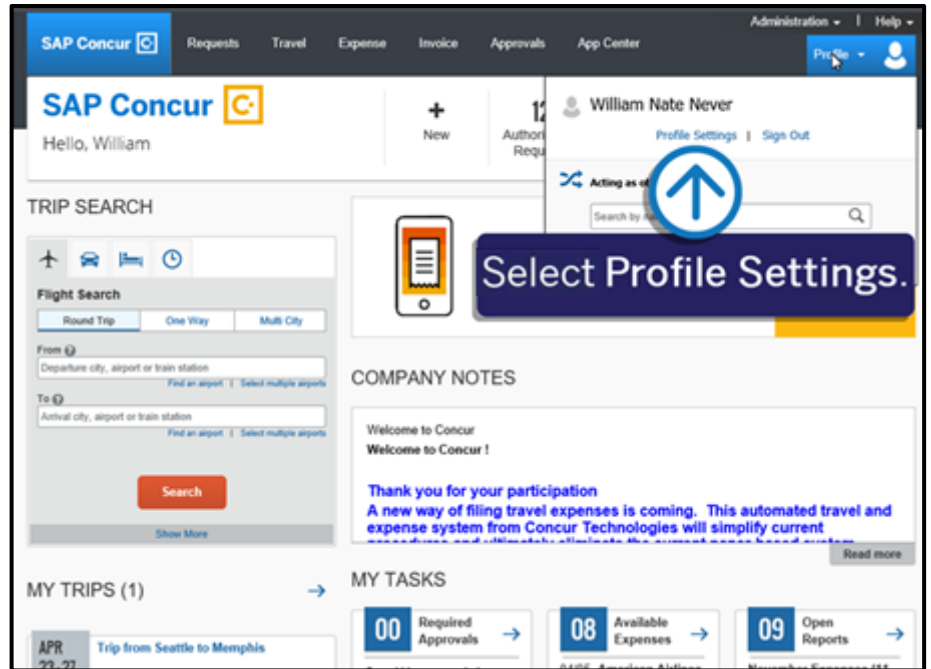


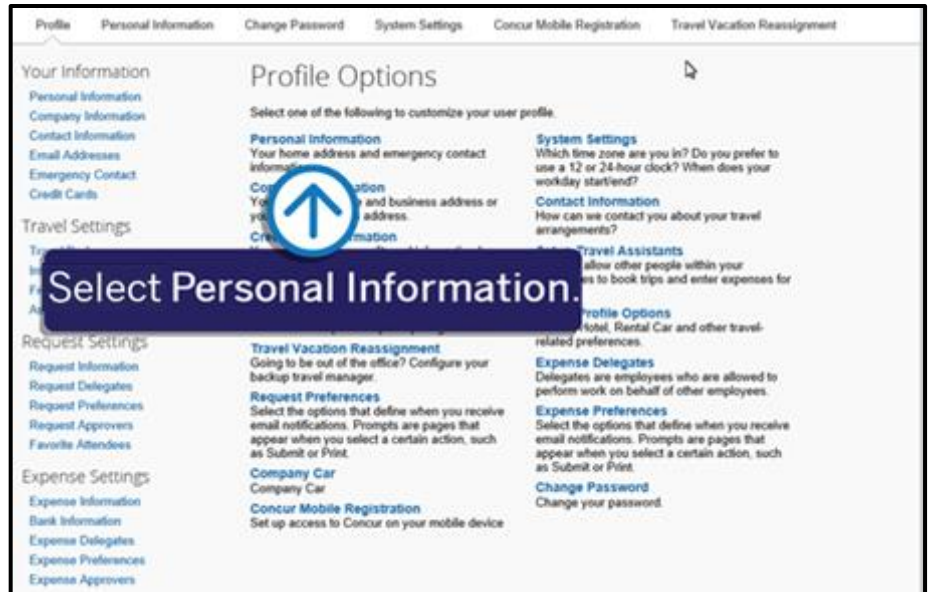
Working with Available Receipts

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 **Profile**, and then select **Profile Settings**.



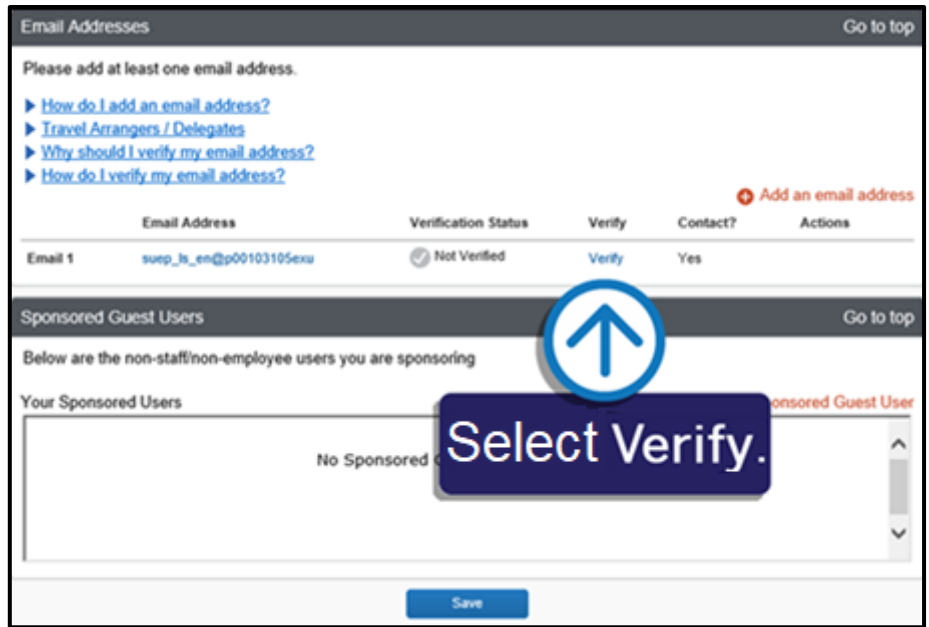
2. On the Profile Options screen, select **Personal Information**.



