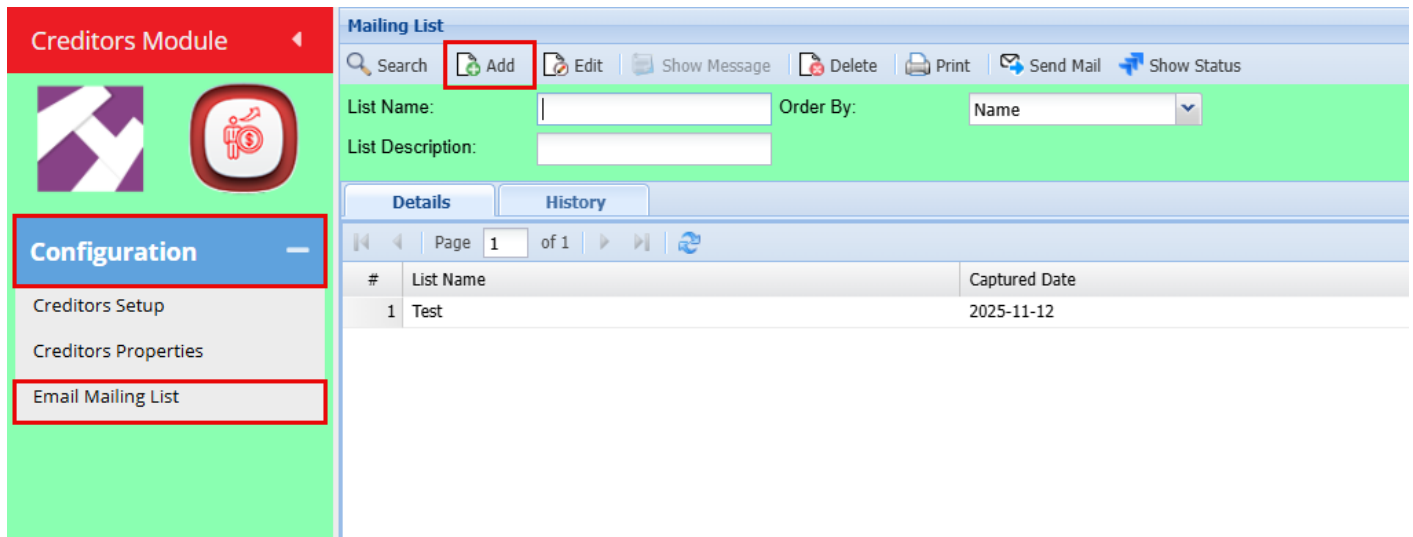


Add Creditors Email Mailing List

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 'Add', 'Edit', 'Show Message', 'Delete', 'Print', 'Send Mail', and 'Show Status'. Below the toolbar are input fields for 'List Name' and 'List Description', and a dropdown for 'Order By' set to 'Name'. A table below shows the current mailing list with one entry: 'Test' with a 'Captured Date' of '2025-11-12'.

#	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

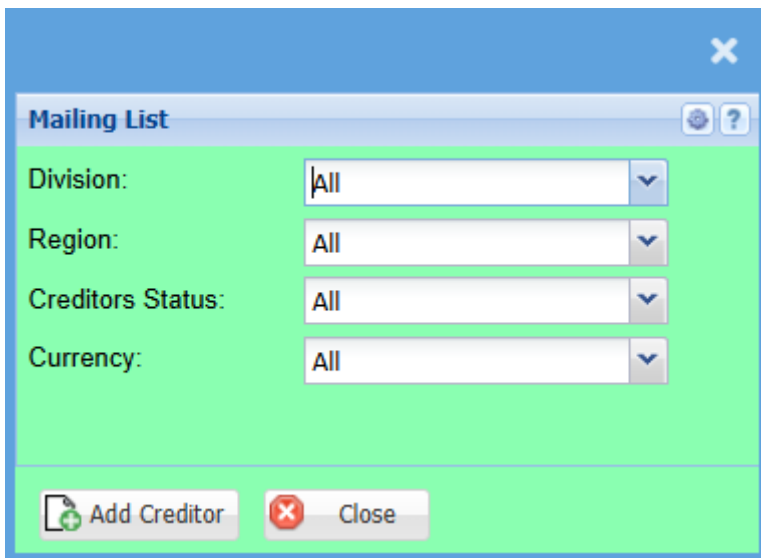
#	Creditors	Contact Name	Email

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

Mailing List

List Name:
List Description:

Page 1 of 1
 Displaying 1 - 75 of 75

#	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	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
8	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
9	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk
10	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
11	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
12	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk
13	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
14	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
15	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk
16	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
17	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
18	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk
19	XYZ Corp	John Doe	john.doe@xyzcorp.co.uk
20	XYZ Corp	Jane Smith	jane.smith@xyzcorp.co.uk
21	XYZ Corp	Robert Brown	robert.brown@xyzcorp.co.uk

You will be prompted to Name this list

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

List Name

Please Enter a list name:

