



How To: Enable Receipt Texting

SAP Concur

This guide is intended for University Cardholders with access to SAP Concur. It covers how to enable receipt texting, so you can send a text message with a photo of your receipt, and it will upload it into your Concur profile for your expense report.

Step 1

Navigate to User Profile > Settings > Contact Information.

The screenshot shows the SAP Concur 'My Profile - Personal Information' page. On the left sidebar, under 'Your Information', 'Contact Information' is highlighted with a red box. On the right, the user profile for 'Mary Grace Held' is shown, with the 'Settings' option highlighted by a red box. A large purple arrow points from the 'Settings' box to the 'Contact Information' section below. The 'Contact Information' section contains fields for Work Phone, Work Extension, Work Fax, 2nd Work Phone/Remote Office, Home Phone, Pager, Other Phone, Mobile Phone Country/Region, and Mobile Phone. A red box highlights the 'Mobile Phone Country/Region' dropdown menu, which is currently set to 'United States of America (+1)'. A 'Verify Mobile Phone' button is also visible. A note at the bottom states: '**You must specify either a home phone or a work phone.' A 'Save' button is at the bottom right.

Step 2

In the Mobile Phone Country/Region field, select a country and enter a mobile phone number.

This screenshot shows the 'Contact Information' form with the 'Mobile Phone' field filled out. The 'Mobile Phone Country/Region' dropdown is set to 'United States of America (+1)' and the 'Mobile Phone' field contains the number '123-456-7890'. A red box highlights these two fields. A 'Verify Mobile Phone' button is located to the right of the mobile phone number. A note at the bottom states: '**You must specify either a home phone or a work phone.' The 'Home Phone' field is also visible and contains the number '123-456-7890'. A 'Save' button is at the bottom right.



Step 3

Click the Verify Mobile Phone button and then enter the 6-digit code texted to the phone number you entered.

After you have entered the number, you will get another text message that says “you’re all set,” indicating your number has been verified and you can now text receipts and have them automatically uploaded into your Concur profile.

Verify Your Mobile Number

Enter the 6-digit code sent to [REDACTED] It may take up to a minute to receive the code. Message and data rates may apply.

Code:

[][][][][][]

[Resend code](#) 36 seconds

[Submit](#) [Cancel](#)

Text Message • SMS
Today 09:33

+1 (856) 626-6287

Your SAP Concur verification code is [REDACTED] Expires in 4 minutes. For security reasons, never share this code.

You're all set! Text your receipts to this number anytime. Click <https://glz.api.concursolutions.com/exp-fwd/vcard/sapusa.vcf> to save this number.

Reply STOP to unsubscribe. Message and data rates may apply.

If you did not expect this message from an unknown sender, it may be spam.

[Stop or Report Spam](#)

Step 4: Optional

1. Save this number in your contacts for future use.

Text pictures of receipts to this number to have them uploaded into your Concur profile under Available Expenses.