

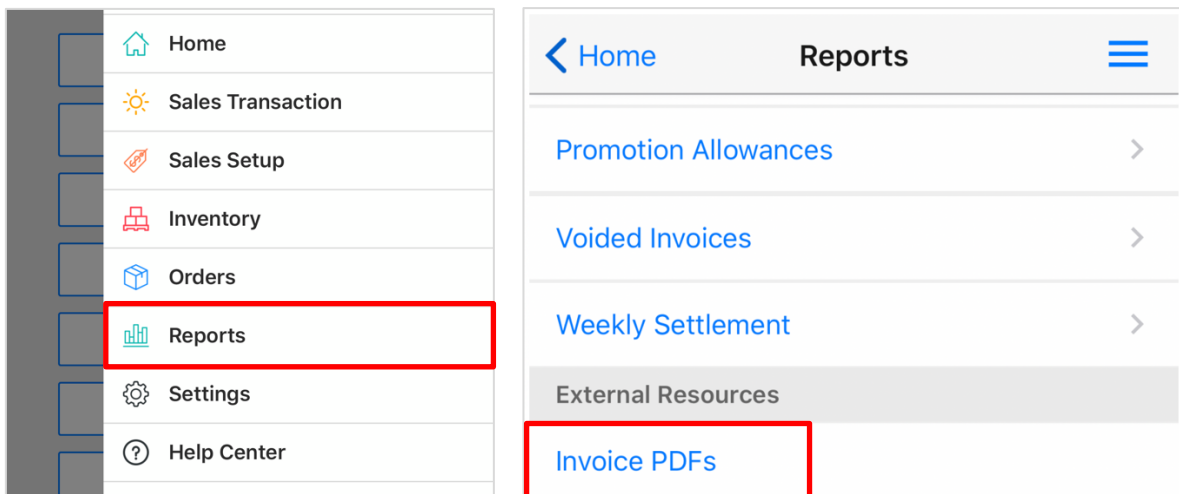
MYBUSINESS-INVOICE PDF EMAIL



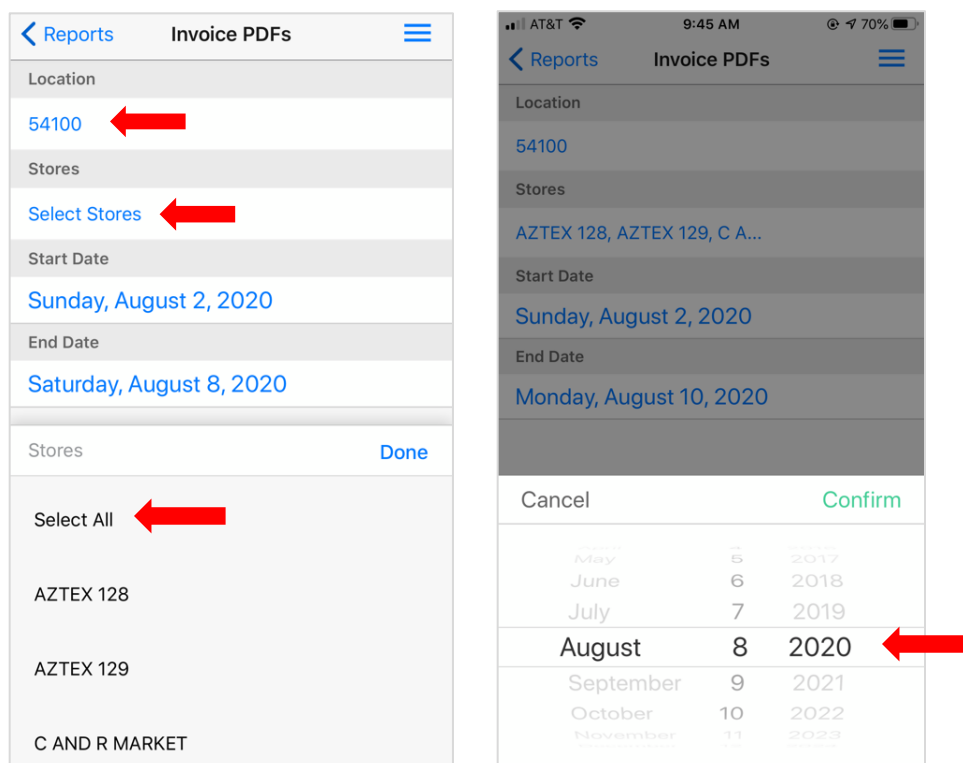
FEATURE SUMMARY:

Principal distributors utilizing the MyBusiness app to operate their business will now be able to send themselves an email with a PDF of all of the invoices for a retailer, day, or time period. The invoices are archived for you in bulk for retrieval at your convenience. You will have access to download the files for a specific date range to your own electronic filing system for up to 18 months. These PDFs will also include any photos you have stored with your invoice.

