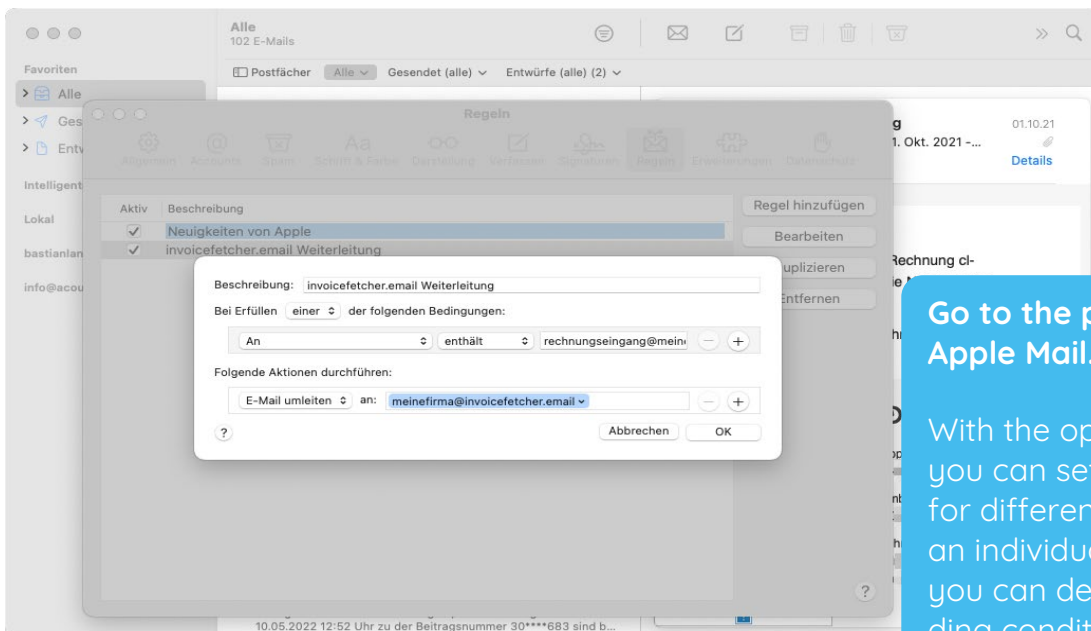


Forward emails from Apple Mail automatically

Optimize your invoice receipt using invoicefetcher.email



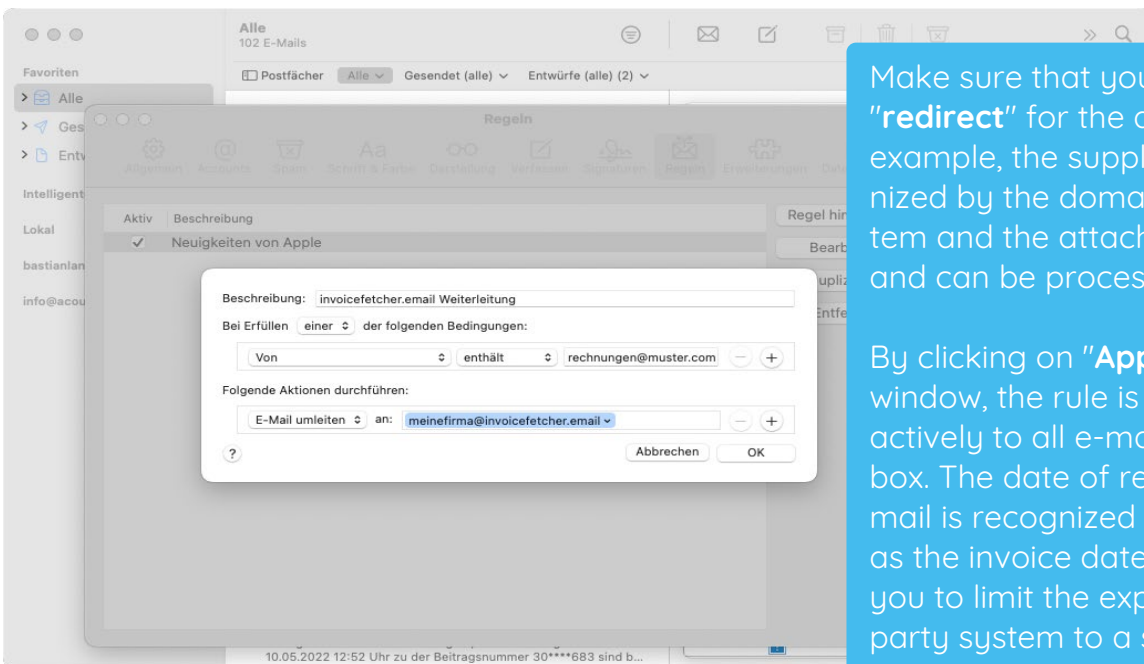
Go to the preferences of Apple Mail.

