

# SALES EMAIL ATTACHMENTS

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## USER GUIDE

*Version 1.0.1*

Welcome to Sales Email Attachments Extension for Magento 2 developed by Sparsh.

This extension allows to automatically attach PDF documents, terms & conditions or policy documents to sales emails like invoices, shipments and credit memos.

## KEY FEATURES:

- ❖ Enable/Disable from the backend
- ❖ Automatically attach a PDF copy of Invoice/Shipment/Credit Memo to sales emails.
- ❖ Allow attaching Terms and Conditions or Store Policies to Orders/Invoices/Shipments/Credit Memos emails
- ❖ Supported document attachments of types .pdf, .doc, .docx, and .txt files
- ❖ Define Cc and Bcc email addresses

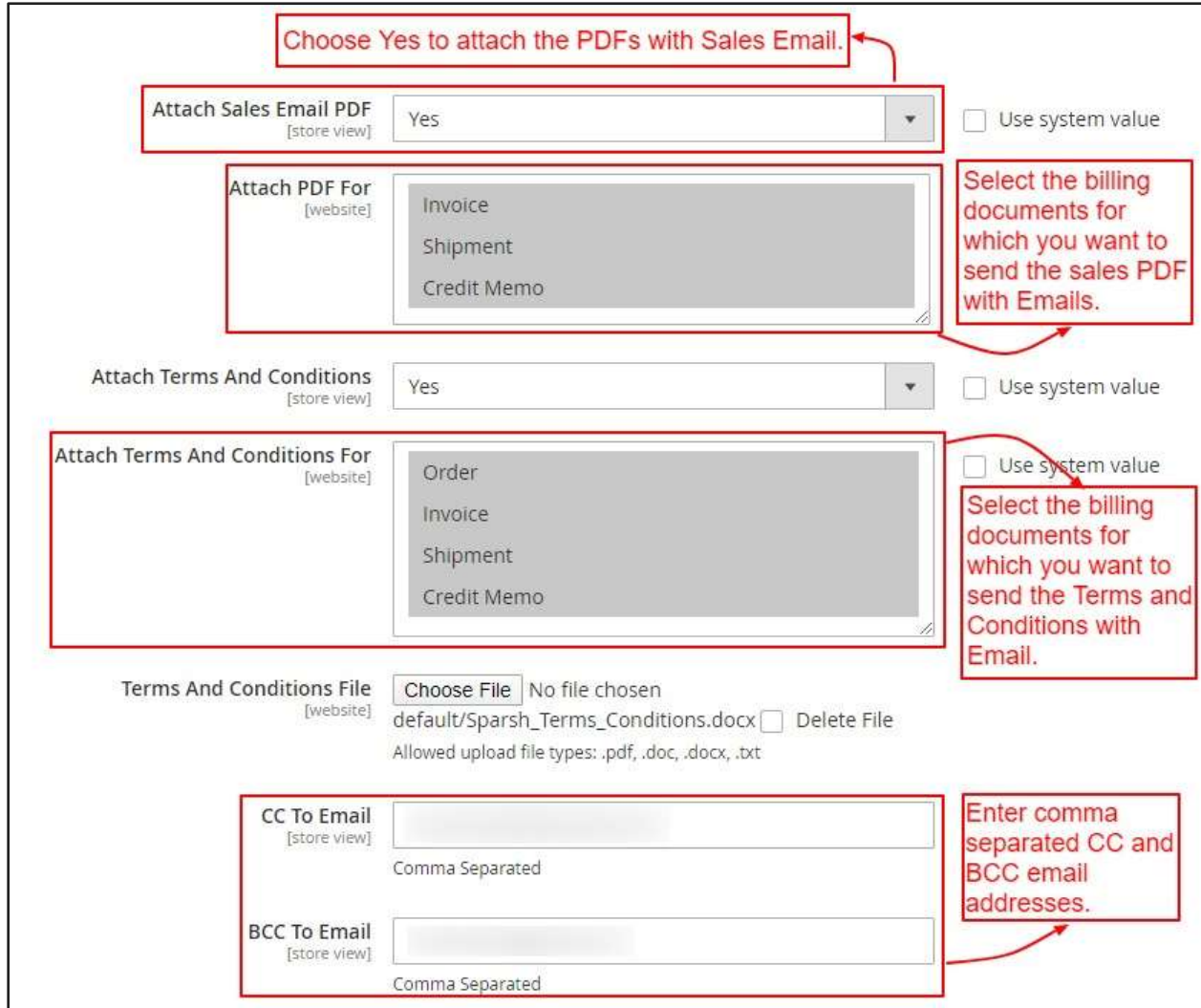
## 1. HOW TO ENABLE SALES EMAIL ATTACHMENTS

To use this extension, you first need to enable it from the backend.

Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Sales Email Attachments

- **Attach Sales Email PDF:** Choose “Yes” to attach the PDF document for sales emails.
- **Attach PDF For:** Choose for which sales email, you want the PDF to be attached from Invoice, Shipment or Credit memo.
- **Attach Terms And Conditions:** Choose “Yes” to attach the terms & conditions document for sales emails.
- **Attach Terms And Conditions For:** Choose for which sales email, you want the terms & conditions document to be attached from Order, Invoice, Shipment or Credit memo.
- **Terms And Conditions File:** Upload terms & conditions document to be attached. Allowed file types are .pdf, .doc, .docx, .txt.

- **CC To Email:** Enter comma separated email addresses to be sent as CC to sales emails.
- **BCC To Email:** Enter comma separated email addresses to be sent as BCC to sales emails.



**Choose Yes to attach the PDFs with Sales Email.**

**Attach Sales Email PDF** [store view] Yes  Use system value

**Attach PDF For** [website] Invoice, Shipment, Credit Memo **Select the billing documents for which you want to send the sales PDF with Emails.**

**Attach Terms And Conditions** [store view] Yes  Use system value

**Attach Terms And Conditions For** [website] Order, Invoice, Shipment, Credit Memo **Select the billing documents for which you want to send the Terms and Conditions with Email.**

**Terms And Conditions File** [website] Choose File No file chosen default/Sparsh\_Terms\_Conditions.docx  Delete File Allowed upload file types: .pdf, .doc, .docx, .txt

**CC To Email** [store view] Comma Separated **Enter comma separated CC and BCC email addresses.**

**BCC To Email** [store view] Comma Separated

## 2. SALES EMAIL ATTACHMENTS

Once enabled, anytime an order is placed or invoice/shipment/credit memo is generated, the customer and persons marked as CC and BCC will receive an email with attachments based on the configuration done.

