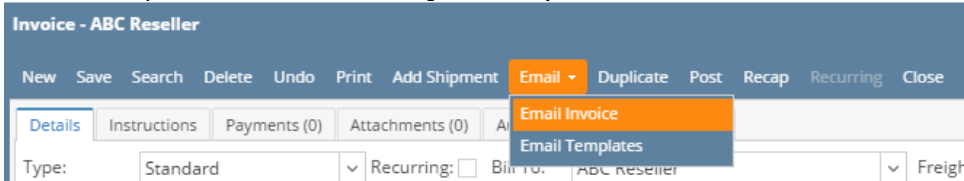


How to Email Invoice

The **Email Invoice button** is used to send a copy of the invoice to the customer contacts. The email will use the format defined on the default [Email Template](#) of the customer. Note that for this feature to work, make sure the **Company Configuration | System Manager | SMTP Email Settings** is properly configured and the contact has complete [email distribution setup](#).

1. Open the Invoice that will be emailed to the customer.
2. Click the **Email | Email Invoice button**. Sending of email may take a while.



3. Click **Yes** on the confirmation message.



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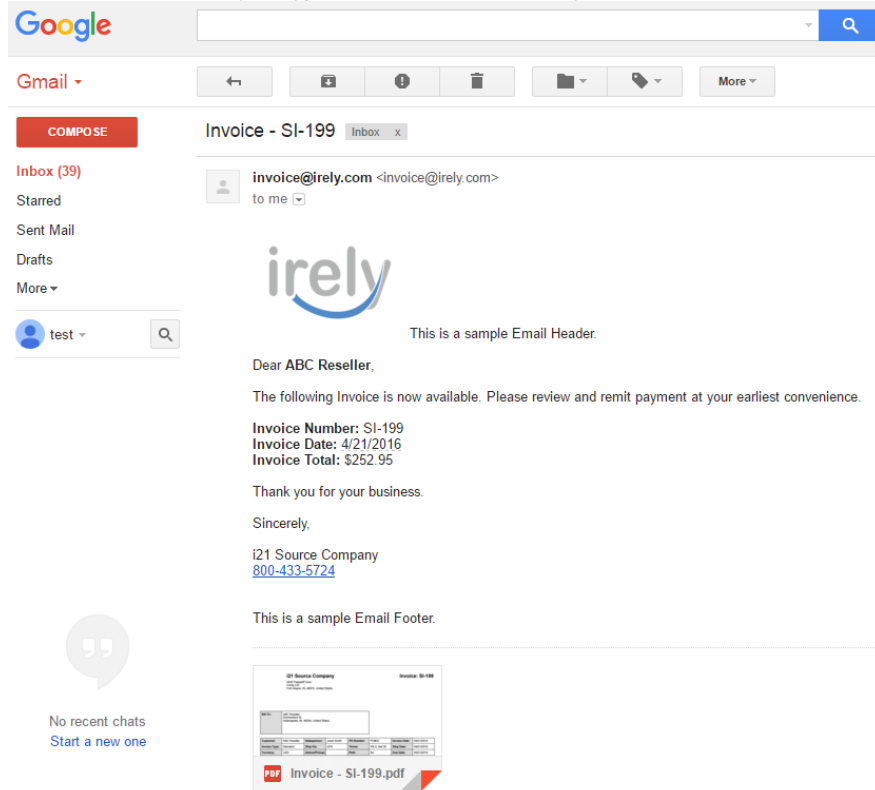
Do you want to send this Email Invoice Report/s?

Yes

No

Once the email is successfully sent, a message will popup on the right side of the monitor.

The email also includes a pdf copy of the Invoice. Here is a sample email. Note that some of the details on the email is based on [Email Template](#).

