Submitting Images and Receipts to Chrome River

Chrome River offers several easy methods for submitting receipts and images.

Emailing

- Snap and Send
- Forward and Forget
- Scan/Fax (Cover Page)

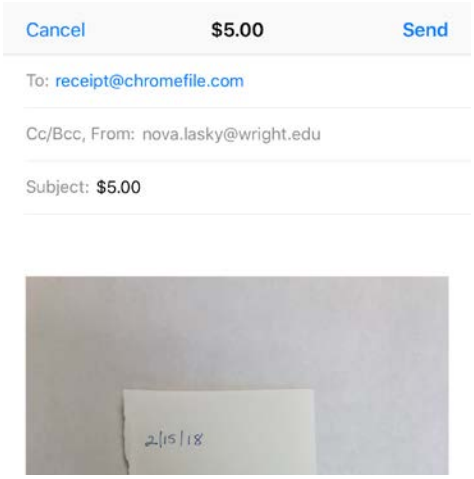
In-Application

- Receipt Gallery
- Expense Report
- Expense Line Item

Emailing your receipt

Snap and Send

Take a photo of the receipt(s) with your mobile device and attach to a new email message. The email must come from an address associated with your Chrome River account. In the "To" line of the email, type receipt@chromefile.com. In the "Subject" line, type either the amount of the expense (for a single image) or the Report ID (for single or multiple images). A description may be added in the body of the email. Receipts will appear in the user's Receipt Gallery. To attach the receipt directly to an expense report, give the Report ID in the "Subject" line and remove all text from the body of the email, including signatures. The receipt(s) will attach directly to the Report Header and can then be dragged to the appropriate expense line item. For receipts attached in PDF format, multiple-page receipts will appear as separate receipts in Chrome River unless an amount is given in the "Subject" line. Multiple page PDFs with text will be combined as a single receipt.

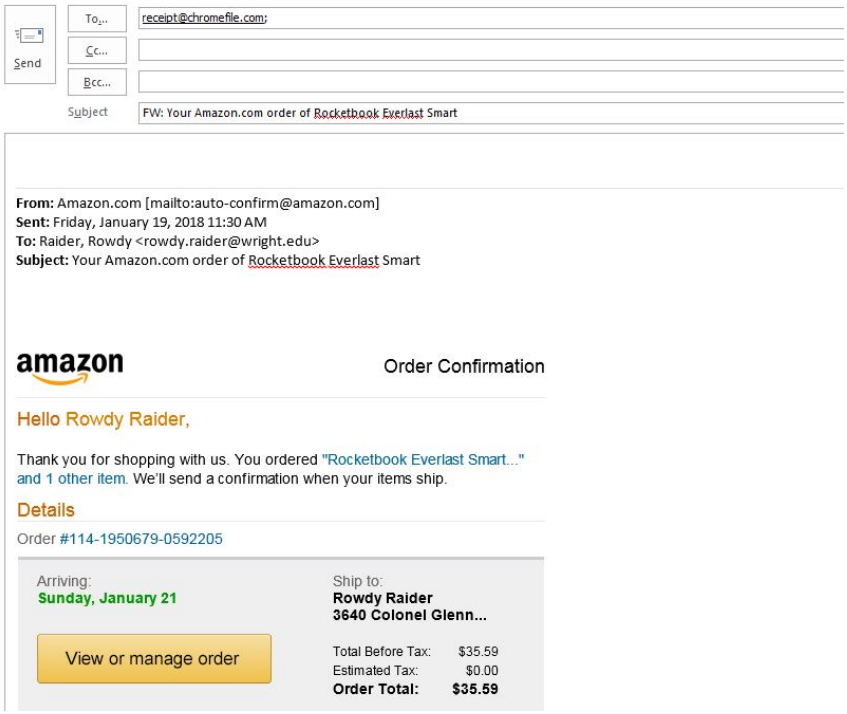


For best results, photos of receipts should be taken against a white background and in clear focus. If multiple receipts are in the image, the receipts should be facing the same direction and orientation and should be a minimum of 1.5" apart. Only file types JPG, PDF, PNG, and TIFF are accepted. The total combined size per report cannot exceed 100MB.

