

### Forward emails from Apple Mail automatically

Optimize your invoice receipt using invoicefetcher.email

000	Alle 102 E-Mails		I » Q		
Favoriten	Postfächer Alle      Gesendet (alle)      Entwürfe (alle) (2)				
> 😫 Alle					
> d Ges			g 01.10.21		
> 🛅 Entv			1. Okt. 2021 Ø Details		
Intelligent					
Lokal	Aktiv Beschreibung	Regel hinzufügen			
	V Neuigkeiten von Apple	Bearbeiten			
bastianlan	v invoicefetcher.email Weiterleitung	uplizieren	Rechnung cl-		
info@acou	Beschreibung: invoicefetcher.email Weiterleitung Bei Erfüllen einer ≎ der folgenden Bedingungen:		Go to the preferences of		
	An  c enthält  rechnungseingang@mein  + Folgende Aktionen durchführen:		Apple Mail.		
	E-Mail umleiten o an: meinefirma@invoicefetcher.email > - 4		With the option <b>"Add rule"</b>		
	10.05.2022 12:52 Uhr zu der Beitragsnummer 30****683 sind b	3	for different scenarios. After an individual designation, you can define the forwar- ding conditions.		

Seiten 1 von 4

invoicefetcher UG (haftungsbeschränkt) Geschäftsführer Phillip Strauch Heinrich-Böll-Str. 5 12529 Schönefeld

Telefon: +49 (0) 30 / 88 94 26 55 E-Mail: service@invoicefetcher.com Web: www.invoicefetcher.com VR-Bank Fläming eG BIC: GENODEF1LUK IBAN: DE31 1606 2008 2105 3626 00 Amtsgericht Cottbus HRB 12450 CB USt-IdNr.: DE304916038



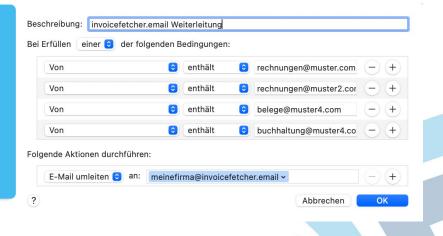
### Scenario 1 Forward all emails <u>from</u> a specific sender

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:

000	Alle	Ē_Ē_₩ Q
Favoriten	Postfächer Alle      Gesendet (alle)      Entwürfe (alle) (2)	Make sure that you use the term
<ul> <li>➢ Alle</li> <li>&gt; ✓ Ges</li> <li>○ ○ ○</li> <li>○ Enty</li> </ul>		" <b>redirect</b> " for the action. For example, the supplier is recog-
Lokal	Beschreibung Rege Jeuigkeiten von Apple B	nized by the domain in our sys- tem and the attachment remains
info@acou	Beschreibung: invoicefetcher.email Weiterleitung	uplize and can be processed by us.
	Von       • enthält       • rechnungen@muster.com       - +         Folgende Aktionen durchführen:	By clicking on " <b>Apply</b> " in the next window, the rule is applied retro- actively to all e-mails in the mail- box. The date of receipt of the e-
	10.05.2022 12:52 Uhr zu der Beitragsnummer 30****683 sind b	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.



Seiten 2 von 4

invoicefetcher UG (haftungsbeschränkt) Geschäftsführer Phillip Strauch Heinrich-Böll-Str. 5 12529 Schönefeld

Telefon: +49 (0) 30 / 88 94 26 55 E-Mail: service@invoicefetcher.com Web: www.invoicefetcher.com VR-Bank Fläming eG BIC: GENODEF1LUK IBAN: DE31 1606 2008 2105 3626 00 Amtsgericht Cottbus HRB 12450 CB USt-IdNr.: DE304916038



# 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.

000	Alle 102 E-Mails			
Favoriten	Postfächer Alle      Gesendet (alle)      Entwürfe (alle) (2)			
>          Alle           >          Ges           >          Enty	Regein	Select that ALL conditions should be fulfilled. Make sure that you use the term "redirect" for the action. For example, the supplier		
Intelligent Aktiv Beschri	sibung			
Lokal Veuigl	keiten von Apple			
bastianlan <b>√</b> invo7	Beschreibung: invoicefetcher.email Weiterleitung Bei Erfüllen aller   der folgenden Bedingungen: Betreff  Anhangstyp  ist PDF	is recognized by the domain in our system and the attachment remains and can be processed by us.		
	Folgende Aktionen durchführen: E-Mail umleiten  an: meinefirma@invoicefetcher.email  Abbrec	By clicking on " <b>Apply</b> " in the next window, the rule is applied retro- actively to all e-mails in the mail- box. 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		

Seiten 3 von 4

invoicefetcher UG (haftungsbeschränkt) Geschäftsführer Phillip Strauch Heinrich-Böll-Str. 5 12529 Schönefeld

Telefon: +49 (0) 30 / 88 94 26 55 E-Mail: service@invoicefetcher.com Web: www.invoicefetcher.com VR-Bank Fläming eG BIC: GENODEF1LUK IBAN: DE31 1606 2008 2105 3626 00 Amtsgericht Cottbus HRB 12450 CB USt-IdNr.: DE304916038



#### 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.

000	Alle 102 E-Mails				» Q
Favoriten	Postfächer Alle  Gesendet (alle)	Entwürfe (alle) (2) 🗸		Make sure tl	hat you use the
>		term "redirect" for the action. For example, the supplier is			
Lokal 🗸 Ne	chreibung uigkeiten von Apple picefetcher.email Weiterleitung Beschreibung: invoicefetcher.email Weiterleitun Bei Erfüllen einer C der folgenden Bedingung An C enthält		Regel Bez In nein – +	our system	by the domain in and the attachme d can be processed
	Folgende Aktionen durchführen:			By clicking on " <b>Ap</b> next window, the r retroactively to all the mailbox. The d of the e-mail is red	y, the rule is applied y to all e-mails in The date of recei
	10.05.2022 12:52 Uhr zu der Beitragsnum	mer 30****683 sind b   -		our system ( This allows y	as the invoice date you to limit the ex- rd party system to

Seiten 4 von 4

invoicefetcher UG (haftungsbeschränkt) Geschäftsführer Phillip Strauch Heinrich-Böll-Str. 5 12529 Schönefeld

Telefon: +49 (0) 30 / 88 94 26 55 E-Mail: service@invoicefetcher.com Web: www.invoicefetcher.com VR-Bank Fläming eG BIC: GENODEF1LUK IBAN: DE31 1606 2008 2105 3626 00 Amtsgericht Cottbus HRB 12450 CB USt-IdNr.: DE304916038 ot