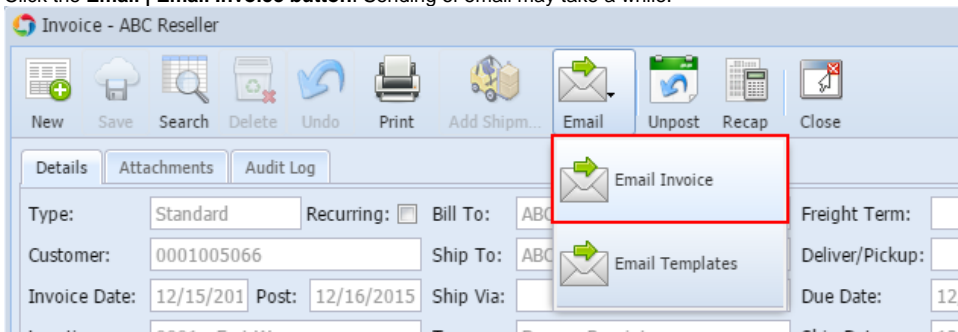


Relate Topics

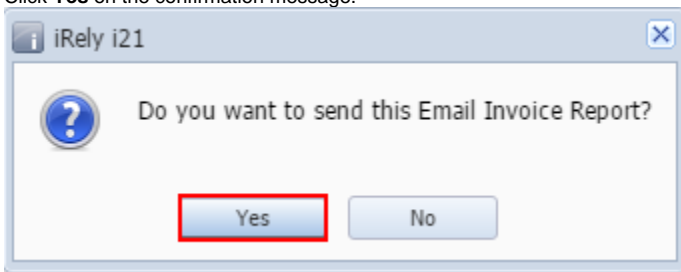
- [How to Add Email Template](#)
- [How to Setup SMTP Email Settings](#)
- [How to Setup Email Distribution](#)
- [How to Batch Email Reports](#)

The **Email Invoice** button is used to send a copy of the invoice to the customer contacts. 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 and the contact has complete [email distribution setup](#).

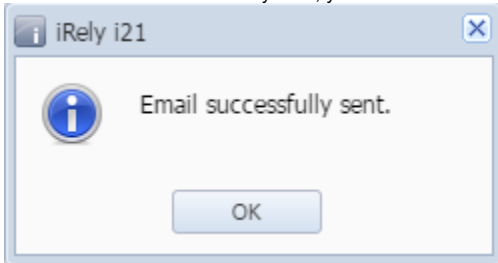
1. Open the Invoice record that will be emailed to the customer.
2. Click the **Email | Email Invoice** button. Sending of email may take a while.



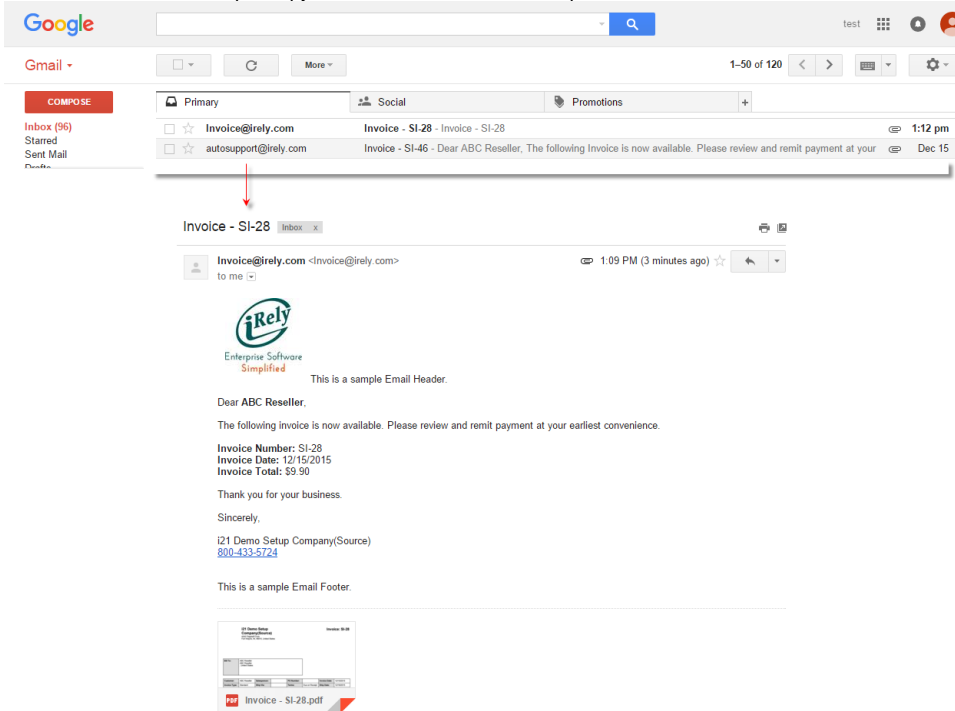
3. Click **Yes** on the confirmation message.



