

# 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

Ship Via

Seller

Driver

Truck No

Trailer No

Transaction

TR-361

Receipts

X Remove

Q Tax Detail

Q Receipt Detail

Q Vendor

Q Item

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

Ship Via

Seller

Driver

Truck #

Trailer No

Transaction

UPS Ground

truck

ANDY GARDNER

Truck1

123

TR-392

Receipts

X Remove

Q Tax Detail

Q Receipt Detail

Q Vendor

Q Item

Filter

99 1 August

Filter Receipts (F3)