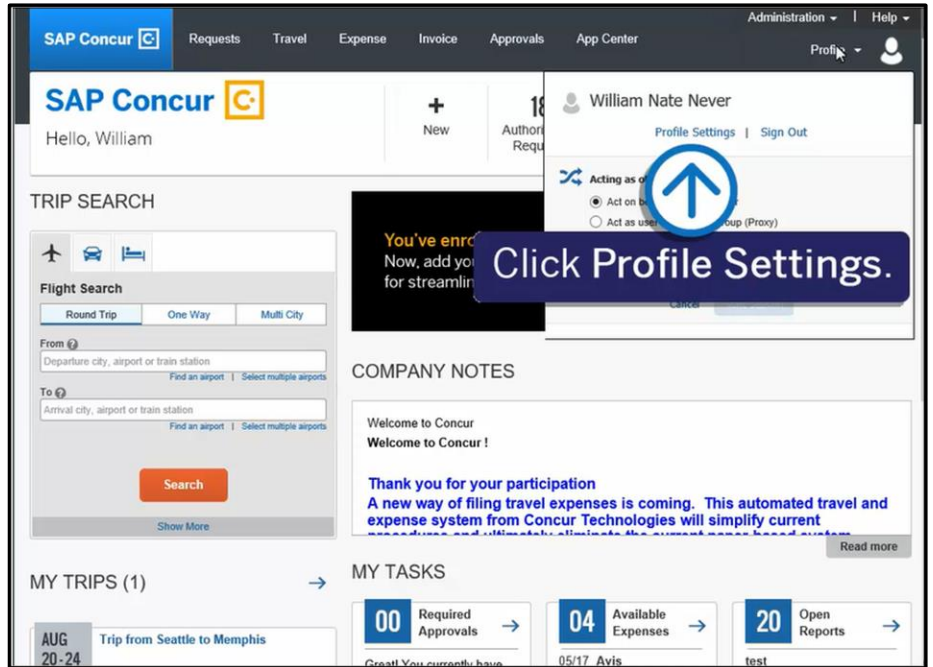


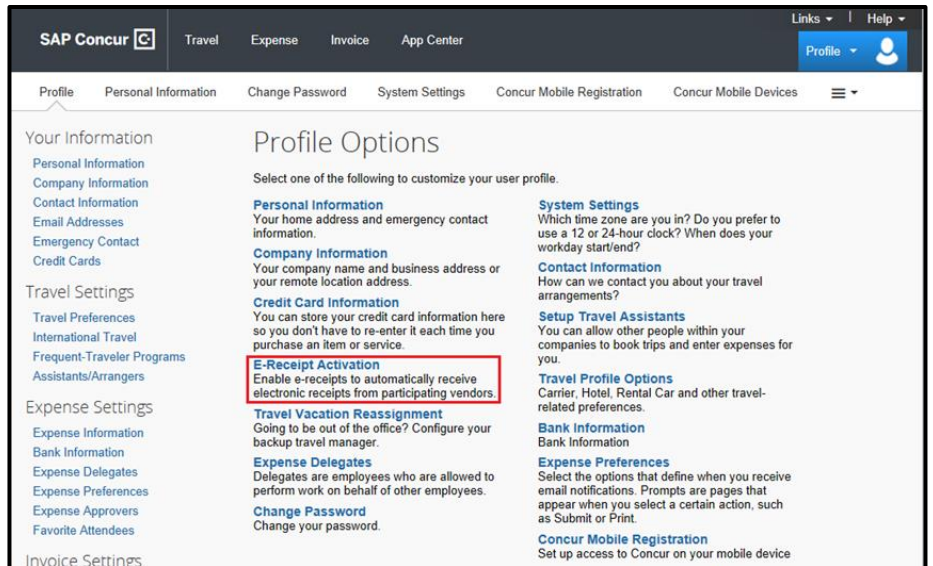
# Activating E-Receipts (Only for booking done in Concur)

E-receipts are electronic receipt images sent to Concur directly from participating vendors. 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, click **Profile**, and then click **Profile Settings**.

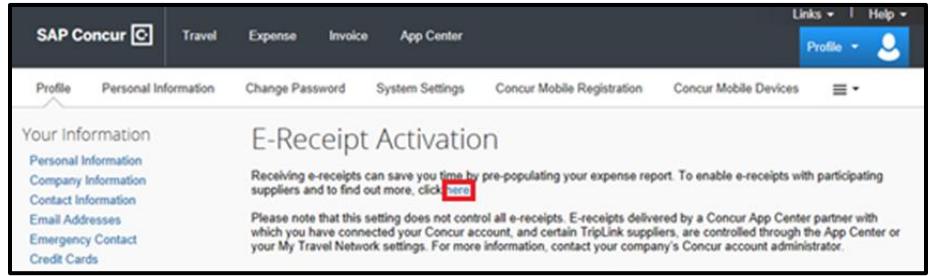


2. On the Profile Options page, click **E-Receipt Activation**.



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

3. Click the [here](#) link.



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



Receipts are successfully enabled.

If you want to disable the E-Receipt Activation setting, click the [here](#) link.