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**.

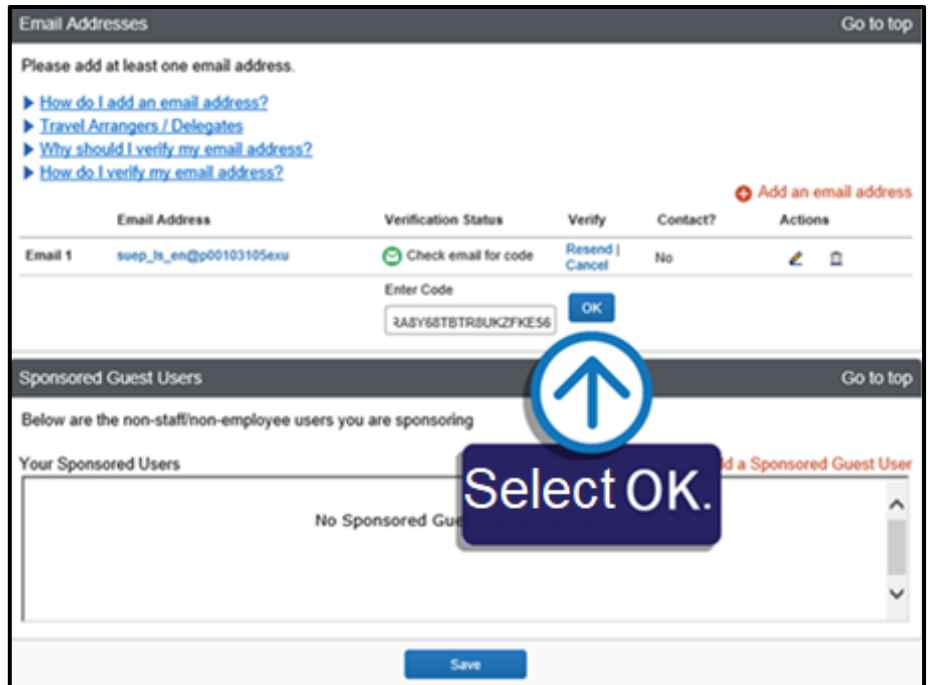
You can have up to three email addresses linked to **Available Receipts**. Your company email address will be listed by default. Each email address must be unique, and you cannot use a shared email alias.



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

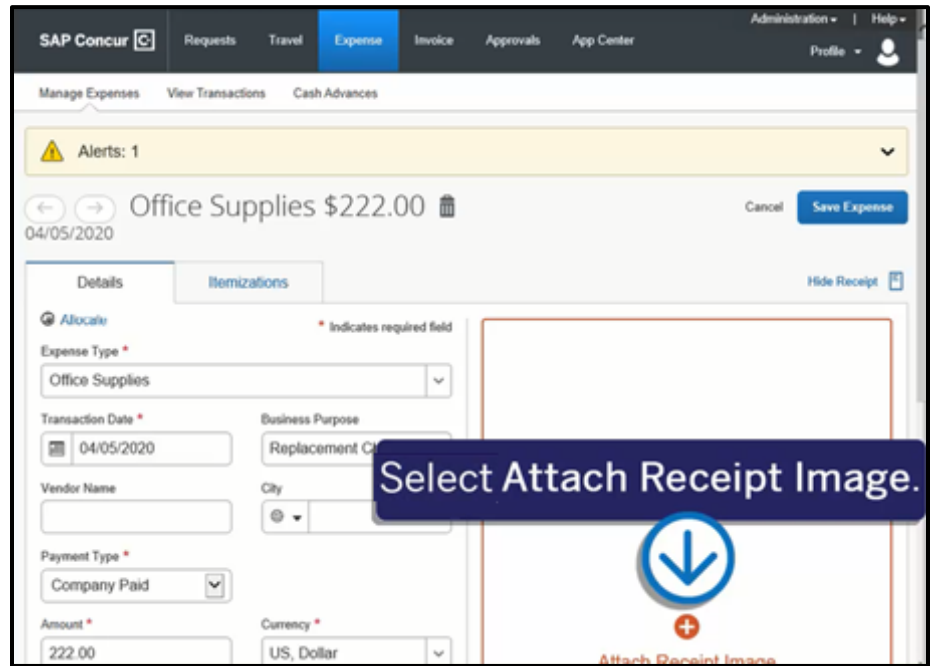
Note that as an easier option, you can copy and paste the code in the **Enter Code** field.

