Account and Network Settings

[Customizing Your Dashboard]

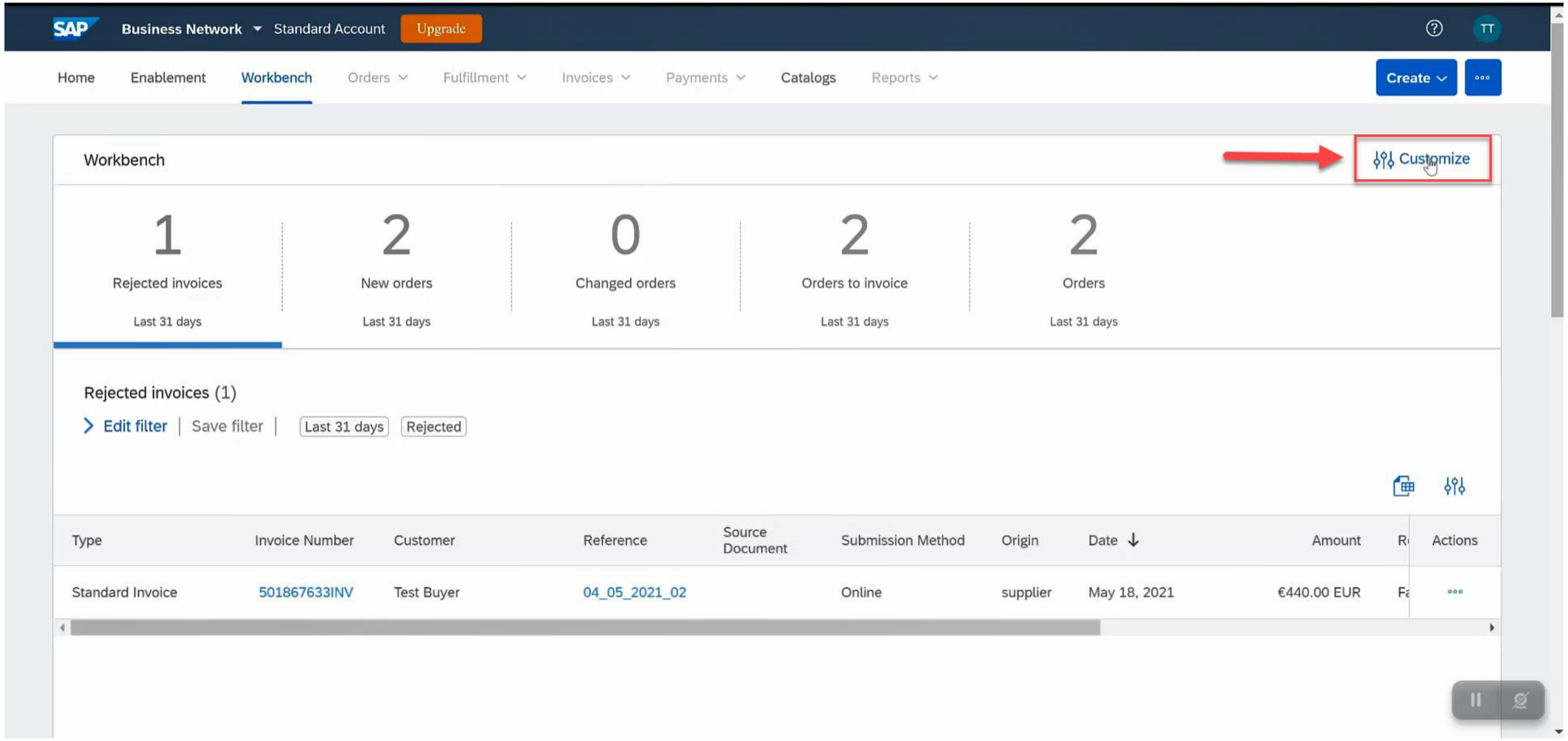
[Users]

[Notifications]

[Remittances (obligatory)]

