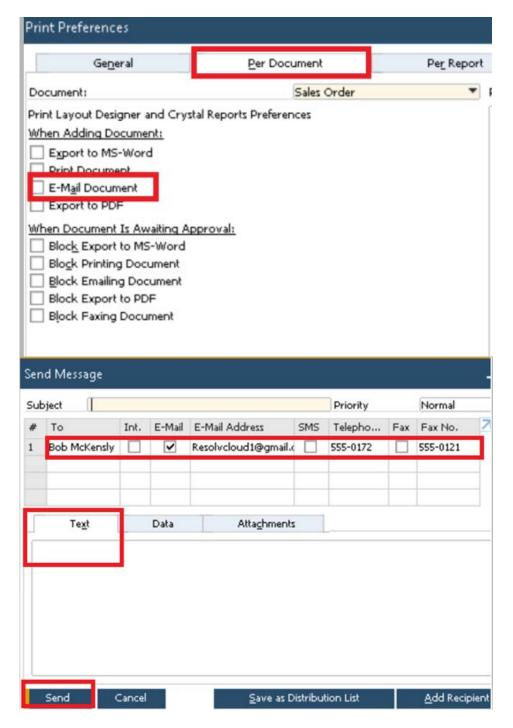Using the SAP Business One SBO Mailer, you can easily select which document you would like to email to your Customers, Vendors, or Team.

Set your preferences per Document, and choose **Email Document.** The next time you create a Sales Order the SBO Mailer will open so you can email your document.

Print Preferences

General	Per Document	Per Report

Document: Sales Order ▼

Print Layout Designer and Crystal Reports Preferences

When Adding Document:
- ☐ Export to MS-Word
- ☐ Print Document
- ☐ E-Mail Document
- ☐ Export to PDF

When Document Is Awaiting Approval:
- ☐ Block Export to MS-Word
- ☐ Block Printing Document
- ☐ Block Emailing Document
- ☐ Block Export to PDF
- ☐ Block Faxing Document

Send Message

Subject					Priority	Normal

#	To	Int.	E-Mail	E-Mail Address	SMS	Telepho...	Fax	Fax No.
1	Bob McKensly	☐	✔	Resolvcloud1@gmail.c	☐	555-0172	☐	555-0121

Text	Data	Attachments

Send	Cancel		Save as Distribution List	Add Recipient

By default, Business One will email your documents to your Customer Contact. You can also add an email address or group by adding a recipient.