

Creditors Email Mailing List Menu

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Add Creditors Email Mailing List

Add Supplier Bulk E-mailing List

Creditors> Configuration> Email mailing List

- Click "**Add**"

The screenshot shows the 'Creditors Module' interface. On the left, the 'Configuration' menu is expanded, and 'Email Mailing List' is selected. The main area is titled 'Mailing List' and contains a toolbar with buttons: Search, Add, Edit, Show Message, Delete, Print, Send Mail, and Show Status. The 'Add' button is highlighted. Below the toolbar, there are input fields for 'List Name' and 'List Description', and a dropdown for 'Order By' set to 'Name'. Below these fields are tabs for 'Details' and 'History'. The 'Details' tab is active, showing a table with one entry: 'Test'.

#	List Name	Captured Date
1	Test	2025-11-12

- Add the Mailing **List Name** and a **Description**
- Click "**Save**"

Mailing List Edit

Mailing List

Add
Add Bulk
Delete
Close

List Name:
New List 2025
List Description:
Monthly Newsletter

Page 0 of 0
No data to display

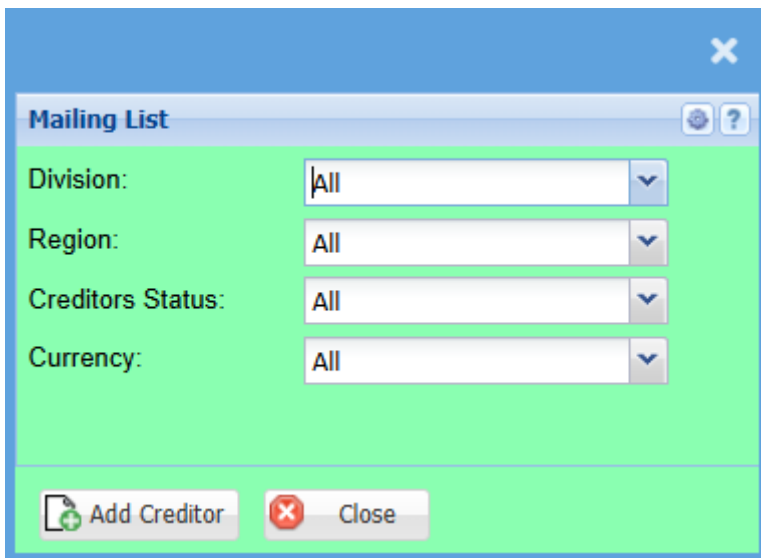
#	Creditors	Contact Name	Email

Save
Close

List Name	Enter a name or code for your list
List Description	Enter a description for the list
Add	Add button opens up Creditors setup function that allows you to select from your supplier contact the email to add on the list.

Once you click "**Add**" you will have the below screen open.

- Select your preferred Creditors you would like to email by using the **drop-down menus**, if you want to send it to all, leave the selection as "**All**"
- Click "**Add Creditors**"



Mailing List

Division: All

Region: All

Creditors Status: All

Currency: All

 Add Creditor  Close

By clicking "Add Creditors" the system will create your mailing list.

Here you can "Add" more creditors and can "**Delete**" the ones you want to remove.

Click "**Save**"

Mailing List Edit

Add
Add Bulk
Delete
Close

List Name:
New List 2025
List Description:
Monthly Newsletter

Page 1 of 1
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	#	Creditors	Contact Name	Email
☐	1	ABC Industries Ltd	John Doe	john.doe@abcindustries.co.uk
☐	2	ABC Industries Ltd	Jane Smith	jane.smith@abcindustries.co.uk
☐	3	ABC Industries Ltd	Robert Brown	robert.brown@abcindustries.co.uk
☐	4	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
☐	5	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
☐	6	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk
☐	7	DEF Systems	John Doe	john.doe@defsystems.co.uk
☐	8	DEF Systems	Jane Smith	jane.smith@defsystems.co.uk
☐	9	GHI Networks	John Doe	john.doe@ghinetworks.co.uk
☐	10	ABC Finance Ltd and ABC Finance	John Doe	john.doe@abcfinance.co.uk
☐	11	ABC Finance Ltd and ABC Finance	Jane Smith	jane.smith@abcfinance.co.uk
☐	12	XYZ Bank	John Doe	john.doe@xyzbank.co.uk
☐	13	XYZ Bank	Jane Smith	jane.smith@xyzbank.co.uk
☐	14	XYZ Bank	Robert Brown	robert.brown@xyzbank.co.uk
☐	15	XYZ Bank	John Doe	john.doe@xyzbank.co.uk
☐	16	XYZ Bank	Jane Smith	jane.smith@xyzbank.co.uk
☐	17	XYZ Bank	Robert Brown	robert.brown@xyzbank.co.uk
☐	18	XYZ Bank	John Doe	john.doe@xyzbank.co.uk
☐	19	XYZ Bank	Jane Smith	jane.smith@xyzbank.co.uk
☐	20	XYZ Bank	Robert Brown	robert.brown@xyzbank.co.uk
☐	21	XYZ Bank	John Doe	john.doe@xyzbank.co.uk