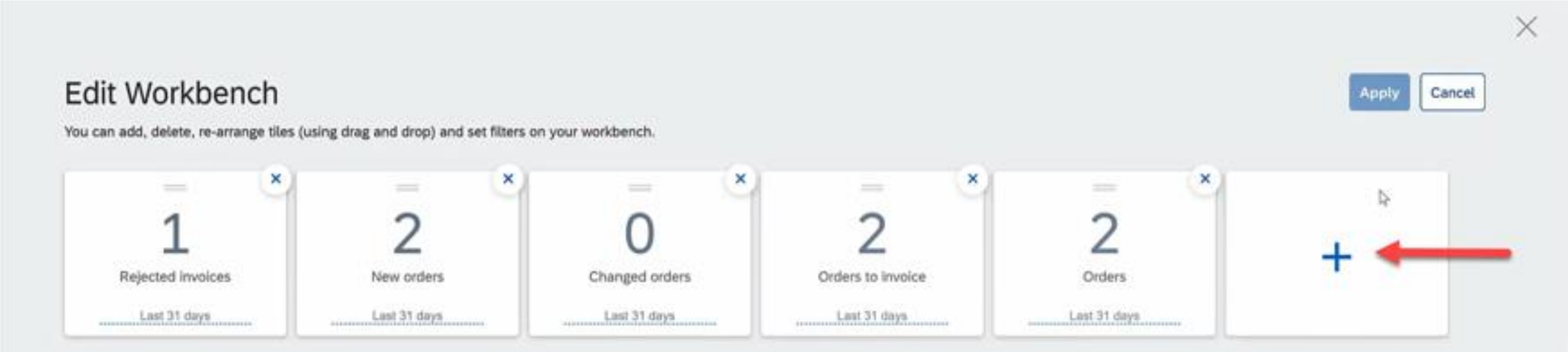
Customizing your dashboard

STEP 1. If you are a new user and you haven't customized your dashboard you might find it empty or missing a few tiles. To manage it please click **Customize** option in the top right corner.

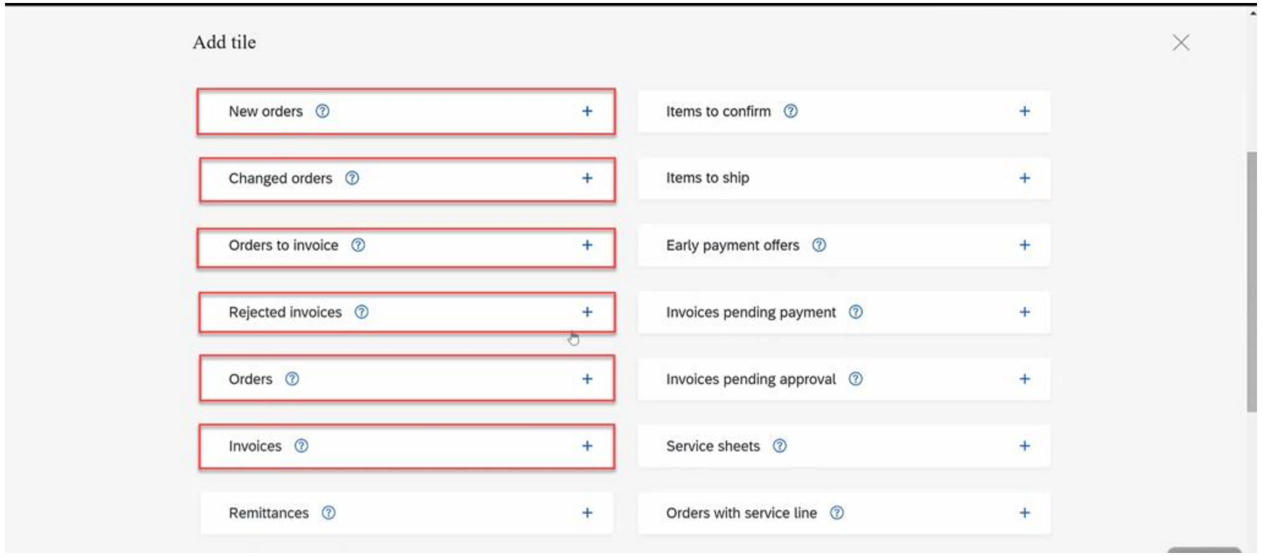


Customizing your dashboard

STEP 2. Select „+” symbol to add tiles:



