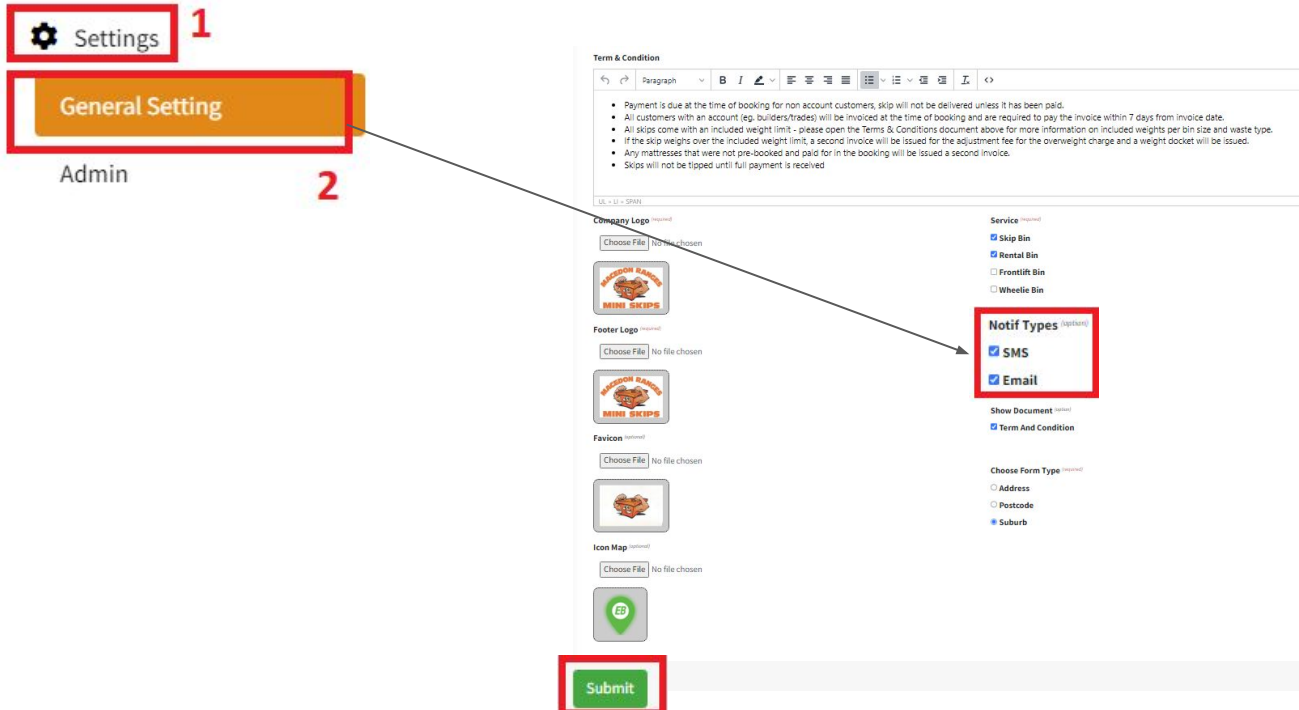


## **Waste Vantage Training Guide: How to Set and Send an Invoice by Email and SMS**

Waste Vantage allows you to easily send invoices to customers via both email and SMS, ensuring timely delivery and accessibility. This guide will help you set up the system to send invoices through these channels and show you how to execute the process. Please note, customers must have valid email addresses and phone numbers for invoices to be successfully sent.



**Settings** 1

**General Setting** 2

Admin

**Term & Condition**

- Payment is due at the time of booking for non account customers, skip will not be delivered unless it has been paid.
- All customers with an account (eg. builders/trades) will be invoiced at the time of booking and are required to pay the invoice within 7 days from invoice date.
- All skips come with an included weight limit - please open the Terms & Conditions document above for more information on included weights per bin size and waste type.
- If the skip weighs over the included weight limit, a second invoice will be issued for the adjustment fee for the overweight charge and a weight docket will be issued.
- Any mattresses that were not pre-booked and paid for in the booking will be issued a second invoice.
- Skips will not be tipped until full payment is received.

**Company Logo** (required)  
Choose File No file chosen

**Footer Logo** (required)  
Choose File No file chosen

**Favicon** (required)  
Choose File No file chosen

**Icon Map** (required)  
Choose File No file chosen

**Service** (required)

- ☒ Skip Bin
- ☒ Rental Bin
- ☐ Frontlift Bin
- ☐ Wheelie Bin

**Notif Types** (optional)

- ☒ SMS
- ☒ Email

**Show Document** (required)

- ☒ Term And Condition

**Choose Form Type** (required)

- ☐ Address
- ☐ Postcode
- ☒ Suburb

**Submit**

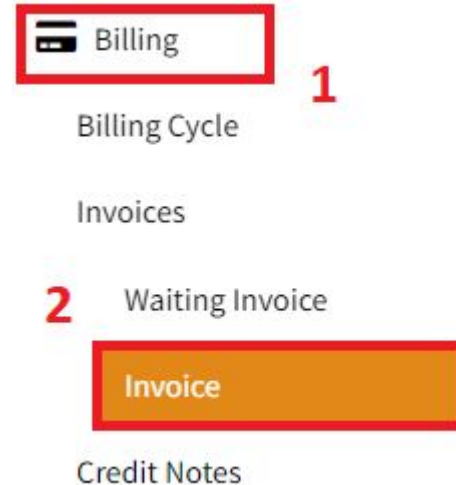
## Step 1: Set Up Sending Invoices via Email or SMS

1. Click on Settings.
2. Choose General Settings.
3. Scroll to the bottom of the General Settings page and check the options for SMS and Email to enable them.

## Step 2: How to Send the Invoice via SMS and Email

Note: If the customer does not have an email address or phone number listed in their details, the invoice will not be sent via SMS or email.

1. On the left-side menu, click on Billing.
2. Select Invoice.



## Invoices



All Customers

All Invoice \$

All Category

All Status

1 October 2024

31 October 202

e.g order code or grand total

Show: 10

Filter

Reconnect to  
Accounting

Export Follow Up

<input type="checkbox"/>	Date	Category	Customer Name	Invoice	Order	Total	GST	Grandtotal	Status	Payment Type	
<input type="checkbox"/>	11/10/2024	Skip Bin	Kadek Praba	Invoice : 0000000118	EBNZ-1UKEFU1JIU	\$400.00	\$36.36	\$400.00	unpaid		<a href="#">Verify</a> <a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice (sms &amp; email)</a>
<input type="checkbox"/>	11/10/2024	Skip Bin	Tvd Group	Invoice : 0000000123	EBNZ-XQP4IZ7J7Y	\$450.00	\$40.91	\$450.00	unpaid		<a href="#">Verify</a> <a href="#">PDF</a> <a href="#">Show</a> <a href="#">Send Invoice (sms &amp; email)</a>

3. You will see a list of invoices.

4. Click on the Send Invoice (SMS & Email) button to send the invoice to the customer via SMS and email.

5. The customer will receive the invoice through both SMS and email.