Forward and Forget

If you have received an HTML email confirmation or receipt for an expense, you can "forward & forget" it directly to receipt@chromefile.com. The email must come from an address associated with your Chrome River account and cannot have any attachments. The image will be found in your Receipt Gallery under the Offline items. Chrome River's imaging software will extract as many of the following criteria as possible;

- Amount
- Currency
- Item type
- Date
- Vendor

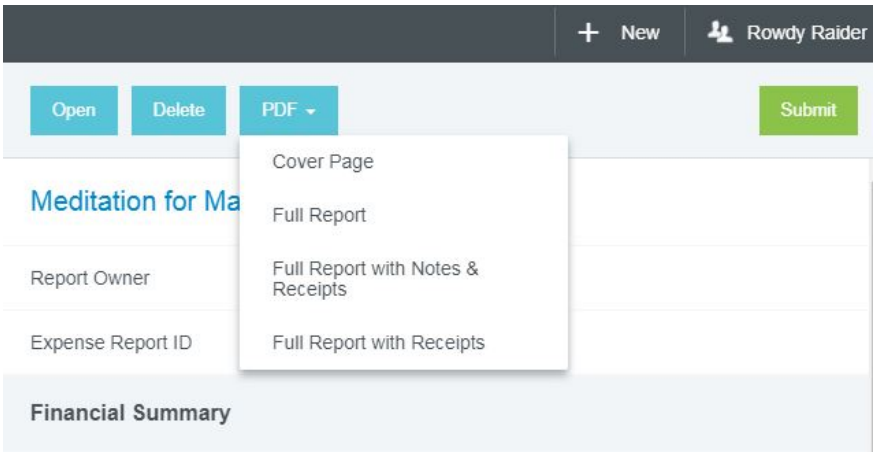


If you replace the subject line with the amount, that number will override the amount extracted by Chrome River. If you replace the subject line with the Report ID, the receipt will be attached directly to that report. If you type #note at the beginning of the body, the system will include the first 1,500 characters (or everything up to the line break) of your message in the Description field of the resulting expense item.

Scan/Fax (Cover Page)

Receipt images can be attached by emailing them or faxing them in with a cover page that will route them to a specific report.

Tap the PDF button in the preview of the expense report you want to attach images to. When you select Cover Page, the page will open in a new window and can be printed or saved.



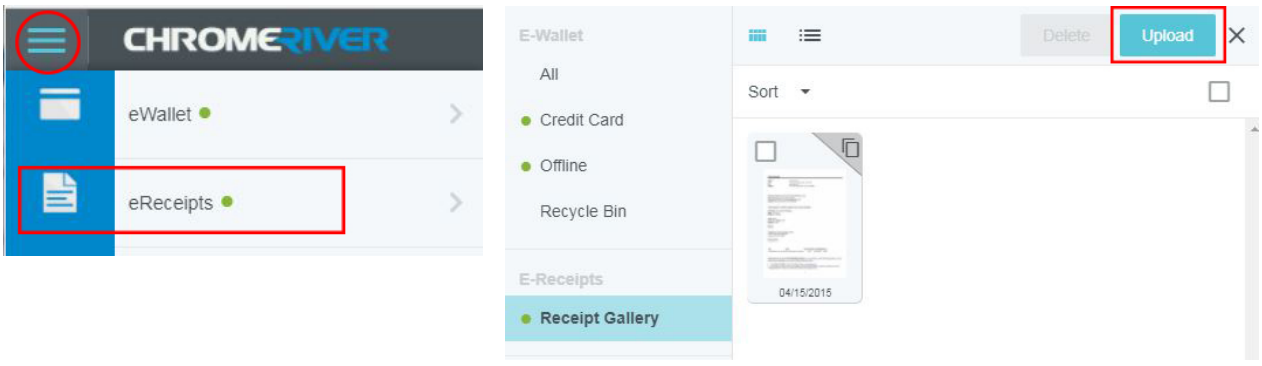
Send the stacked cover page and receipt(s) to Chrome River by fax at 514-540-1162 or by scanning and emailing them to receipt@chromefile.com.

This method may be helpful if you have a large stack of paper receipts to submit. Any images already attached to the report will be overwritten by the new images you send in.

