

How to Email Transport Loads

The Email button is used to send to the primary contact of customer a copy of the Transport Load Invoice. The email will use the format defined on the default Email Template of the customer (See also [How to Add Email Template](#)). Note that for this feature to work, make sure that the **Company Preferences > SMTP Email Settings** is properly configured (refer to [How to Set Up SMTP Email Settings](#)).

- 1. Open the Transport Load that you want to send to the customer.
- 2. Click the **Email button**. Sending of Email may take a while.

Transport Loads - TR-361

New Save Refresh Delete Undo Unpost Print **Email** Close

Details

Division

Comments

Attachments (0)

Audit Log (2)

Load Schedule

Load Date/Time 6/13/2017 04:18 PM

Ship Via Truck

Seller Truck

Driver Jeff the Driver

Truck No

Trailer No

Transaction TR-361

Receipts

X Remove

Q Tax Detail

Q Receipt Detail

Q Vendor

Q Item

View

Filter (F3)

Origin	Fuel Supplier	Supply Point	Bulk Location	BOL No.	Purchase Item	Contract	Gross Units	Net Units	Unit Cost	Surcharge	Freight Rate	Tax Group	Receipt Link
Terminal	Marathon Oil...	Muncie	0001 - Fort W...	01	TR Item 001		1,000	1,000	1.650000	10.00 %	0.018200	Tax Grou...	RL-1
							0	0	0.000000	0.000000			
							1,000.00	1,000.00					

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Transport Loads

New Save Refresh Delete Undo Unpost Print **Email** Close

Details

Audit Log (13)

Load Schedule

Load Date/Time 09/26/2015 04:39 PM

Ship Via UPS Ground

Seller truck

Driver ANDY GARDNER

Truck # Truck1

Trailer No 123

Transaction TR-392

Receipts

X Remove

Q Tax Detail

Q Receipt Detail

Q Vendor

Q Item

Filter

99 1 August

Filter Receipts (F3)