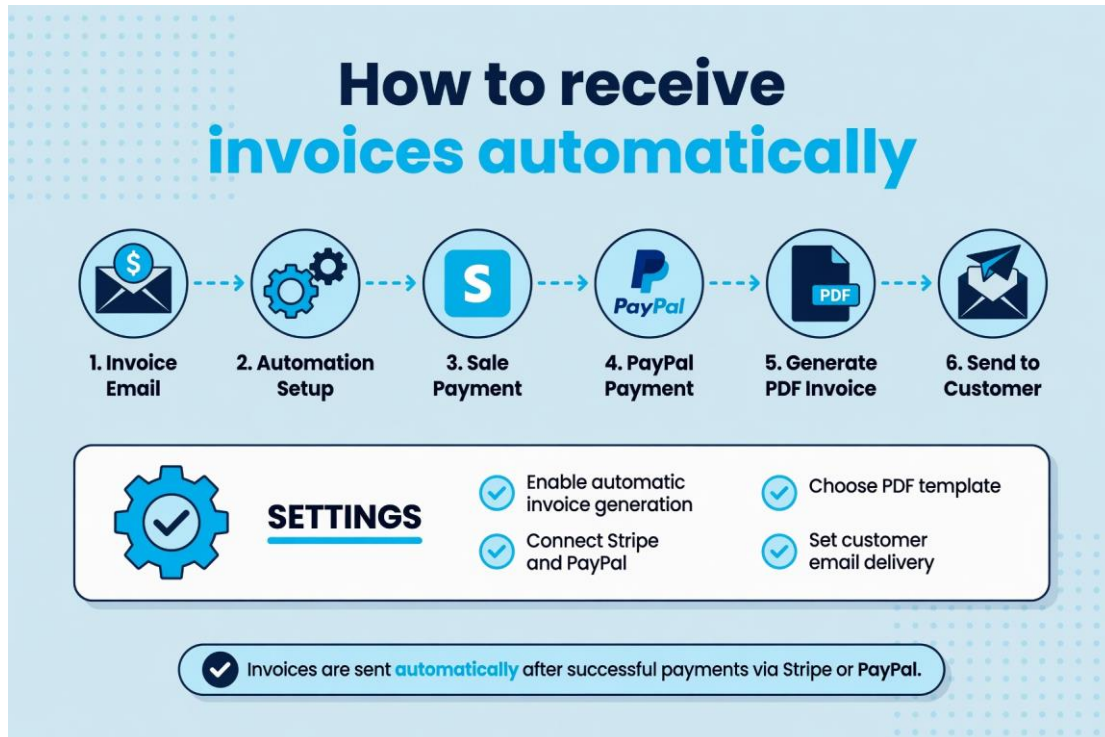


How to Receive Invoices Automatically



Introduction

“Invoices automatically” on systeme.io covers two different needs: **(A)** you want copies of *your* monthly or yearly subscription bills (platform plan or a vendor’s membership), and **(B)** you sell online and want *buyers* to get invoice/receipt emails after each purchase. This guide covers both, starting with the official **My subscription invoices** workflow.

Based on [How to receive invoices automatically](#) —not to be confused with [manually sending an invoice to a client](#).

Who This Guide Is For

- **Subscriber invoices (Section 1):** You pay for a **paid systeme.io subscription** or subscribe to another **vendor’s product** hosted on the platform—you need PDF/email invoices for accounting.
- **Customer invoices (Section 2):** You are the **seller**—customers who buy through your funnels should receive invoices without you clicking send each time.

Default Platform Behavior

By default, when invoices are generated in billing flows, systeme.io may route them toward the **company** profile on a subscription rather than the individual person—depending on how the buyer registered. You can override what **you personally** receive by turning on notification checkboxes below.

Manage your own platform subscription under [subscription plans](#) and [pricing](#).

Step 1: Open Notification Settings

1. **Log in** to your account
2. Click your **profile picture**
3. Open **Settings**
4. Click **Notifications** in the left menu

Step 2: Enable My Subscription Invoices

1. Scroll to **My subscription invoices**
2. **Check the box** next to each subscription plan for which you want invoices emailed to you (e.g. your **systeme.io Unlimited** plan, or a vendor course membership)
3. Save if prompted

After each billing cycle (monthly or yearly), copies can arrive in your inbox without downloading from a portal—useful for bookkeeping, VAT, and expense reports.

Requirement: An **active paid** subscription to systeme.io—or an active subscription to a vendor product sold on the platform.

Step 3: Let Buyers Receive Invoices Automatically (Sellers)

When **you** are the merchant, systeme.io generally **sends invoices to customers by default** after successful sales—unless you disabled that behavior.

1. Go to **Settings**
2. Open **Payment settings** (or payment-related settings area)

3. Find **Receipt settings**
4. Ensure these are **unchecked** if you want automatic customer emails:
 - Don't send a receipt when they purchase as an **individual**
 - Don't send a receipt when they purchase as a **company**

On order forms, let buyers choose **individual vs company** when relevant so the correct invoice format and tax details apply.

Payments must be recorded in systeme.io (Stripe, PayPal with IPN, Razorpay webhooks, etc.)—see [PayPal transactions not appearing](#) if invoices never trigger.

Manual Resend (One-Off)

Automatic does not replace occasional manual sends:

1. **Sales → Transactions**
2. Filter by customer email, country, customer type, or price plan
3. Click **three dots** on a row → **Send invoice to customer**
4. Confirm if prompted

Full walkthrough: [How to send an invoice to a client](#). Multiple invoices must be sent one by one, or export and email in bulk outside the UI.

Affiliate Payout Invoices (Different Topic)

If you run an affiliate program, systeme.io can **auto-generate affiliate invoices** on a monthly schedule when PayPal or Wise payout automation is enabled—that is commission paperwork for affiliates, not customer subscription billing ([automate affiliate payouts with PayPal](#)).

Troubleshooting

No subscription invoice in inbox

Verify checkboxes under **My subscription invoices**; check spam; confirm subscription is active and payment succeeded.

Buyer says they never got an invoice

Uncheck “don't send receipt” options; resend from Transactions; confirm correct email on the contact.

Invoice missing after PayPal sale

Fix IPN/webhook first ([PayPal integration](#)).

[Contact support](#) with subscription name and payment date.

Frequently Asked Questions

Does this replace my accountant's software?

No—it delivers systeme.io-generated invoice emails; you still export to your accounting stack if needed.

Sale notification vs invoice?

Sale notifications alert *you* of revenue; invoices are *buyer-facing* billing documents—configure both separately in Notifications and automations ([email after new subscription or sale](#)).

Related Resources

- [How to receive invoices automatically](#)
- [How to send an invoice to a client](#)
- [How systeme.io subscription plans are moderated](#)
- [How to integrate Razorpay with systeme.io](#)

[systeme.io](#) — billing notifications for your subscriptions and compliant receipts for your customers.

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