
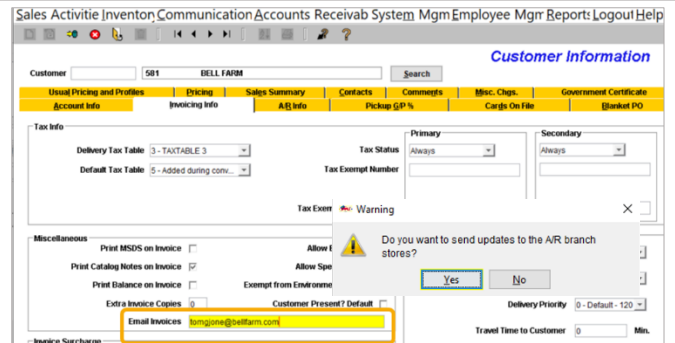



You can email wholesale customers invoice receipts. The first step is to enroll them in **Email invoices** by adding an email address in their **Customer information**. When you print an invoice from point of sale, the customer receives the invoice receipt at that email address. You can also email invoice receipts for past transactions to that email address or to a different one.

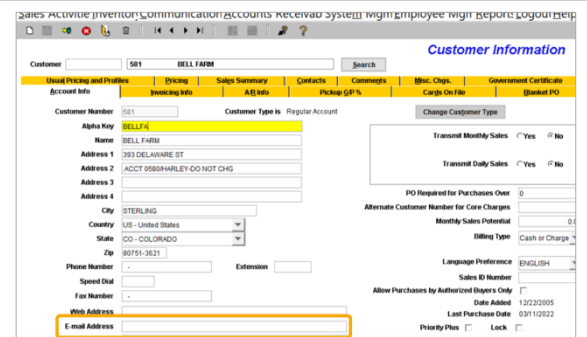
Enroll in Email invoices

1. Go to the **Accounts receivable > Customer information** and open the customer's information.
2. Select the **Invoicing info** tab, and then enter an address in **Email invoices**.

 **Independent stores** **Email invoices** addresses are maintained at the main store only. Choose to send them to the branch stores when closing the **Customer information** screen.



 Customers *do not* receive emails at the **Email address** on the **Account info** tab. Use this email address to keep an email on file as a reference.



Email invoice receipts at checkout

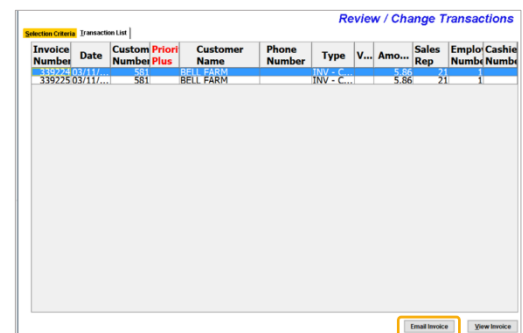
1. Tender and check out as you normally would.
 2. Select **Print**, and then select the printer.
- The customer receives the invoice receipt at their **Email invoices** address.



Email receipts from past transactions

1. Go to **Sales activities > Transactions > Review/change transactions**.
2. Enter a from and to **Date** to choose invoices from sales transactions completed during that time.
3. Enter the **Customer number**.
To email invoice receipts to customers using the *Default customer account*, enter the default customer number (0 in some stores).
4. Select **Submit**, and then go to the **Transaction list** tab.

5. Select one or more transactions, and then select **Email invoice**.



Invoice Number	Date	Customer Number	Customer Name	Phone Number	Type	V...	Amo...	Sales Rep	Emplo/Cashie
33922503117	11/...	581	BELL FARM		INV - C...		5.86	21	1

6. If the customer is enrolled in **Email invoices**, the address displays. Send the invoice to the address shown or enter a different one.
If the customer is not enrolled in **Email invoices** or it is the *Default customer account*, the email address is blank. Enter the address.

