

GETTING STARTED WITH

Invoice Processing

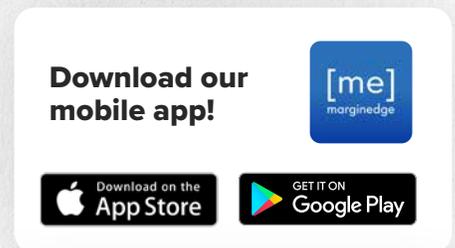
Let's get those invoices into MarginEdge!

→ You'll see the most value (and your food cost % in near real time) if you upload invoices as they come in instead of bulk uploading weekly/monthly.

Ways to submit your invoices:

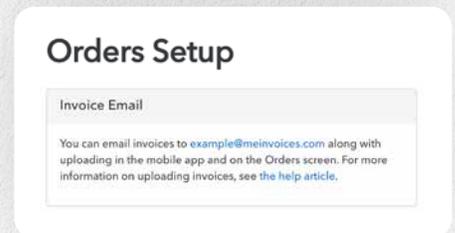
1. Our mobile app

Our restaurants overwhelmingly prefer using the MarginEdge mobile app (it's just so easy). With the app, you can quickly upload one invoice (or dozens) from the convenience of your mobile device or tablet. Read on for some [tips to take good invoice photos](#).



2. Scan & email

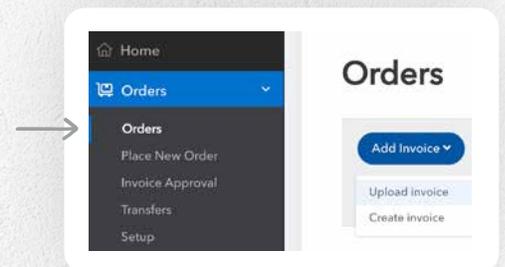
If you receive a bill or invoice by email and want to get it into MarginEdge, forward the email (or invoice) to your restaurant's unique invoice email inbox. You can also choose to scan and send the invoices directly to that email. **To find your email address**, log into our web app, select "Orders" from the left navigation, then click "Setup" from the dropdown menu (or just [click here](#)).



3. Direct upload

You can upload invoices directly from the "Orders" page on our website. Click the "Add invoice" button, then select the invoice to upload. If you have a PDF or Word file to upload, you'll need to change settings at the bottom of the pop up box to "All files" (or "All File Types") instead of "Image files" in order to select it.

Once your invoices are submitted, you can view them on the Orders page as well.



YOU CAN ALSO MANUALLY CREATE AN INVOICE FROM HERE!

NOTE If you have access to multiple restaurants, make sure you're logged into the correct one before uploading!