Set up your Claify bill inbox

Forward paid invoices and receipts to a private email address and Claify reads them for you. Nothing to type in.

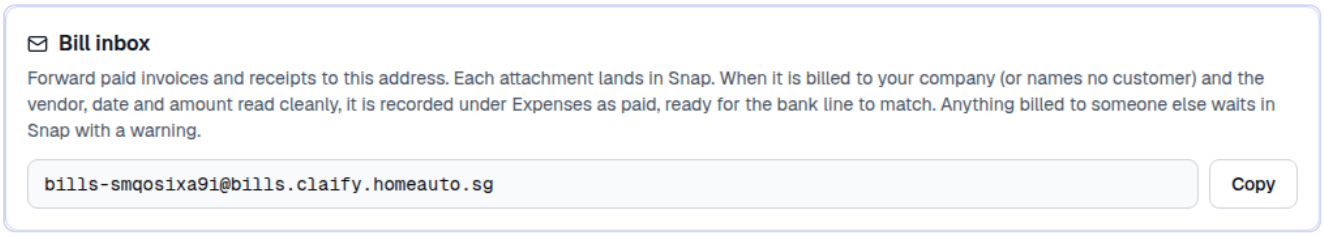
You need: a Claify organisation (any plan). **Time:** about 5 minutes.

1. Find your bill inbox address

Open **Settings** → **General** → **Organisation** and scroll to the **Bill inbox** card. Every organisation has its own address, in this form:

`bills-<your code>@bills.claify.homeauto.sg`

Press **Copy**.



The address above is a demo organisation. Yours has a different code.

2. Forward a document to it

Forward the email, with the PDF or photo attached, to your bill inbox address from any mailbox.

Two rules that matter:

- **The subject must mention a bill.** Claify only reads an email whose subject contains one of these words: *invoice, bill, receipt, statement, tax invoice, payment due, amount due, balance due*. Anything else is ignored, so marketing emails and personal photos never reach your books. Most suppliers already use one of these words. If yours does not, edit the subject before you forward.
- **Attach the document.** PDF and photo attachments up to 10 MB each are read. If there is no attachment, Claify reads the text of the email, but only if it looks like a bill.

Automatic forwarding in Outlook or Microsoft 365

1. Outlook → **Settings** → **Mail** → **Rules** → **Add new rule**.
2. Condition: **Subject includes** invoice, bill or receipt (add one condition per word), and optionally **Has attachment**.
3. Action: **Forward to** your Claify bill inbox address.
4. Save.

Gmail

Gmail's automatic forwarding asks you to confirm the forwarding address with a code sent to it. That confirmation email does not mention an invoice, so Claify ignores it and the setup cannot be completed. Forward each supplier email manually from Gmail instead.

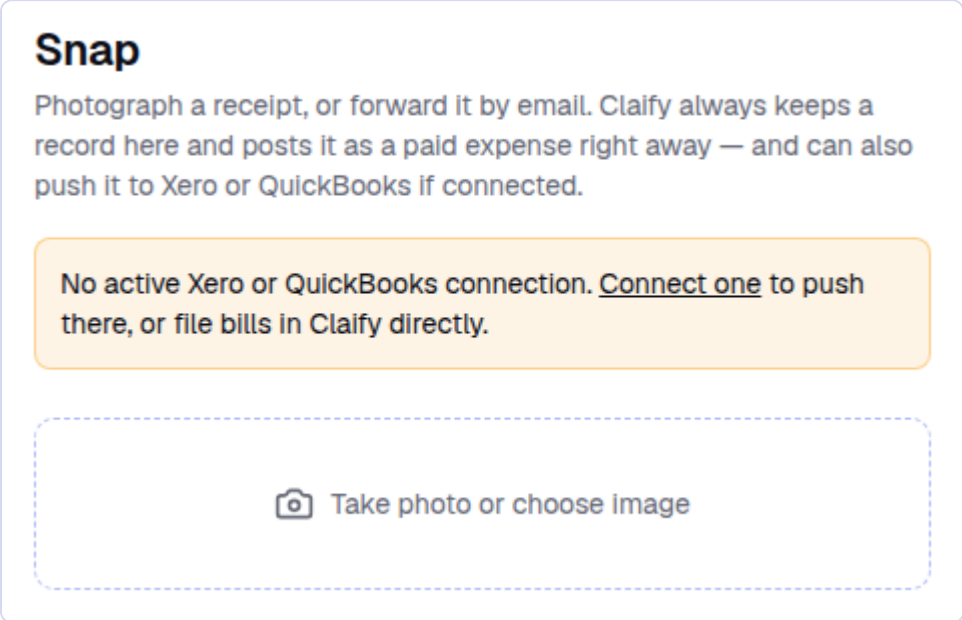
3. What Claify does with it

Claify reads each attachment and checks who it is billed to, then decides:

What Claify finds	What happens
Billed to your company (or no customer named, like a shop receipt). Vendor, date and amount are clear. It does not say an amount is still due.	Recorded under **Expenses** as a **paid** expense with the file attached. The matching bank line will match to it.
The document shows an amount still due (an unpaid invoice).	Created as a **draft bill** under **Bills**. Nothing posts until you approve it.
Billed to someone else, or not clear enough to read.	Kept in **Snap** with a warning. Nothing is posted.

Example: a PDF "Invoice GR-2026-0912, total S$109.00" from Grab Rentals, billed to your company and marked paid, becomes a S$109.00 expense to Grab Rentals with S$9.00 GST.

Check the result under **Snap**, **Expenses** and **Bills** in the Purchases menu.



4. Test it

1. From your own mailbox, forward any paid invoice or receipt PDF to your bill inbox address. Put "receipt" or "invoice" in the subject.
2. Wait a minute or two, then open **Snap**. The document appears there, and under **Expenses** if it was billed to your company and the vendor, date and amount were readable.

If nothing appears

- **Subject has no invoice or receipt wording.** Forward again with one of the words in the subject.
- **File over 10 MB.** Send a smaller PDF.

- **Billed to a different name.** It waits in Snap with a warning. Check the customer name on the document.
- **Wrong address.** Copy it again from Settings → Organisation, since every organisation has its own code.
- **Upload limit reached.** AI reading has a per-hour and per-plan limit. Try again later.

Still stuck? Use **Contact support** in the Claify sidebar, or email support@claify.homeauto.sg.

Only forward business documents. Do not forward personal or confidential emails that are not part of your books.