With the option **"Add rule"** you can set up a forwarding for different scenarios. After an individual designation, you can define the forwarding conditions.

Scenario 1

Forward all emails from a specific sender

If you receive your invoices from a special address (e.g. invoice@...) you can create a forwarding for all e-mails coming from this address. Define the following condition and action for this:



Make sure that you use the term **"redirect"** for the action. For example, the supplier is recognized by the domain in our system and the attachment remains and can be processed by us.

By clicking on **"Apply"** in the next window, the rule is applied retroactively to all e-mails in the mailbox. The date of receipt of the e-mail is recognized in our system as the invoice date. This allows you to limit the export to a third party system to a selected period of time and not have to worry about an overfilled accounting.

Variation - multiple sender addresses:

Of course, multiple sender addresses can also be specified as a condition. Another address can be added via the "+". Also select that only one of the conditions must be fulfilled.

Beschreibung:

Bei Erfüllen **einer** der folgenden Bedingungen:

Von	enthält	rechnungen@muster.com	-	+
Von	enthält	rechnungen@muster2.cor	-	+
Von	enthält	belege@muster4.com	-	+
Von	enthält	buchhaltung@muster4.co	-	+

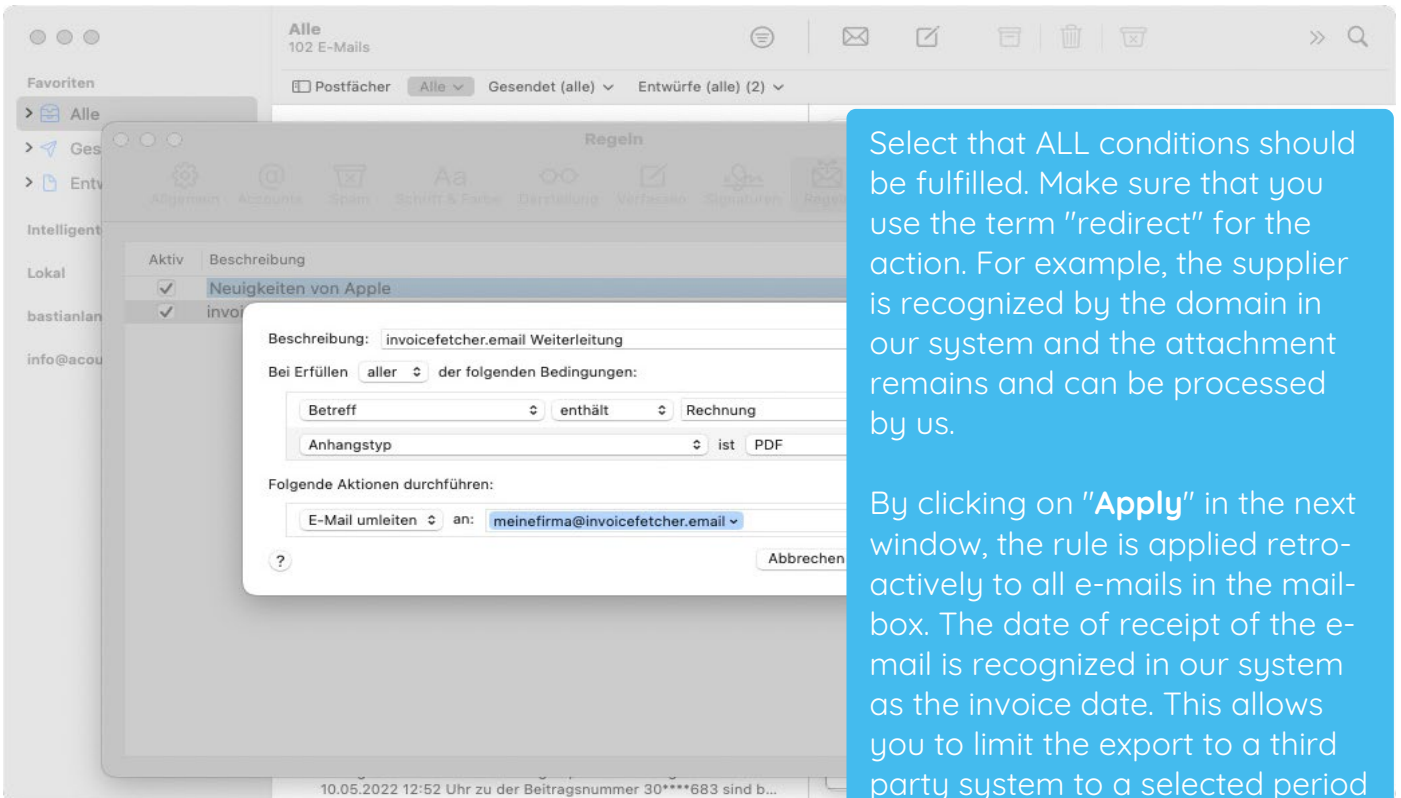
Folgende Aktionen durchführen:

