

**New Fax Number**  
**for faxing Expense Management System (EMS) receipts**

**Effective 7/15/08**, the fax number for faxing in your EMS receipts and documentation will change. If you currently have the EMS fax number (1-888 453-0517) programmed on your fax machine, please replace it with **(203) 436-8842 (or 6-8842 for internal machines)**. To ensure continuity of service, the 1-888 fax number currently used will continue to work through the summer of 2008, but will no longer be supported by Concur later this summer.

**Why do I have to change the fax number?**

Concur Technologies is changing the fax service provider for EMS from a third party supplier to an in-house service for better quality and cost control.

**Will this fax number be changing again?**

No, we will now be using a Yale fax number as our target for receipts which will be forwarded to the Concur production fax number. If Concur changes fax services again, the change will be transparent to the Yale community.

**What if I don't know how to reprogram my fax machine?**

The Procurement Electronic Commerce unit has a team of resources available to assist with reprogramming fax machines. If you would like assistance with your fax machine, please call 432-3227. Alternatively, if you have a service agreement with BBI they can assist with making the change. Contact BBI at 203-878-3581 for assistance.

**How will I know that my fax was received at the correct number?**

As always, you will receive an email confirming that your receipts were scanned and attached to your EMS Expense Report as a confirmation of receipt.

**Who do I call with Questions?**

Call the Electronic Commerce department at 432-3227.