



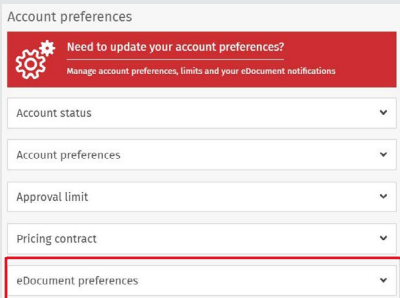
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### Why?

Schedule to receive your documents via email, in a format of your choice or view, download and print PDF copies of your documents online. You can search for all documents issued within the last seven years.

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### Top tips

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Document types available are:

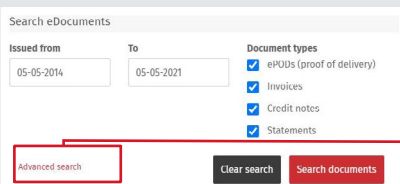
- ePODs (proof of delivery)
- Invoices
- Credit notes
- Statements

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The download link within the email will expire after 31 days

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Document types

- ePODs (proof of delivery)
- Invoices
- Credit notes
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Advanced search Clear search Search documents

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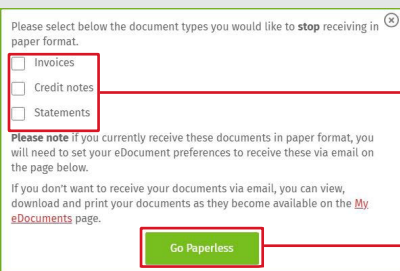
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Go Paperless

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Select the document types you would like to stop receiving in paper format

Then click 'Go paperless'

Please note if you currently receive these documents in paper format, you will need to set your eDocument preferences to receive these via email

If you don't want to receive your documents via email, you can view, download and print your documents as they become available on the My eDocuments page

### Why go paperless?

- Say goodbye to paper filing and storage
- It's FREE and easy to use
- Receive your PDF documents the same night – no more waiting for the post to arrive
- Improve cash flow – invoice your customer quicker with better visibility of costs
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