Save
Close

You will be prompted to Name this list

- Click "**Ok**"
- Click "**Close**"

List Name

Please Enter a list name:

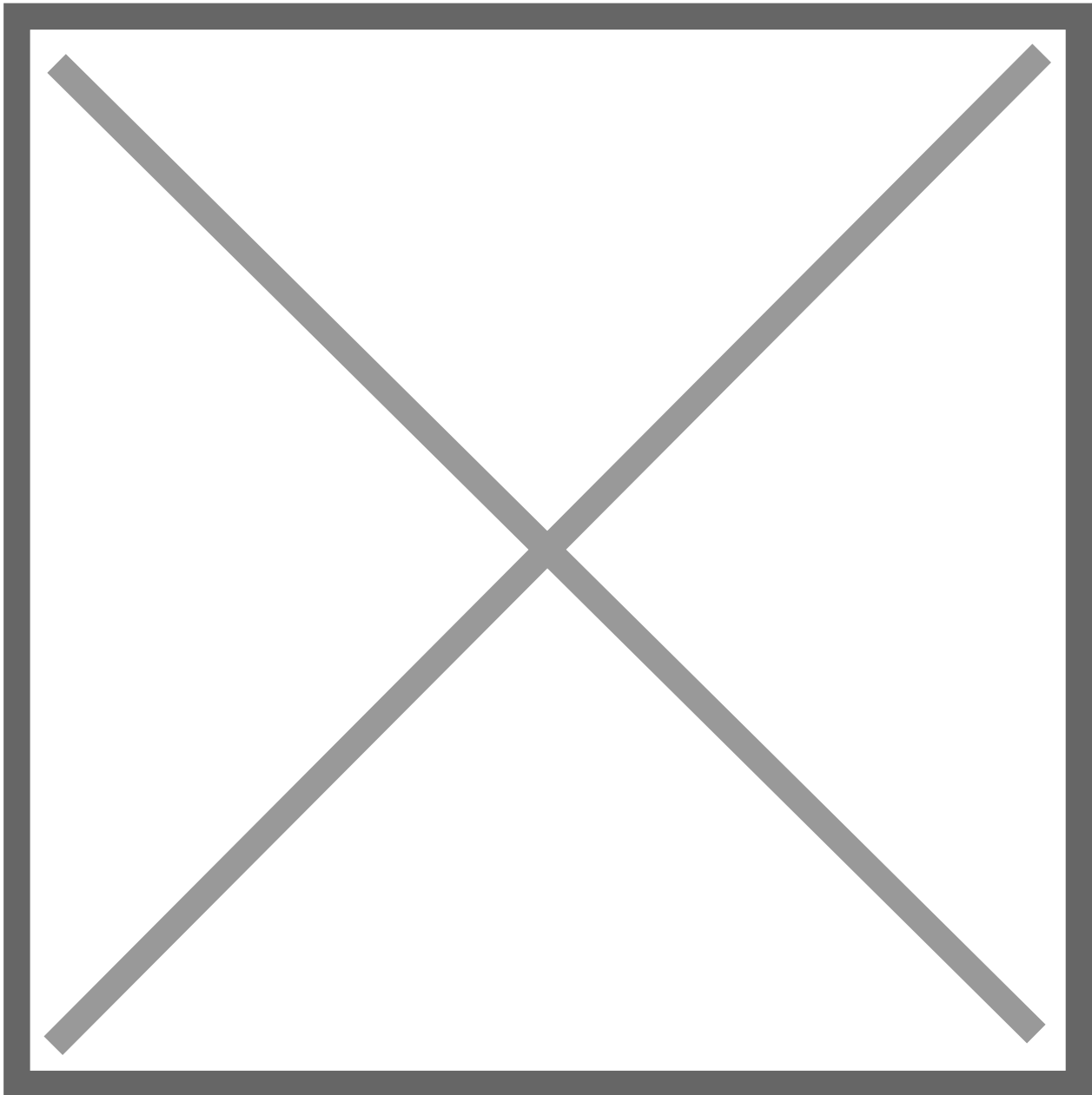
Internal

OK

Cancel

Creating and Send Bulk Mail to Creditors

Process Email



Process mailing list is the part that allows a user to prepare the message to be sent. It has five buttons

On the white screen, that's where the message detail is going to be and can be formatted according to users' preference

Subject	Message subject
List	The drop-down arrow allows a user to select the one list but while the tree search allows a multiple of email lists
Help	gives the header and a must Copy the bottom part to the header and the message will be read “Dear [ContactFirstName]” when processing
Attachment	allows a user to attach either a document or picture related to the message and has five buttons
Process	Processes the email