Step 1: Run the CC Charge History Report in eShip (under My Shipments)
The CC Charge History report provides a list of all the eShip charges you incurred during the specific time period.

Step 2: Create Expense Report in Concur
Hover over the credit card icon on any eShip transaction to reveal the details of the transaction. The Order # will correspond to the eShip Concur Order # on your report.