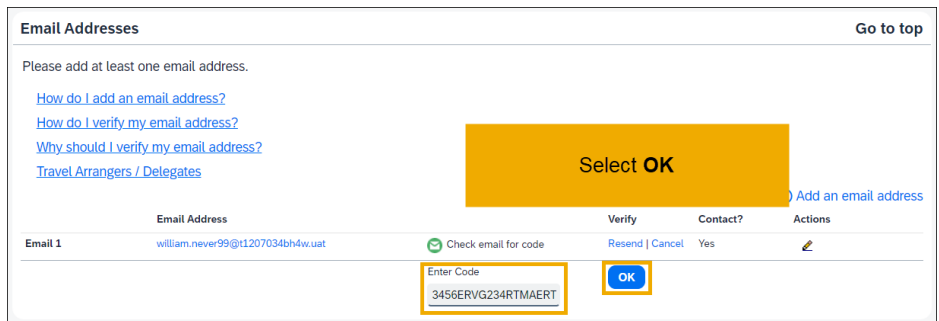
The screenshot shows the 'Email Addresses' section of the SAP Concur interface. It includes a 'Go to top' link in the top right corner. Below the header, there is a message 'Please add at least one email address.' followed by four links: 'How do I add an email address?', 'How do I verify my email address?', 'Why should I verify my email address?', and 'Travel Arrangers / Delegates'. A large orange button labeled 'Select Verify' is prominently displayed. To the right of this button is a link 'Add an email address'. Below these elements is a table with the following structure:

| Email Address | Verify | Contact? | Actions |
|---|-------------------------------|----------|---------|
| Email 1 william.never99@t1207034bh4w.uat | Not Verified Verify | Yes | |

You can have up to three email addresses linked to **Available Receipts**. Your company email address will be listed by default. Each email address must be unique, and you cannot use a shared email alias.

4. For verification purposes, type the code (sent by SAP Concur) in the **Enter Code** field, and then select **OK**.

Note that as an easier option, you can copy and paste the code into the **Enter Code** field.



This screenshot shows the same 'Email Addresses' page as the previous one, but with additional verification steps. A green checkmark icon and the text 'Check email for code' are visible. Below the table, there is an 'Enter Code' field containing the code '3456ERVG234RTMAERT'. To the right of this field is a blue button labeled 'OK'. The 'Verify' column in the table now shows 'Resend | Cancel' instead of 'Verify'.

You can now attach your available receipt images to your expenses.

From an open expense report, you will see a list of expenses. An alert is displayed requiring you to attach a receipt image to the expense.

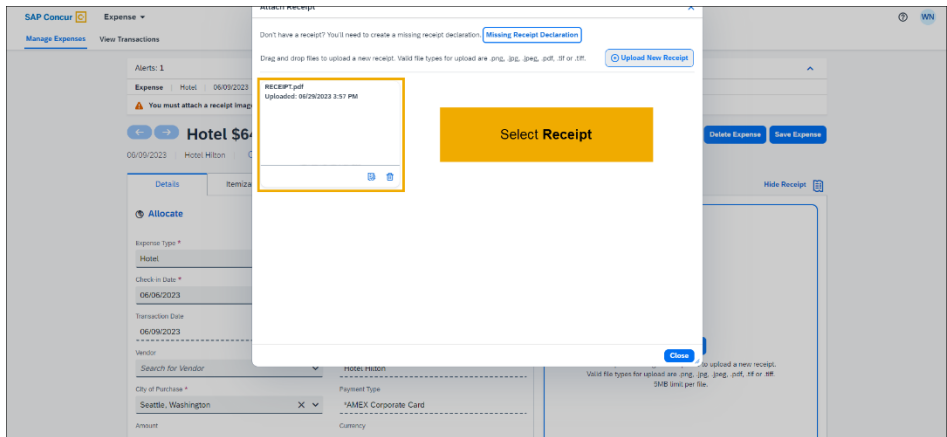
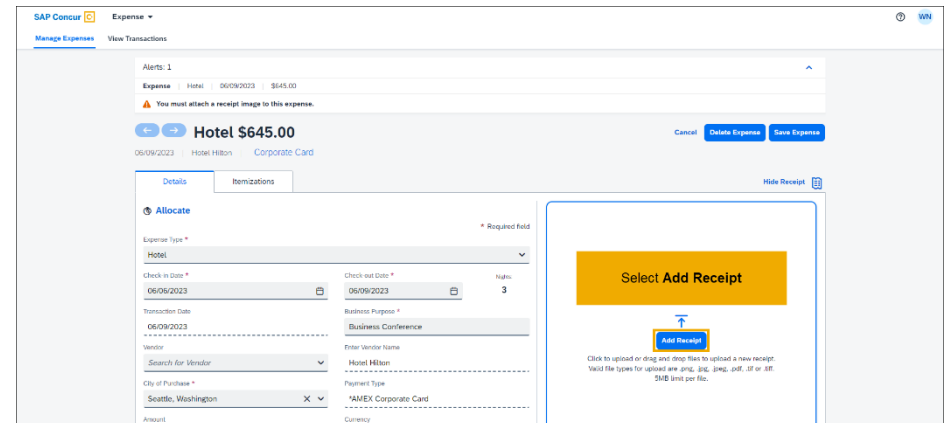
5. Select the expense line item to view the details.

