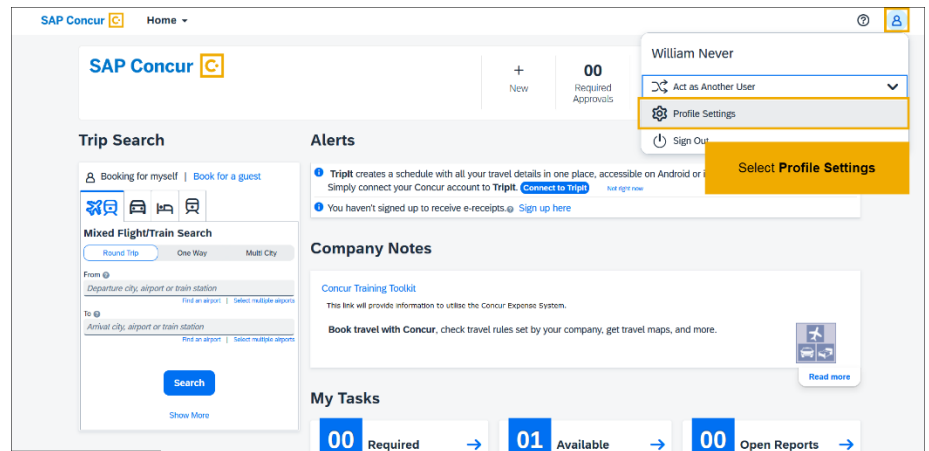


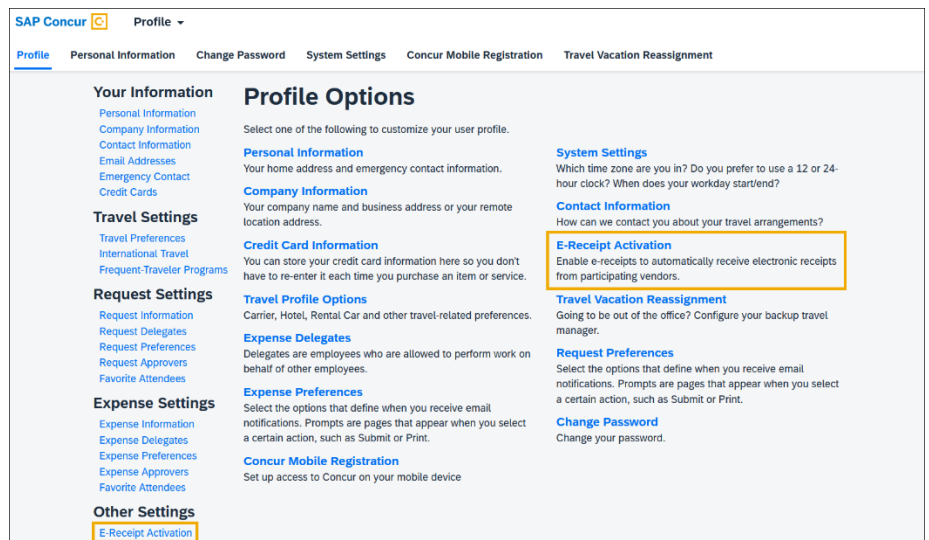
Activating E-Receipts

E-receipts are electronic receipt images sent to SAP Concur directly from the vendor. E-receipts help to eliminate paper receipts and make it easier for you to complete your expense reports. When e-receipt functionality has been activated for your company, you will see a note in the **Alerts** section of the **SAP Concur** home page.

1. To activate e-receipts, select **Profile icon**, and then select **Profile Settings**.

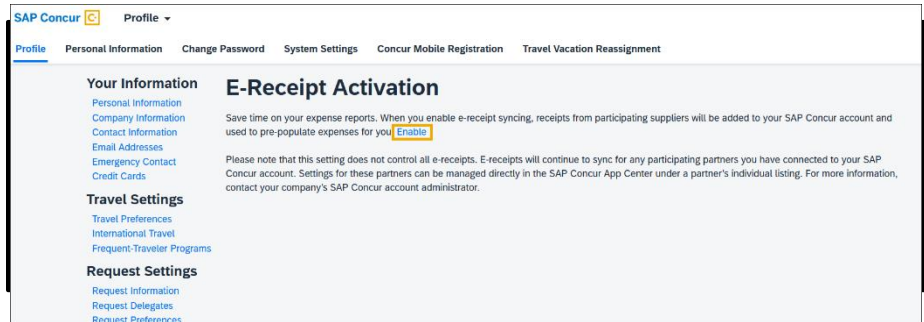


2. On the **Profile Options** page, select **E-Receipt Activation**.

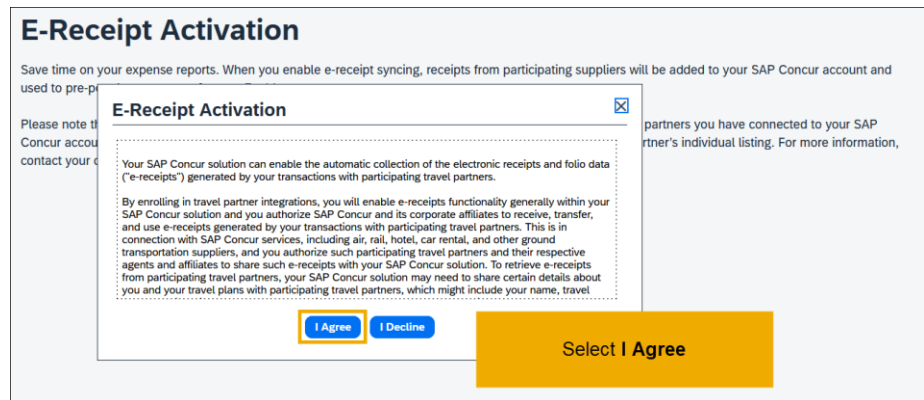


On the **E-Receipt Activation** page, read through the basic information that describes e-receipts.

3. Select the **enable** link.



4. Read through the **E-Receipt Activation** agreement, and then select **I Agree**.



Receipts are successfully enabled.

If you want to disable the E-Receipt Activation setting, select the **disable** link.