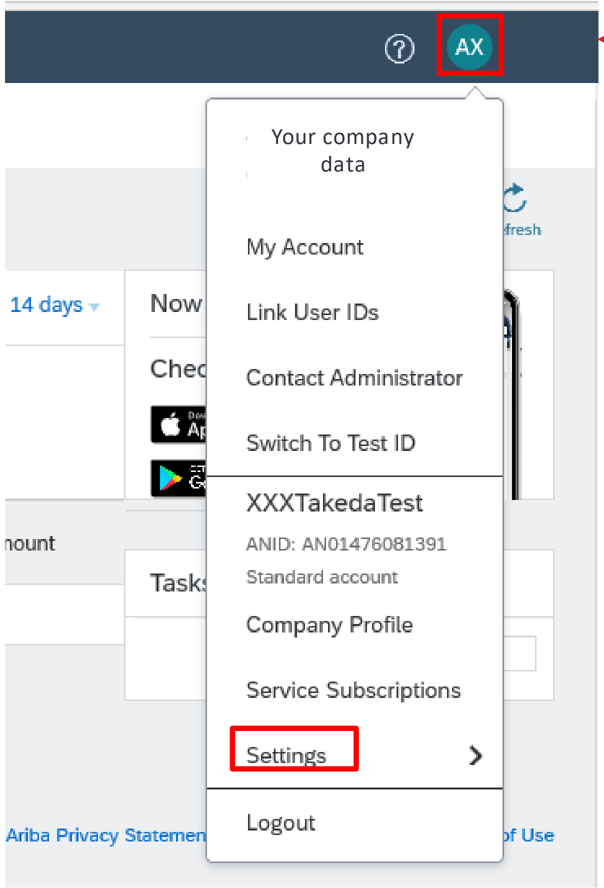
Select tiles which you want to include. We recommend to have the ones highlighted below:



