

E-mail notifications for Invoices

1) Click on the **Initials, Setting** and choose **Electronic invoice routing**.

2) Tick notifications that you would like to receive.

3) You can add up to 3 e-mail addresses with comma (no spaces) in between to receive different notifications. **Please always keep notifications for the rejected and failed invoices.**

4) Click on **Save** in the right top or bottom corner, then **Close** once the note, that the profile has been updated appears.

Type	Send notifications when...	To email addresses (one required)
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	* email@email.com
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* email@email.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* email@email.com