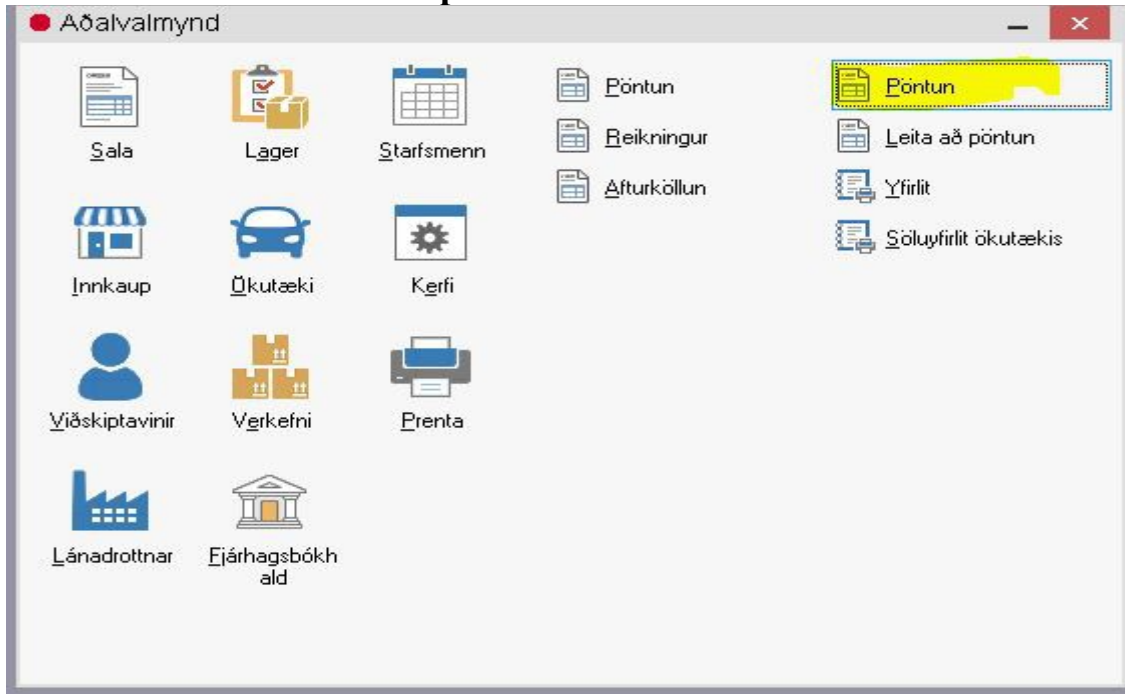


## How to send an Invoice by Email

**Important! This manual show how to send an invoice, if the order has NOT been invoiced**

### Open order window



### Choose the envelope and send invoice

**Order Details:**

- Tegund: Invoice
- Upphafsstaða Invoice: Staðgreiðsla
- Viðskiptav. númer: 16340
- Nafn: Elvar Örn Sturluson
- Heimilisfang: Áshamar 75
- Póstnúmer: 900
- Stað: Vestmannaeyjur
- Pöntun Nr.: 104
- Reikn. Nr.: 11
- Req. nr.:
- Sími:
- Farsími:
- E-mail:
- Árgi:
- Framleiðandi:
- Módel:
- VIN:

**Send Invoice Context Menu:**

- Send Worksheet
- Send Order Confirmation
- Send Delivery Note
- Send Invoice**
- Send Credit Note
- Send Cash Invoice
- Send Cash Credit Note
- Send Quotation
- Send Form

Vöru nr.	Texti	Fjöldi	Söluverð	Afsl. %	Samtals	VSK Status	Á Lager
VIN	Vinna	1	9.402,50	0,00	9.402,50	SAI Undefined	-19,25
14	TÆKJAGJALD MMC. MUT 3 TESTER	1	3.267,00	0,00	3.267,00	SAI Undefined	0

**Summary:**

- Currency: [ ]
- Gross: 12.669,50
- Net: 12.669,50
- Discount: 0,00
- VAT: 3.040,68
- Discount %: 0,00
- Total: 15.710,18

## Tjek if Email and name and Subject is correct

**E-mail**

E-mail address	lasse@nordikkt.fo	Name	Lasse H. Carlsen
cc address		Name	
cc address		Name	
cc address		Name	
From address	bilson@bilson.is	Name	Bilson
Subject	Invoice		
Attachments	S:\Homes\Bilson\Helios\bruger9\HELIOS.WSP\Invoice_		

Group  Template

Ok Cancel

**Done!**

