E-mail notifications for Invoices

ACCOUNT SETTINGS		
Customer Pelationships	Company Profile	
Users	Settings >	
Notifications	Back to Classic View	
Application Subscriptions	My Account	
Account Registration	Link User IDs	
NETWORK SETTINGS	Contact Administrator	
Electronic Order Routing		
Electronic Invoice Routing	Network Settings	
	Electronic Order Routing	Electronic Invoice Routing
Notifications		
Туре		Send notifications when

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.

Notifications		
Туре	Send notifications when	To email addresses (one required)
Invoice 2	Send a notification when invoices are received or updated.	* email@email.com
Invoice Failure	Send a notification when invoices are undeliverable or rejected.	* email@email.com
Invoice Status Change	Send a notification when invoice statuses change.	* email@email.com

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