

# Invoice by Email

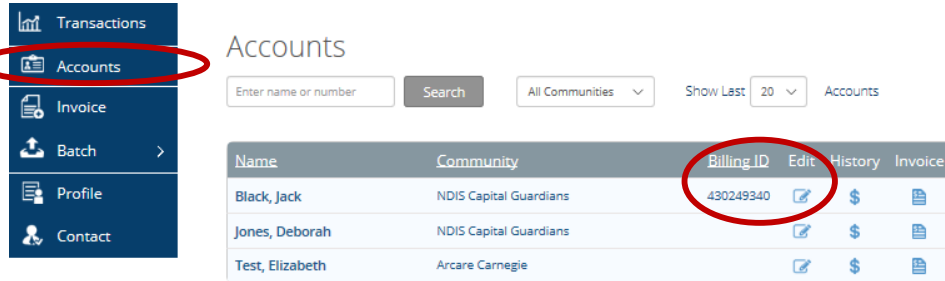
The system creates a unique email address for you to send invoices to. Send your example of invoice to provider@capitalguardians.com with subject: Setup email invoice:

All invoices need 1. pdf digital format 2. Have a unique customer code on the invoice.

## 1 Setup your customer numbers

My Accounts > View > Edit

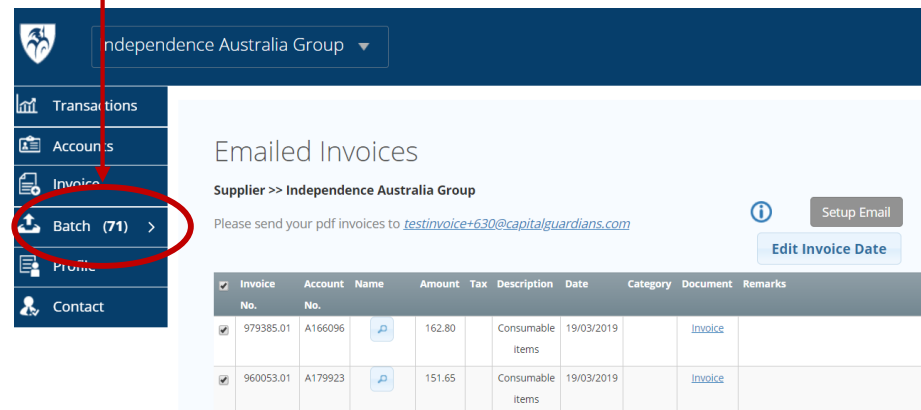
Ensure the unique ID from your accounting system appears on the Accounts section. Add by selecting **Edit** in Accounts



Name	Community	Billing ID	Edit	History	Invoice
Black, Jack	NDIS Capital Guardians	430249340			
Jones, Deborah	NDIS Capital Guardians				
Test, Elizabeth	Arcare Carnegie				

## 3 Confirm invoices

Follow link (logging in) to confirm invoices, alternatively, select **Batch > Email** .... the number of unconfirmed invoices will appear next to **Batch**



Supplier >> Independence Australia Group

Please send your pdf invoices to [testinvoice+630@capitalguardians.com](mailto:testinvoice+630@capitalguardians.com)

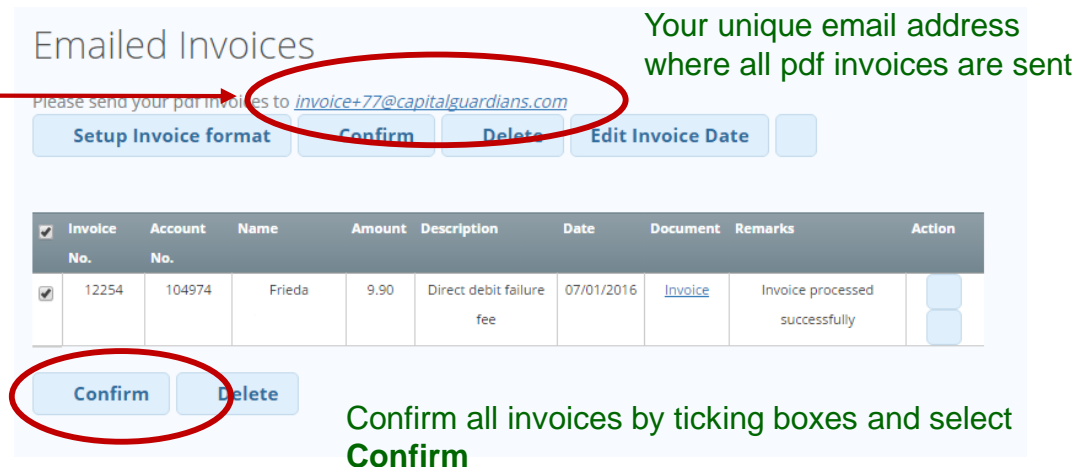
Invoice No.	Account No.	Name	Amount	Tax	Description	Date	Category	Document	Remarks
<input checked="" type="checkbox"/>	979385.01	A166096	162.80		Consumable Items	19/03/2019		Invoice	
<input checked="" type="checkbox"/>	960053.01	A179923	151.65		Consumable Items	19/03/2019		Invoice	

## 2 Email to your unique email address

Email invoice to your unique email address, see Batch > Email

Format: *invoice+[your id]@capitalguardians.com*

Within an hour you will be emailed a link to **Confirm** the emailed invoices.



Your unique email address where all pdf invoices are sent

Please send your pdf invoices to [invoice+77@capitalguardians.com](mailto:invoice+77@capitalguardians.com)

**Confirm** **Delete** **Edit Invoice Date**

Invoice No.	Account No.	Name	Amount	Description	Date	Document	Remarks	Action	
<input checked="" type="checkbox"/>	12254	104974	Frieda	9.90	Direct debit failure fee	07/01/2016	Invoice	Invoice processed successfully	

**Confirm** **Delete**

Confirm all invoices by ticking boxes and select **Confirm**