Account and Network settings

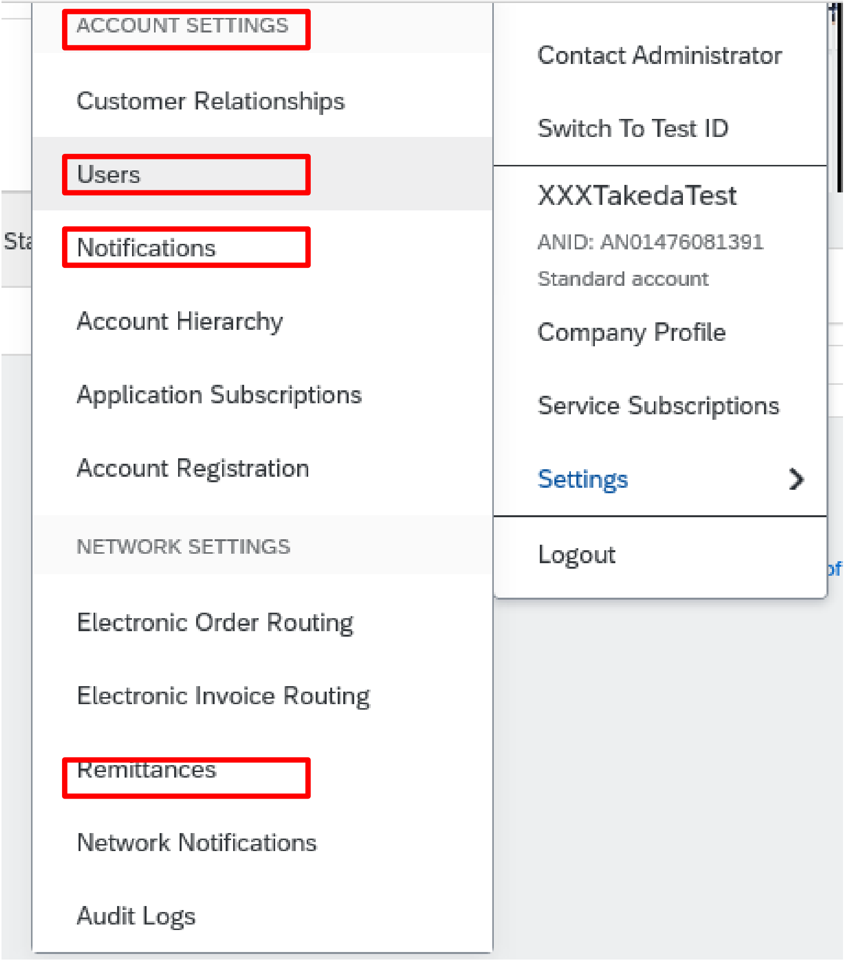
Users, Notifications, Remittances

After you register your Business Network Standard account, please review and update all the following areas of your account: **Users, Notifications** and **Remittances** to make sure your company is ready to transact with Takeda.



SETTINGS ICON

Account settings

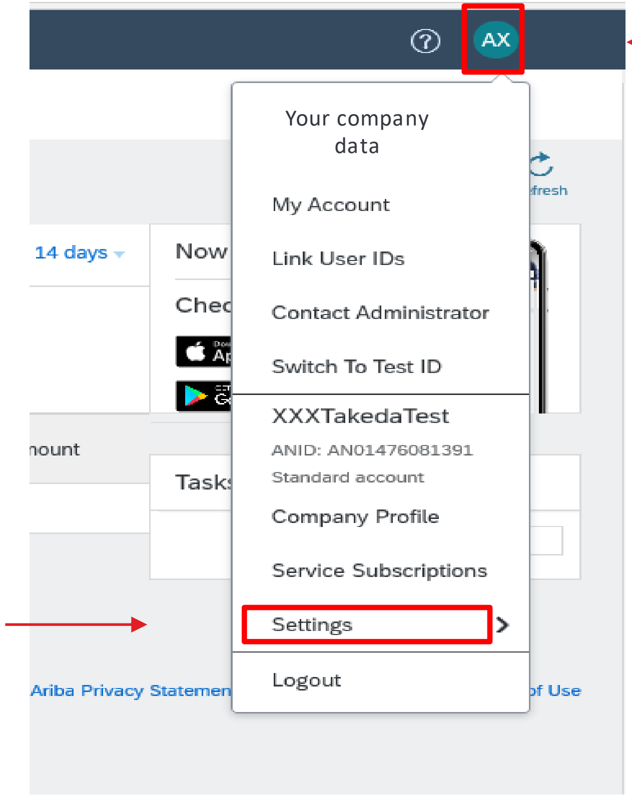


Account and Network settings

Users

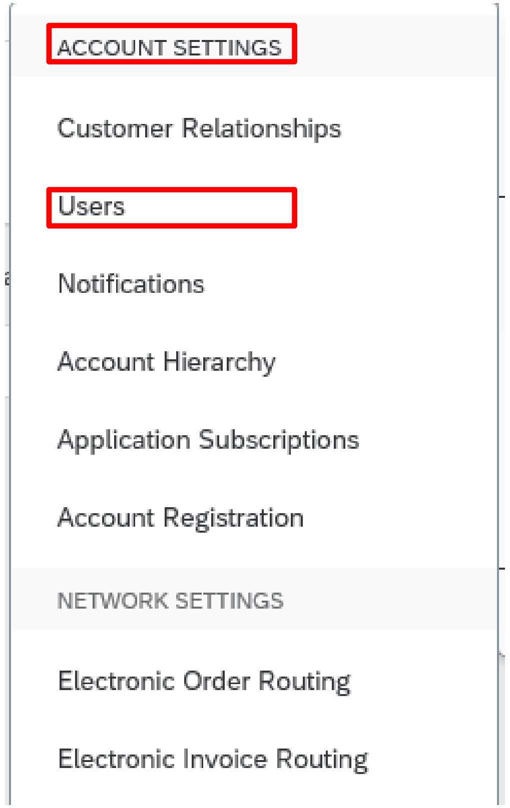
You can add new users and roles for employees who need to sign in to your company's Business Network account. By creating new roles multiple users can log in into the account accordingly to the required actions.