4. Once the email is successfully sent, you will receive this message. Click **OK** on it.



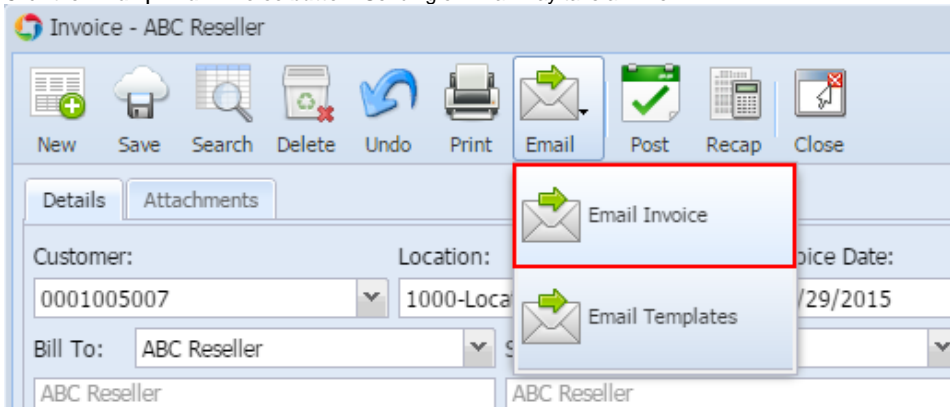
The email also includes a pdf copy of the Invoice. Here is a sample email.



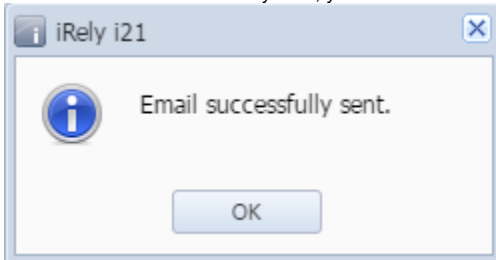
The Email Invoice button is used to send to the primary contact of customer a copy of the Invoice. The email will use the format defined on the default Email Template of the customer (See also [How to Add Email Template](#)). Note that for this feature to work, make sure that the **Company Preferences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

1. Open the Invoice that you want to send to the customer.

2. Click the **Email | Email Invoice button**. Sending of Email may take a while.



3. Once the email is successfully sent, you will receive this message. Click **OK** on it.




The email also includes a pdf copy of the Invoice. Here is a sample emailed Invoice.

Primary Social Promotions +

Invoice@irely.com Invoice - SI-4 - Invoice - SI-4 4:50 pm

Invoice - SI-4 Inbox x

Invoice@irely.com <Invoice@irely.com>
to me

 This is a sample Email Header
Enterprise Software
Simplified


Invoice - SI-4 - 0001005007

Customer:	Location:	Invoice Date:	Post Date:	Sales Rep:	Currency:	PO Number:	Invoice No:
0001005007	1000-Location A	6/29/2015	6/29/2015	Annabelle Chase	USD		SI-4

Bill To:	Ship To:	Ship Via:	Terms:
ABC Reseller c/o Amado Dee 5467 Diaz St. Ketchikan, AK, 99950, United ...	ABC Reseller c/o Amado Dee 5467 Diaz St. Ketchikan, AK, 99950, United ...	FedEx Ground Ship Date: 6/29/2015 Comments: This is another sample Invoice.	5% 5 Net 30 Due Date: 7/29/2015

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
1000-Location A	Installation	service type	Piece	0.00	1.00	\$6.11	\$6.11
1000-Location A	Bag	Inventory Type	Day	0.00	1.00	\$22.00	\$22.00
1000-Location A	Other Charge	other charge		0.00	5.00	\$21.55	\$107.75
Subtotal							\$135.86
Shipping							\$0.00
Tax							\$1.92
Total							\$137.78

This is a sample Email Footer

 This is a sample Email Header
Invoice - SI-4 - 0001005007
PDF Invoice - SI-4.pdf