E-Mail umleiten an:

Scenario 2

The word "invoice" as the subject and a PDF in the attachment

You can also have the rule search for the word "**Invoice**" in the subject and then check if there is a PDF attached. Define the following condition and action for this.



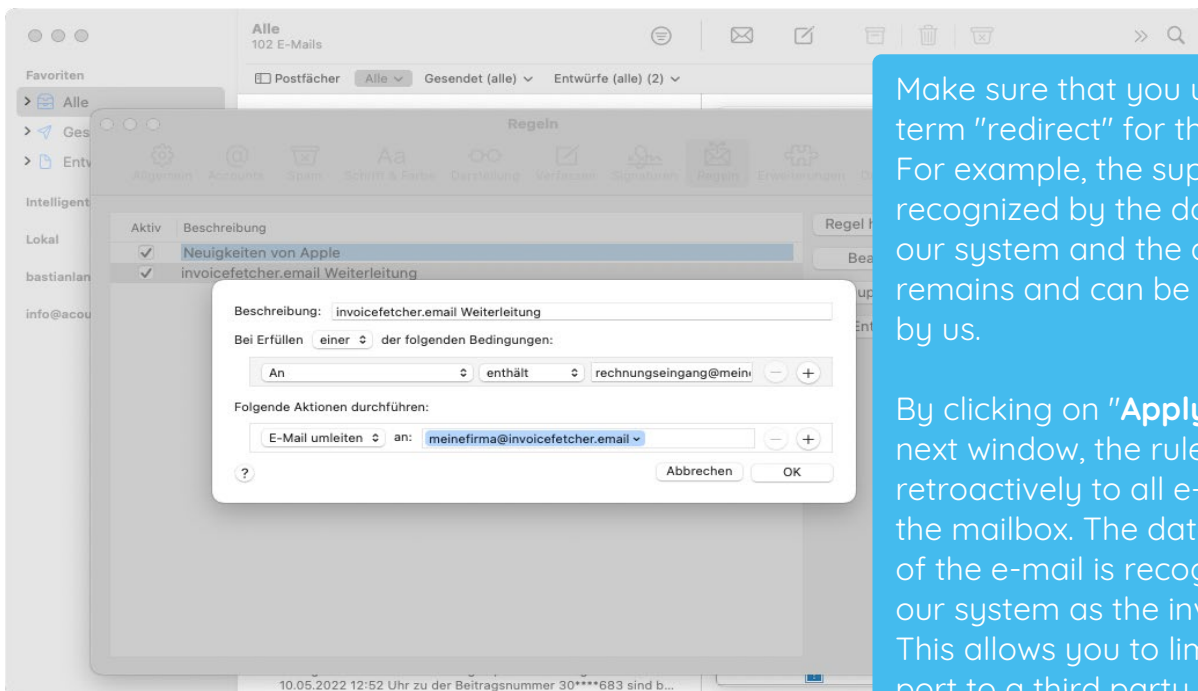
Select that ALL conditions should be fulfilled. Make sure that you use the term "redirect" for the action. For example, the supplier is recognized by the domain in our system and the attachment remains and can be processed by us.

By clicking on "**Apply**" in the next window, the rule is applied retroactively to all e-mails in the mailbox. The date of receipt of the e-mail is recognized in our system as the invoice date. This allows you to limit the export to a third party system to a selected period of time and not have to worry about an overfilled accounting.

Scenario 3

All emails sent to a specific address

If you have a mailbox with its own address to which all your incoming invoices are sent (e.g. `invoices@mycompany.com`), then you can set up forwarding of all these emails.



Make sure that you use the term "redirect" for the action. For example, the supplier is recognized by the domain in our system and the attachment remains and can be processed by us.

By clicking on "Apply" in the next window, the rule is applied retroactively to all e-mails in the mailbox. The date of receipt of the e-mail is recognized in our system as the invoice date. This allows you to limit the export to a third party system to a selected period of time and not have to worry about an overfilled accounting.