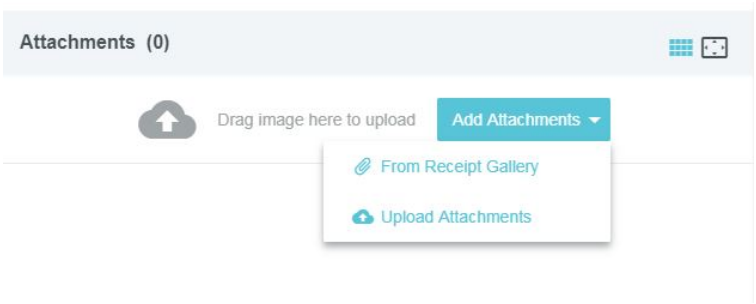
In the Chrome River Application

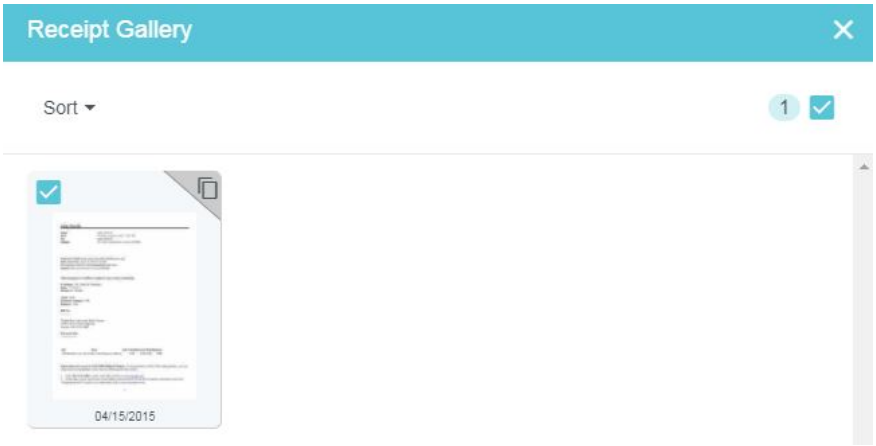
Receipt Gallery

Access your eReceipts from the Chrome River menu. In the Receipt Gallery, tap the Upload button and select a receipt image file to upload. Receipts previously sent in via email or updated via nightly credit card will already appear in the Receipt Gallery and/or e-Wallet.



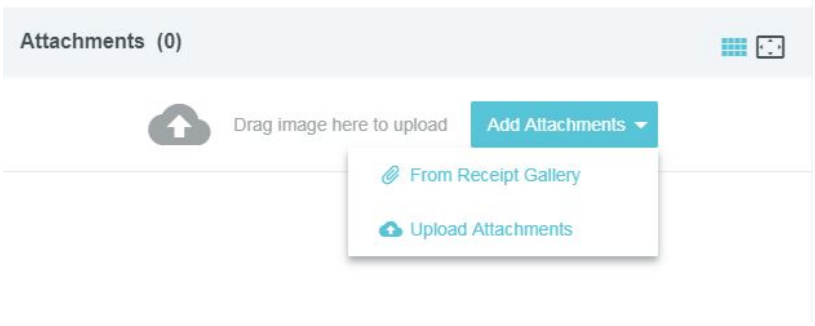
To attach to a report, open the report and either on the report header or expense line item detail page, scroll down to the Attachments section. Tap Add Attachments, then tap From Receipt Gallery and select the image(s) to attach.



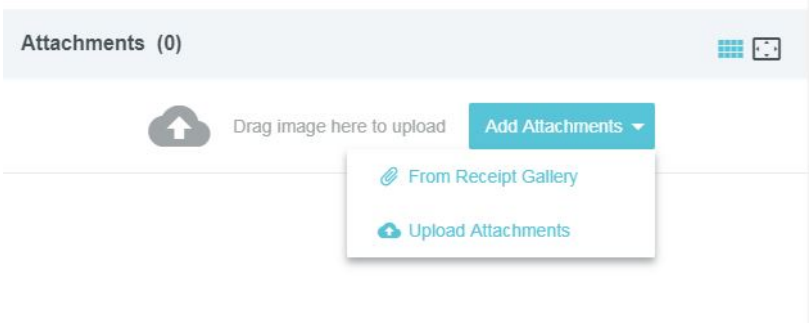


Expense Report

Once you have entered the header information for a new expense, scroll down to the Attachments section of the page. You can either drag and drop the image onto the “Drag Image Here to Upload” space or tap “Add Attachments” and select to access attachments From Receipt Gallery or Upload Attachments. A thumbnail image will appear for each image attached.



Expense Line Item

On the expense detail, scroll down to the Attachments section of the page. You can either drag and drop the image onto the “Drag Image Here to Upload” space or tap “Add Attachments” and select to access attachments From Receipt Gallery or Upload Attachments. A thumbnail image will appear for each image attached.

Receipts previously sent directly to the expense report (using the Report ID or Cover Page) will appear on the report header. The images can be dragged and dropped to the appropriate line item.