Electronic Invoice Transmission

See Electronic Invoices Overview and Startup.

Until Final Broadcast Invoices are processed, they may not be sent as Electronic Invoices! See Broadcast Invoices to finalize the invoices before trying to send them electronically. To send your Broadcast Invoices electronically [after they have been processed in Broadcast Invoices], from the main NL8 screen, click **[Billing][Electronic Invoices]**.

Select the Electronic Invoices to be Delivered

Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and Invoice delivery method. **Invoice Deliver** selects the invoice delivery method (as set on each customer's account screen)

Broadcast Industry e-Invoice Clearinghouse

- **EInvoice / Encoda SpotData**
- **RadioInvoices.com**
- **DDS Invoice Manager [DDS / MediaOcean Invoice Manager]**
- **EMediaTrade.com**

See Electronic Invoice Overview & Startup.

E-Mail Adobe Acrobat pdf

This is a method internal to NL8 [no clearinghouse is required] that allows you to deliver invoices in the common pdf format to anyone with an e-mail address. The recipient will need the free Adobe Acrobat reader from www.adobe.com to view and print the Invoice which will look exactly like they printed it themselves from NL8 with all formatting and graphics intact. If you entered the **Invoice e-mail address** on the customer's account screen, NL8 will send them for you [if you have an e-mail program on your computer]. If you have not entered an **Invoice e-mail address** your e-mail program will prompt your for an e-mail address. See e-mail NL8 Documents.

Fax

This requires a fax-modem and a 3rd-party fax capture program (usually provided free with fax modems). You can select the "Fax" as the printer and print any NL8 invoice directly to your fax modem. If you do this, when your fax capture program starts up, the Customer Fax number from NL8 will be in the Windows clipboard and all you need to do is paste it into the box for the fax number to be dialed. Fax invoices can only be done 1 at a time.

Create the E-Invoice file(s)

 After you select the invoices to be delivered electronically, click the **[e-Invoices]** button to begin the electronic invoice export process.