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 displays requiring you to attach a receipt image to the expense.

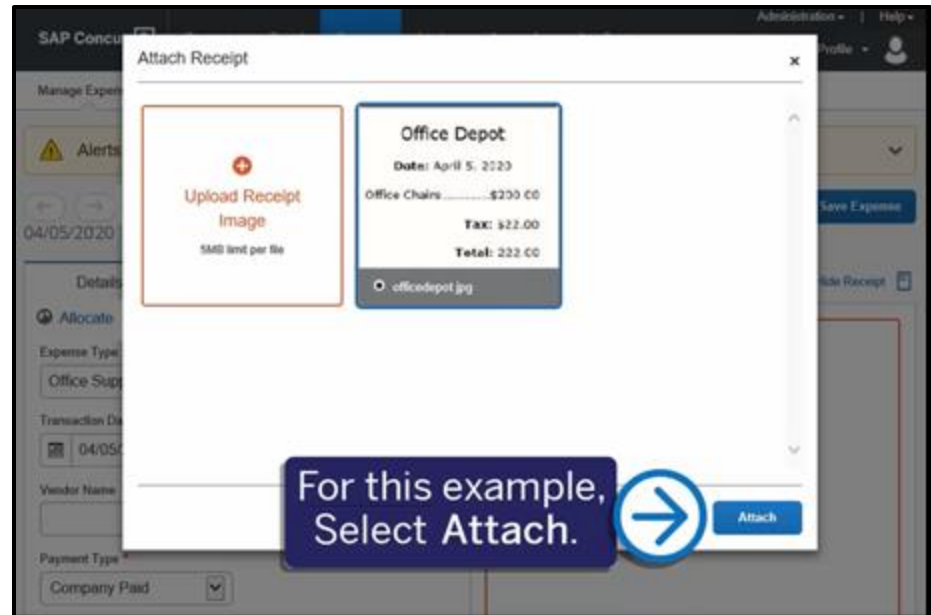
5. Select the expense line item to view the details.
6. To clear the alert for the required receipt, from the expense **Details** tab, select **Attach Receipt Image**.



Your available receipts display.

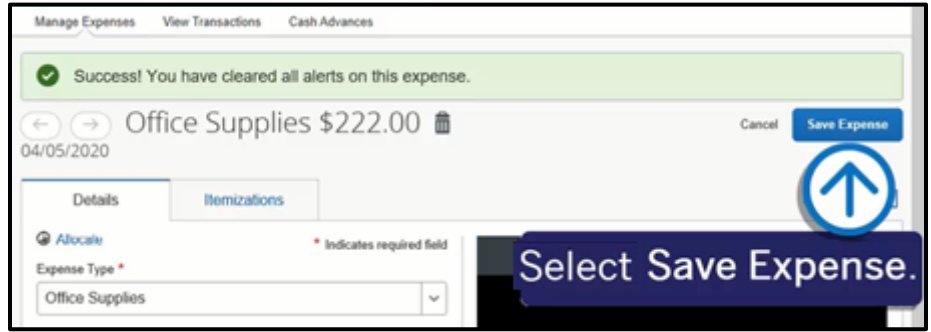
You can upload image files up to 5MB in size and they can be in PNG, JPG, PDF, HTML or TIFF format. You can also email receipt images to receipts@concur.com.

7. Select the appropriate image, and then select **Attach**.



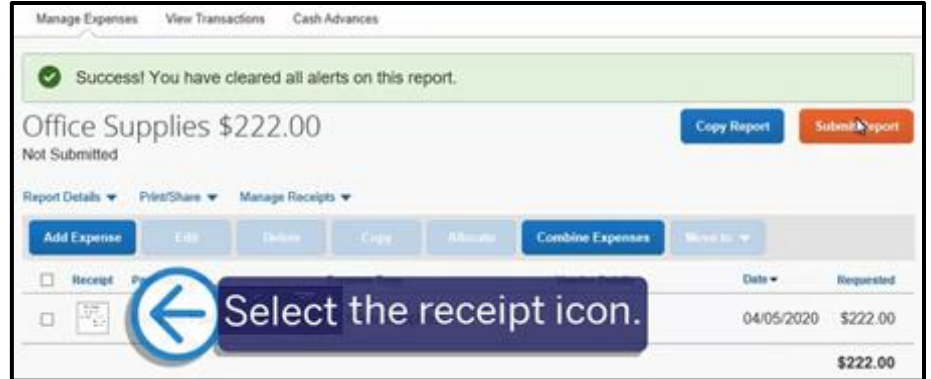
The receipt is attached, and all alerts have been cleared.

8. Select **Save Expense**.



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

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



10. To remove a receipt from an expense, select **Detach**.

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