STEP 1. Select „**Settings**" under the **Settings icon** and then choose **"Users"** from the drop-down list:



SETTINGS ICON

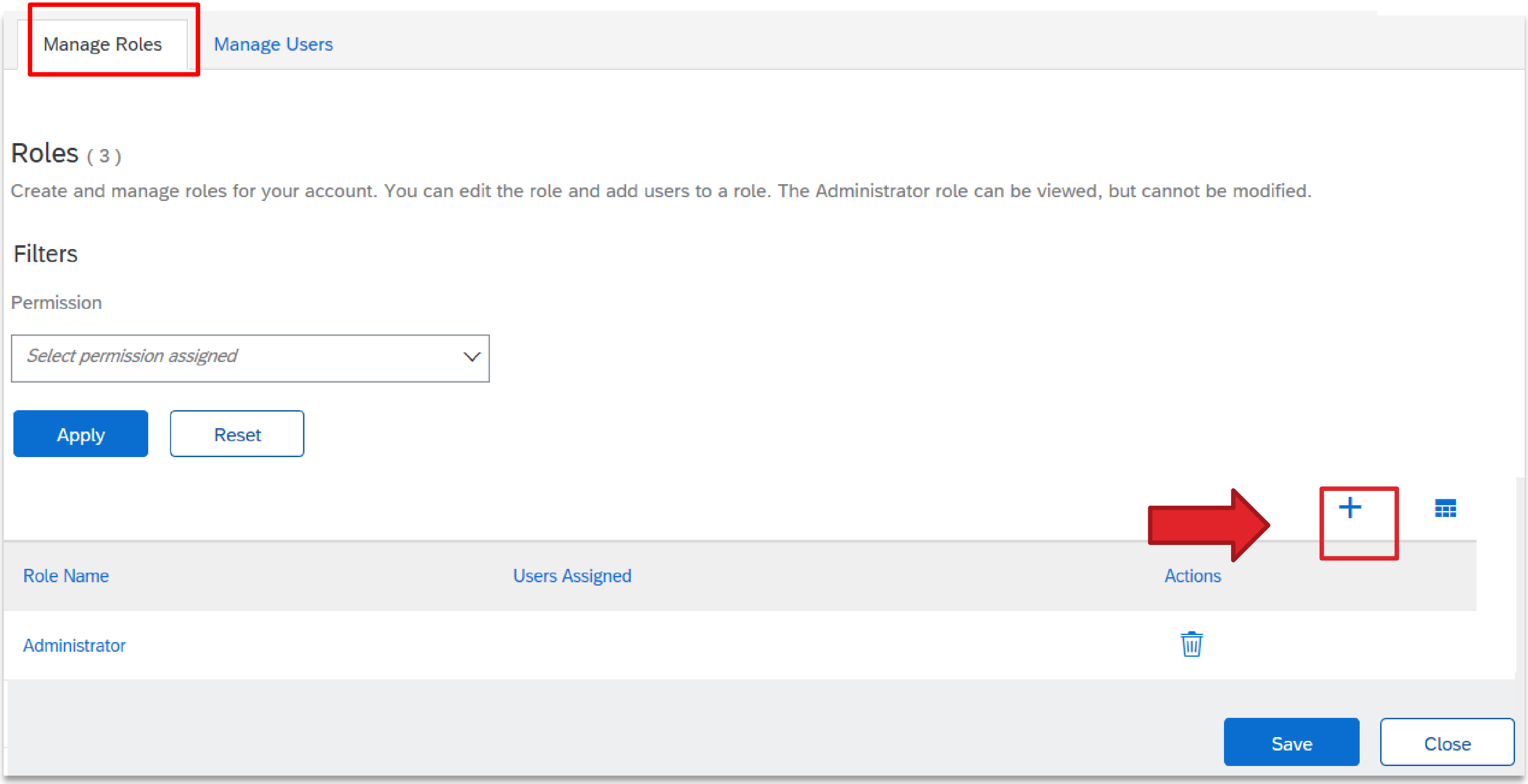
Account settings



Account and Network settings

Users

STEP 2. Here you can manage users for your Business Network account. Firstly, please create the role you would like to assign to the user by selecting „**+**” symbol in the „**Manage Roles**” Tab.