6. To clear the alert for the required receipt, from the expense **Details** tab, select **Add Receipt**.

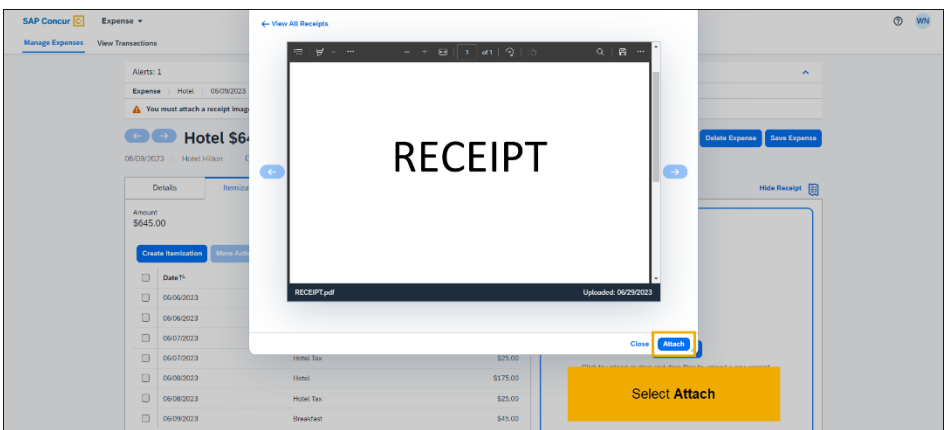
Your available receipts are displayed.

You can upload image files up to 5MB in size and they can be in PNG, JPG, PDF, HTML or TIFF format. You can also email receipt images to receipts@concur.com.

7. Select the appropriate receipt.

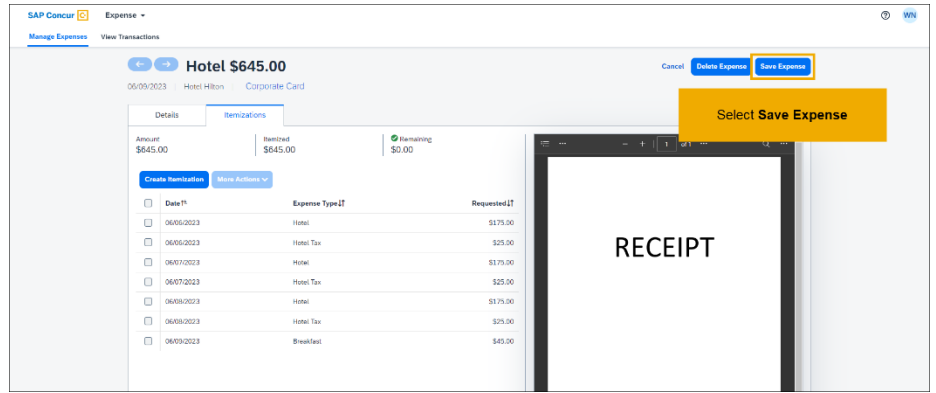


8. Select **Attach**.



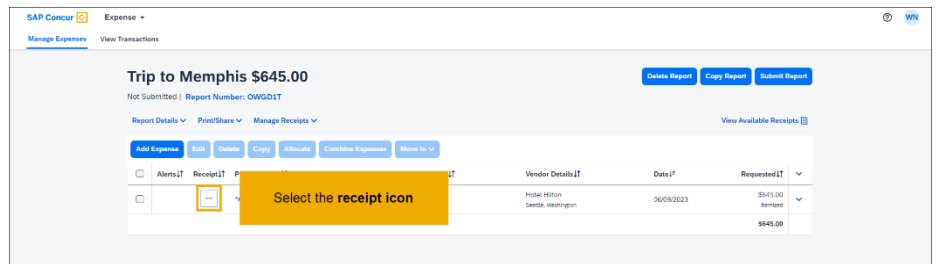
The receipt is attached, and all alerts have been cleared.

9. Select **Save Expense**.



You can view and edit receipts from the expense list screen.

10. To view your receipts, select the receipt icon.



11. To remove a receipt from an expense, select **Remove**.

12. Select **Yes** to confirm that you want to detach the image and move it to the **Available Receipts** section.

