

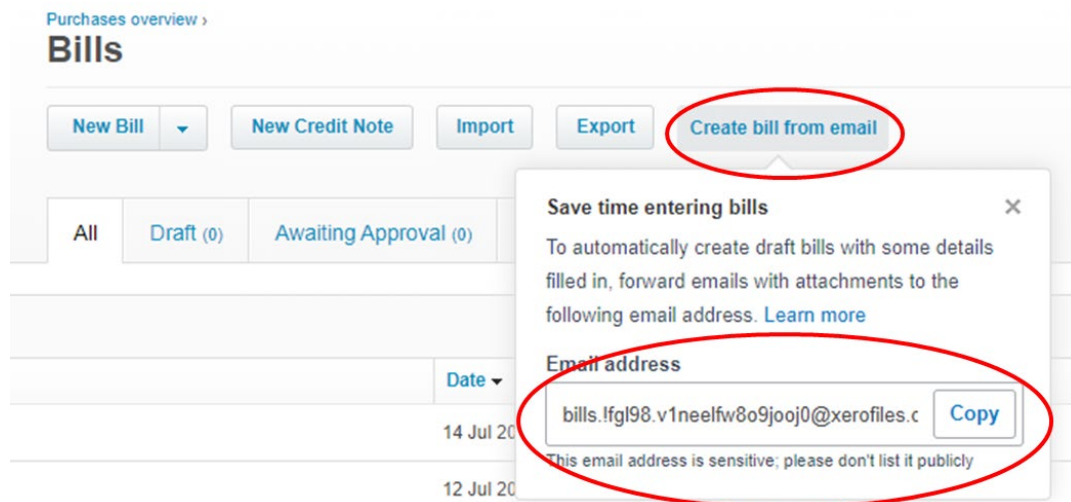
Sending Bills to Xero Via Email

Sending bills to Xero via email

To send bills/invoices from your email to Xero you need to know the email address to send it to.

You can find the Xero bills email address by following the below steps:

- In the Business menu, select Bills to pay.
- At the top of the page, click Create bill from email.
- Click Copy to copy your unique bills email address.
- Save the email address to your address book in your email program



The screenshot shows the Xero 'Bills' interface. At the top, there are buttons for 'New Bill', 'New Credit Note', 'Import', 'Export', and 'Create bill from email'. The 'Create bill from email' button is circled in red. Below these buttons, there are filters for 'All', 'Draft (0)', and 'Awaiting Approval (0)'. A table with columns for 'Date' and 'Bill' is partially visible. A pop-up window titled 'Save time entering bills' is open, showing instructions to forward emails to a specific email address. The email address 'bills.fgl98.v1neelfw8o9jooj0@xerofiles.c' is displayed in a text box, and a 'Copy' button is next to it. The text box and the 'Copy' button are also circled in red. A warning message at the bottom of the pop-up states: 'This email address is sensitive; please don't list it publicly'.

In Xero go to:

- Dashboard
- Business
- Bills to pay
- Drafts
- The invoice should be here.
- Follow the normal process for invoices.

Here is a link for Xero's training on managing supplier bills:

<https://central.xero.com/s/training-plan/a471N000000mDliQAM/manage-supplier-bills>