

**[Important]**

Be sure to check that the invoice e-mail is from our company before sending payment.

The screenshot shows an email client interface. On the left, a list of emails is visible, with one selected: "Saijoin... You've received an invoice (0006)". A red box labeled (1) highlights the subject line. The main content area shows the email body from Saijoinx Co., Ltd. A red box labeled (1) highlights the subject line: "You've received an invoice (0006) from Saijoinx Co., Ltd.". A blue box labeled (2) highlights the sender information: "Saijoinx Co., Ltd. [keiri@saijoinx.co.jp]". A blue box labeled (3) highlights the invoice number in the summary table: "0006". A blue box labeled (4) highlights the "Pay Invoice" button. The summary table contains the following information:

Sent to	[Redacted]
Sent from	Saijoinx Co., Ltd. [keiri@saijoinx.co.jp] (2)
Invoice number	0006 (3)
Date payment is due	2013 Mar 15
Amount	\$62.50 USD

(1) Check that the "Subject" is "You've received an invoice (\*\*\*\*) from Saijoinx Co., Ltd."

(2) Check that the "Sender" is Saijoinx Co., Ltd and the sender e-mail address is [keiri@saijoinx.co.jp].

(3) Check that the "Invoice Number" matches your inquiry ID number.

(4) Check items (1) to (3), and click the (4) "Pay Invoice" button if there are no problems.

\* E-mails sent from PayPal are in "HTML Format" .  
If the e-mail is not displayed correctly, change the settings in your mail client software.