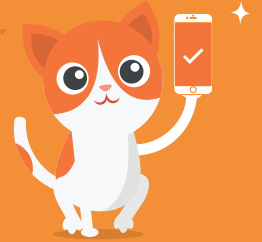


# RECEIPT BANK SUBMISSION

## • CHEAT SHEET •



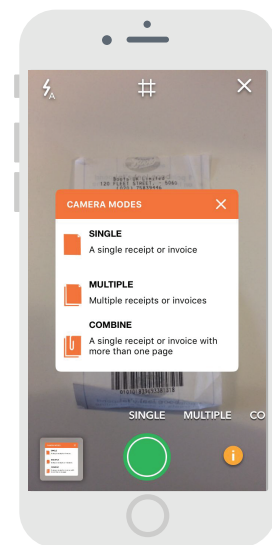
### 1 MOBILE:

Receipt Bank's free mobile app is the quickest way to regularly submit your receipts, invoices, and expenses on the go without the burden of collecting them and following through.

✔ **Single Mode:**  
Just snap a picture, submit and let your bookkeeper do the rest!

✔ **Multiple mode:**  
It gives you the chance to quickly upload up to 50 single-page receipts and/or invoices!  
*Make sure to take each picture individually.*

✔ **Combine mode:**  
For invoices on 2 or more pages (or really long receipts), that you need to snap on both sides in order to process correctly!



### 2 PERSONAL RECEIPT BANK EMAIL-IN ADDRESS:

Your personal Receipt Bank email address is unique to your Receipt Bank account. Invoices enclosed in emails (as HTML, PDF, etc.) that are sent to this address, regardless of who sent it, will be automatically submitted to your account and visible for your bookkeeper.

**Email-in** ▾

You can customize your unique Receipt Bank email address below

Emailing your items to this email address from any other email address will deliver your items to this account under your name. You can give your unique email address to your suppliers and they can submit their invoices directly to your Receipt Bank account.

Email-in address  @receiptbank.me



### When to use email-in:

supplier invoices, digital invoices (uber/amazon etc)



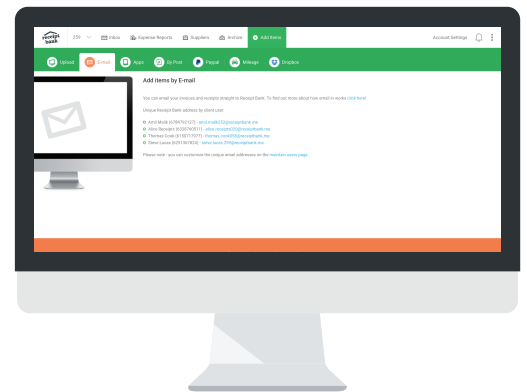
### Where to find your personalised address:

in mobile app settings, in add items tab, in user details



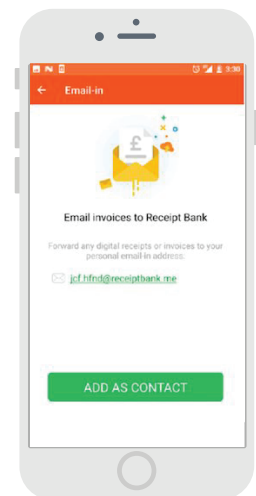
### How to use:

- **Single item in text** - forward to personalised address
- **Single item attached** - forward to personalised address
- **Regular invoices from the same supplier**
  - Give the supplier your [@receiptbank.me](mailto:@receiptbank.me) address to cc when sending the invoice
  - Set up auto-forwarding rules to your [@receiptbank.me](mailto:@receiptbank.me) address
- **Multiple items attached to one email** - send from your login email account to [multiple@receiptbank.me](mailto:multiple@receiptbank.me)



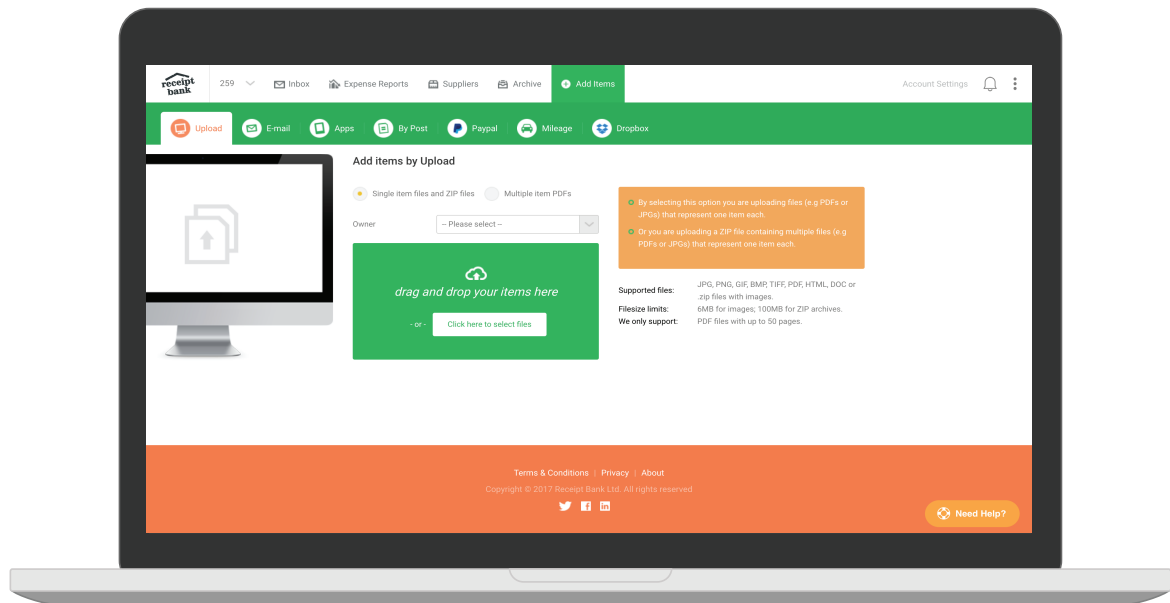
### Save your RB email-in address as a contact on your device!

- 1 Open your Mobile app.
- 2 Tap into the app settings and select 'Email in'.
- 3 You'll be prompted to allow Receipt Bank access to your contacts.
- 4 Tap 'Allow'.
- 5 'Add as contact' - your email-in address.
- 6 The address will be added to your device contacts.



### 3 DIRECT UPLOAD

(Have in mind our experience show it's always quicker and less troublesome to use the Receipt Bank mobile app as soon as you receive a hardcopy receipt or invoice!)



✓ **When to use direct upload:**  
backlog in office, large batch of individual pages that can be scanned into 1 PDF

✓ **How to use:**

- **Single** - the item is recognised and uploaded as one receipt or invoice (regardless of how many sheets it comprises of)
- **Multiple** - up to 50 items in one PDF, where each sheet will be uploaded as an individual item

