



Email Receipts

Did you know that you can email customer receipts from Point of Sale?

Salesperson Details		Sale Totals			
Salesperson Name:	Jessica	Taken	Ordered	Minimum amount to pay:	Amount left to pay:
		2	0	\$65.95	\$0.00

Quantity	PLU Number	Description	Price	Net	Line Total	Pr #	Status	Delivery Date
1	01025	Orange Phone	\$31.55		\$31.55	1	Taken	23 Oct 2020
1	01026	White Phone	\$34.40		\$34.40	1	Taken	23 Oct 2020
CL Code: SINGH/Harry Singh					\$0.00			



Having completed the payment section the following pop-up will appear:

Select Printer

- Brother MFC-L6700DW series Printer (Receipt)(Demand)
- Epson TM-88 (Invoice)
- Print to email

OK

Select "Print to email"

If you have used customer loyalty their default email address will appear and you can opt to use this or key another.

If it's a normal sale then key the email address that the customer offers.

The customer then receives an email with a message (see setup below) and a copy of their receipt:



SUBIRO

For all you inside and outside needs
visit our showroom
at www.subiro.co.nz

Harry Singh
213 Governer St
Mt Roskill
Auckland

GST INVOICE AND RECEIPT

Invoice/Receipt Number	000525
Date	23/10/2020
Our Code	SINGH
Page	1
Salesperson	Jessica

Registration Number:

Product Code	PLU	Qty	Description	Unit Price	Total
GWPhoneOrange	1025	1	Orange Phone	\$31.55	\$31.55
GWPhoneWhite	1026	1	White Phone	\$34.40	\$34.40
			CL Code: SINGH/Harry Singh		
Paid by: EFTPOS Payment				\$65.95	

				\$65.95	
Total					\$65.95

Deliver To: Harry Singh
213 Governer St
Mt Roskill
Auckland

This receipt includes GST of \$8.60

Thanks for shopping at Subiro
We look forward to seeing you again



SUBIRO

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Setup

In System Settings at POS complete the email server details, sending email address and the message for the email.

SMTP Server	mail.b.hostedemail.com
SMTP Port	465
SMTP User Name	support@kudos.co.nz
SMTP Password	*****
SMTP Encryption Type	SSL
Email From Address	support@kudos.co.nz
Email Message Body	Thanks for visiting our store today - please find attached a copy of your receipt

Make sure that you have the 'display printer selection' setting is set to always.

Display Printer Selection

Always

Create a header and footer for the invoice/receipt that is sent out and place this in the following folder:

C:\ProgramData\Kudos Solutions Limited\Counter Intelligence POS V11

For the portrait layout:

Name the Header	invoicelogo.jpg	1340 wide x 240 deep
Name the Footer	invoicefooter.jpg	1340 wide x 240 deep

For any assistance please call the Kudos Help Desk.

The Kudos Team

support@kudos.co.nz