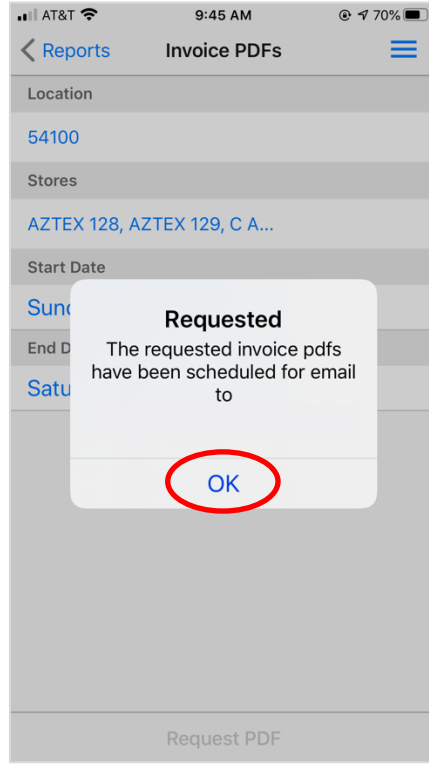
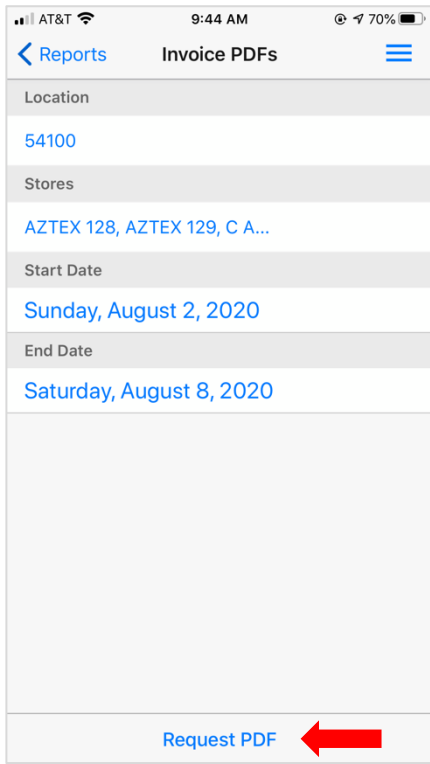
1. From the Home Screen or the three-bar menu, tap “Reports.” Scroll down to the bottom of the list and tap “Invoice PDFs.”



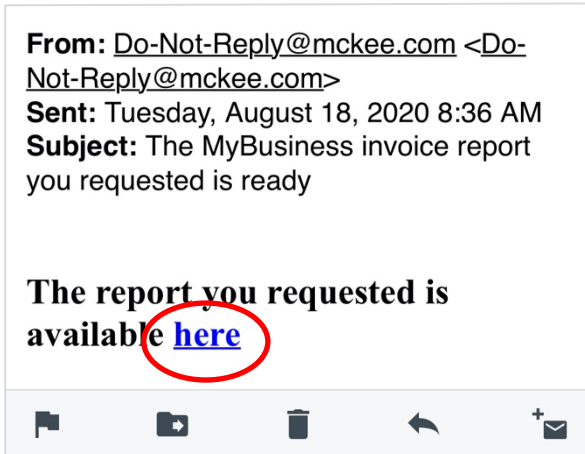
2. The Location, Stores, and Date Range fields are variable. Tap under the Location, Stores, Dates sections to edit these fields. You may select any number of stores or the “select all” choice at the top.



- Tap "Request PDF" to initiate an email with the requested invoice documents. The email may take up to 5 minutes to send. Tap "ok" to go back to the home screen.



Here is an example of what the PDF Email will look like. You will click on the hyperlink and the PDF will open into a web browser. You will be able to save to your PDF file to your phone or computer.



Sales Invoice # 810101002
8/5/2020 11:39:48 AM
Send payment to:
MCKEE FOODS CORPORATION
P.O. BOX 2118
COLLEGE DALE, TN 37315-2118
1-800-251-6346/TN (423)238-7111

WALMART SUP 366
4525 HIGHWAY 411
MADISONVILLE, TN 37354
CUSTOMER# 310570 B#8 RAR#1483
STORE#366

Sold By:
Independent Distributor
Gary Qualls LLC
416.102253.54100

QTY	UPC	DESCRIPTION	T	T	NET STORE
					COST
1	2430003103	CHEWY CHOC CHL.	\$2.24	\$1.61	\$1.61
	UNIT PROMO:	\$0.29			
1	2430003107	CHEWY OATS&HON.	\$2.24	\$1.61	\$1.61
	UNIT PROMO:	\$0.29			
1	2430003110	CHEWY PEANUT S.	\$2.24	\$1.61	\$1.61
	UNIT PROMO:	\$0.29			
1	2430003112	PNB CHOC GRAN ..	\$2.24	\$1.61	\$1.61
	UNIT PROMO:	\$0.29			
1	2430003125	CRT CAKE GRN B.	\$2.38	\$1.75	\$1.75
	UNIT PROMO:	\$0.15			
1	2430003127	KEY LIME GRN B.	\$2.38	\$1.75	\$1.75
	UNIT PROMO:	\$0.15			
1	2430003173	FRT&GRN STRWBE..	\$2.24	\$1.61	\$1.61
	UNIT PROMO:	\$0.29			
7	Subtotal	SB FAMILY PACKS	\$11.55		

Total Units: 7
Total Retail Dollars: \$15.96
Promos Applied: \$1.75
INVOICE# 810101002
TOTAL DUE: \$11.55

Signature

Signature signifies proof of delivery for quantities only.
STORE STAMP REQUIRED