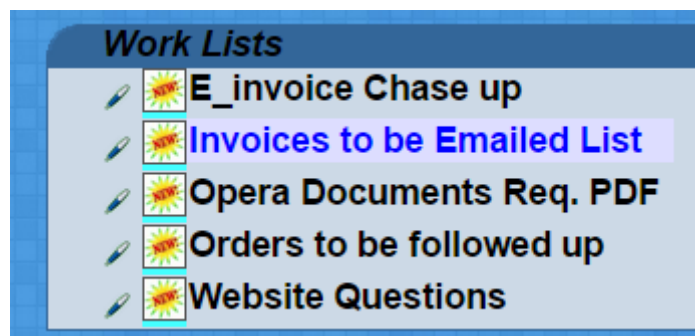


VM3COP20.061 Sending Invoices Via E-Mail

Intrastats – Click



Click Invoices to be Emailed in the Work Lists



NOTE Red lines in the list indicate the Invoice has not yet been PDF'ed or the System has not yet indexed the Invoice ready for Emailing. This is an automatic process that occurs once every Hour.

If an incorrect Invoice is located and has to be RE-PDF'ed it may take upto an hour before the system move the new correct PDF into the correct place for emailing.

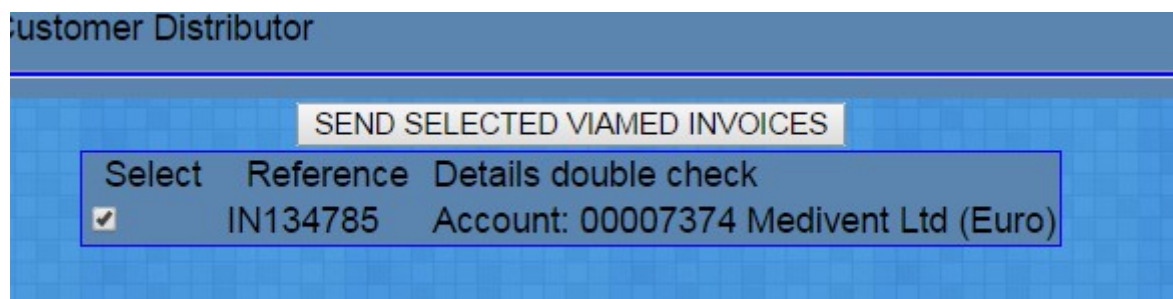
*	INV	Contact	Company	Email	Send	Remove	Cor
Check PDF *	VSTIN00465	Suzanne Coombe	Ambient Pressure Diving Ltd	accounts@apdiving.com	Send Invoices	Remove Invoice without sending	122
No File	IN134808						
No File	IN134807						

The First column will indicate if the system can in itself check if the correct PDF is linked to the correct File. In most cases this has to be manually checked.

Click the Invoice number and a second window will open with a PDF of the Invoice.

CHECK the invoice number inside the PDF matches the Invoice number on the screen, Check the company/Hospital name matches, Check that the invoice has a value, occasionally Opera misses the value and it has to be added manually (we do not send invoices that are Zero value) and check if there are any Memos on the body of the invoice telling you not to send the invoice, this maybe because it is an internal error.

Assuming everything is correct, CLICK Send Invoices. You can send one at a time or all together but when sending altogether you will need to check all the invoices first.



You will be presented with a final confirmation screen to send the invoices.

Click **SEND SELECTED INVOICES** to actually email out the invoices.

You will be returned to the Invoices to be Emailed List.