



How to use your personal Receipt Bank email address

Your Receipt Bank account has been set up by your Accountant/Bookkeeper and they have integrated Receipt Bank with your Xero account.

Submitting your receipts and invoices via your personal Receipt Bank email address

We automatically create a unique email address for you!

- Go to Add Items and click on “Email-in” to see your own email address
- The address will be created using your name and “@receiptbank.me”
- You can forward your bills, receipts and invoices directly to this address

The screenshot shows the Receipt Bank interface. At the top right, it says "YOU ARE LOGGED IN AS MY CLIENT | LOGOUT • MY PROFILE • ACCOUNT SETTINGS • HELP". Below this are navigation tabs: "add items", "suppliers", "inbox", and "archive". The "Add Items" section is active. It contains the following text:

Add Items

We try to make it as easy as possible for you to submit items to Receipt Bank. Click on any of the channels below to find out more.
Please note that however you submit a receipt or invoice to Receipt Bank – if you can't read the text on it, we will probably struggle as well!

Submit by post

Email

You can email your Invoices and receipts straight to Receipt Bank. Or, you can give your unique email address to your suppliers and they can submit their invoices directly to Receipt Bank! Your unique Receipt Bank address is:
my.company@receiptbank.me

Please note - you can customise this email address in your Account Settings.

- You can edit your personal email address via your Account Settings
- Click on the Email-in subheader

The screenshot shows the "Email-in" settings page. It has a subheader "Email-in" on the left. The main content area says:

[Click here](#) to add, edit or remove the email addresses you would like to submit items from.

You can send your receipts and invoices to **receipts@xpn.se** and they will be added to your account. Receipt Bank can recognise upto three different email addresses for your account:

Email Address 1: **my.company@fakemail.com**

Email Address 2:

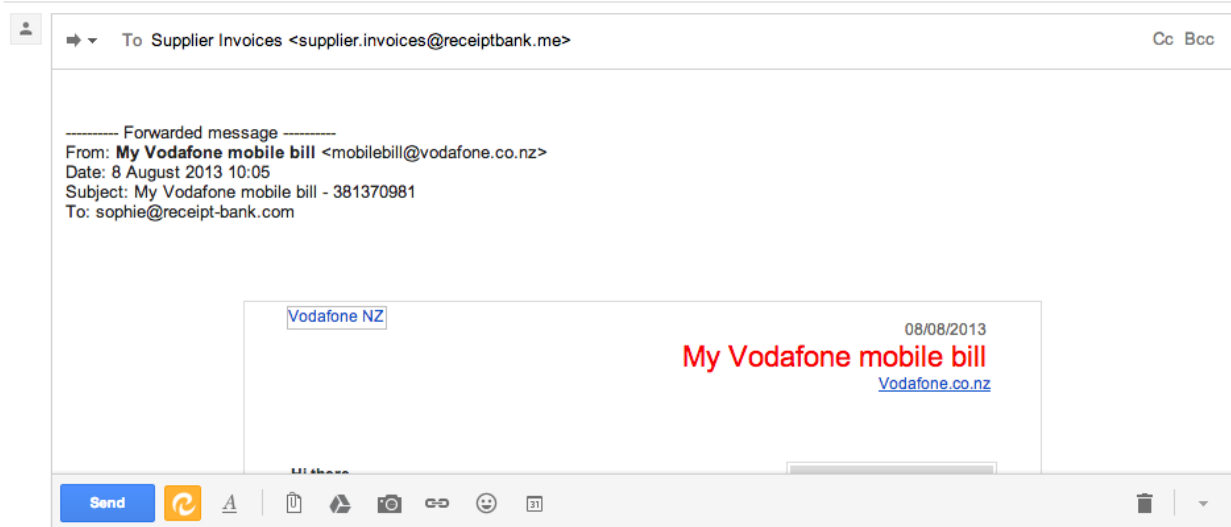
Email Address 3:

Personal Address: @receiptbank.me



When to use your personal email address

- If you receive your bills, receipts and invoices via email, you can forward these straight to your personal email address



- You can also give this “@receiptbank.me” email address directly to your suppliers. Your suppliers will then email your Receipt Bank account directly with your bills, receipts and invoices.

Contact details

Email address

supplier.invoices@receiptbank.me

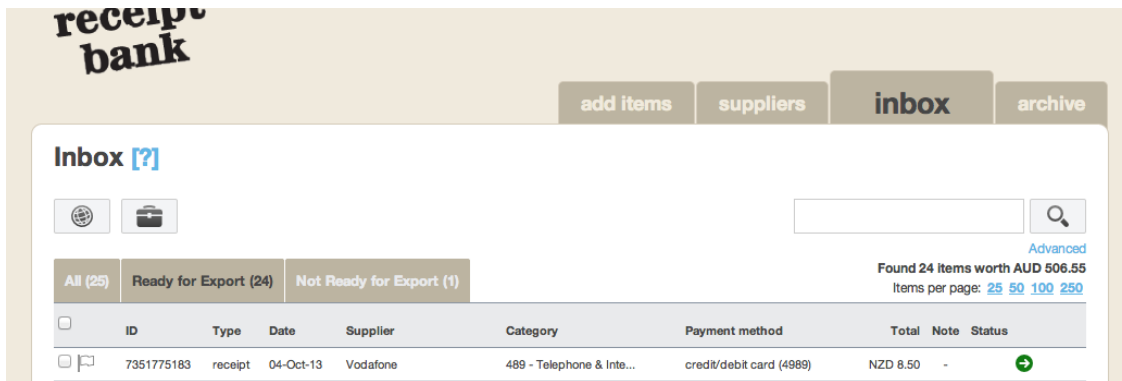
Primary email

[Add email address](#)



The bill, receipt or invoice will then appear in your inbox!

- The email can contain an attached file eg. a .pdf file.
- Or the email can be an .html email where the text of the email is the bill.
- We will automatically add this bill, receipt or invoice to your Receipt Bank inbox.



Recommended methods of submission:

Item	Submission method to Receipt Bank
Irregular bills: one-off costs or bills from new suppliers	Forward the email to your unique @receiptbank.me address
Regular bills: telephone bills, software subscriptions, travel flights and accommodation etc	Give the supplier your @receiptbank.me address