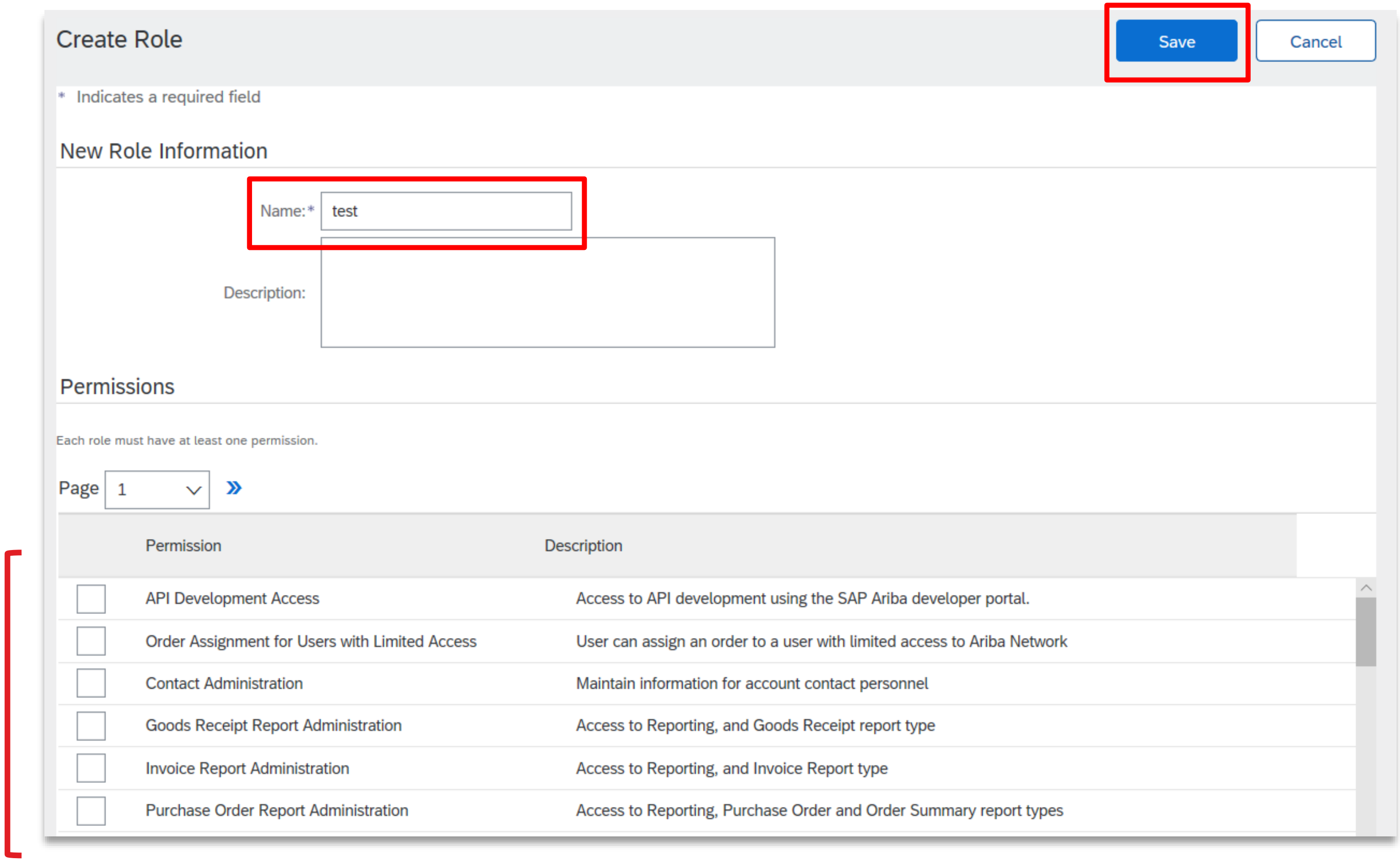


Account and Network settings

Users

STEP 3. Fill in the „**Name”** of the role. Then add **Users' Permissions** and press „**Save**”.

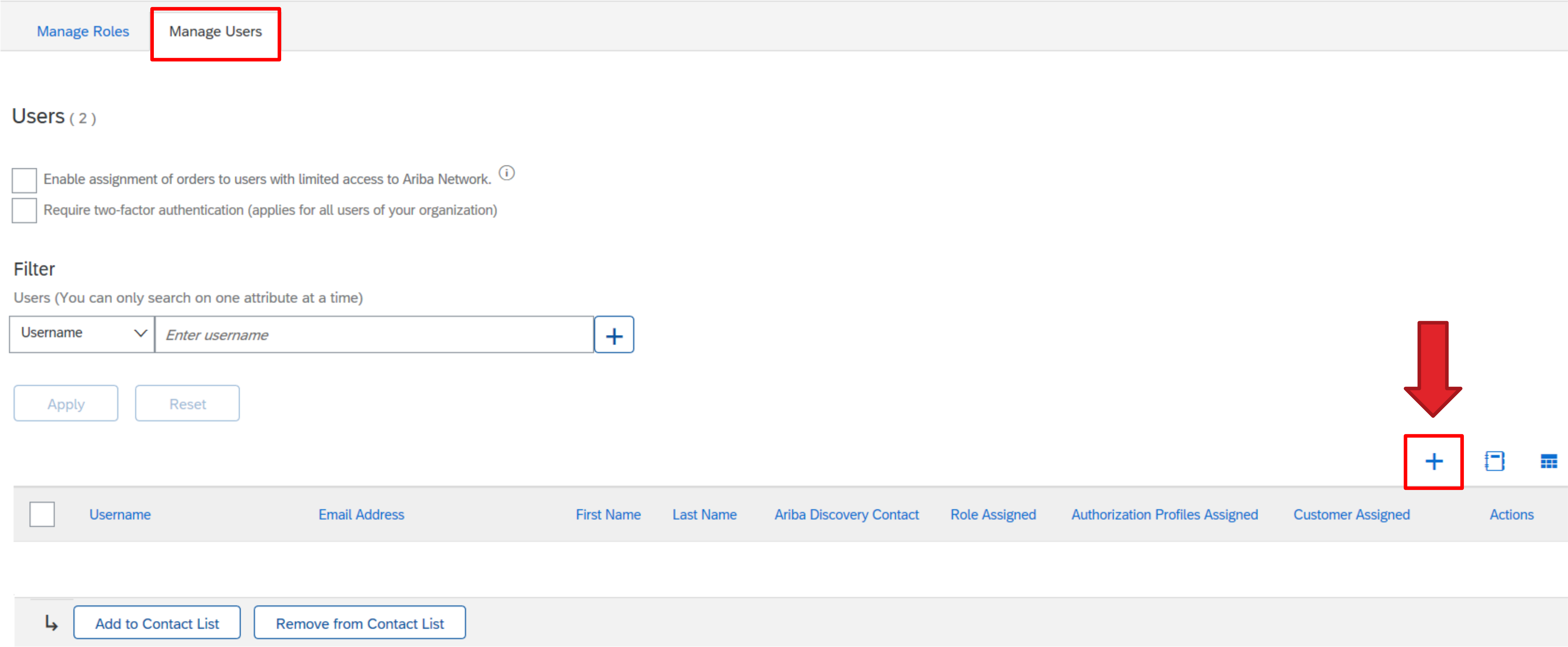
NOTE: Each role must have at least one permission. Please review the permissions list carefully and choose the proper one in order to guarantee smooth account management by an added user.



Account and Network settings

Users

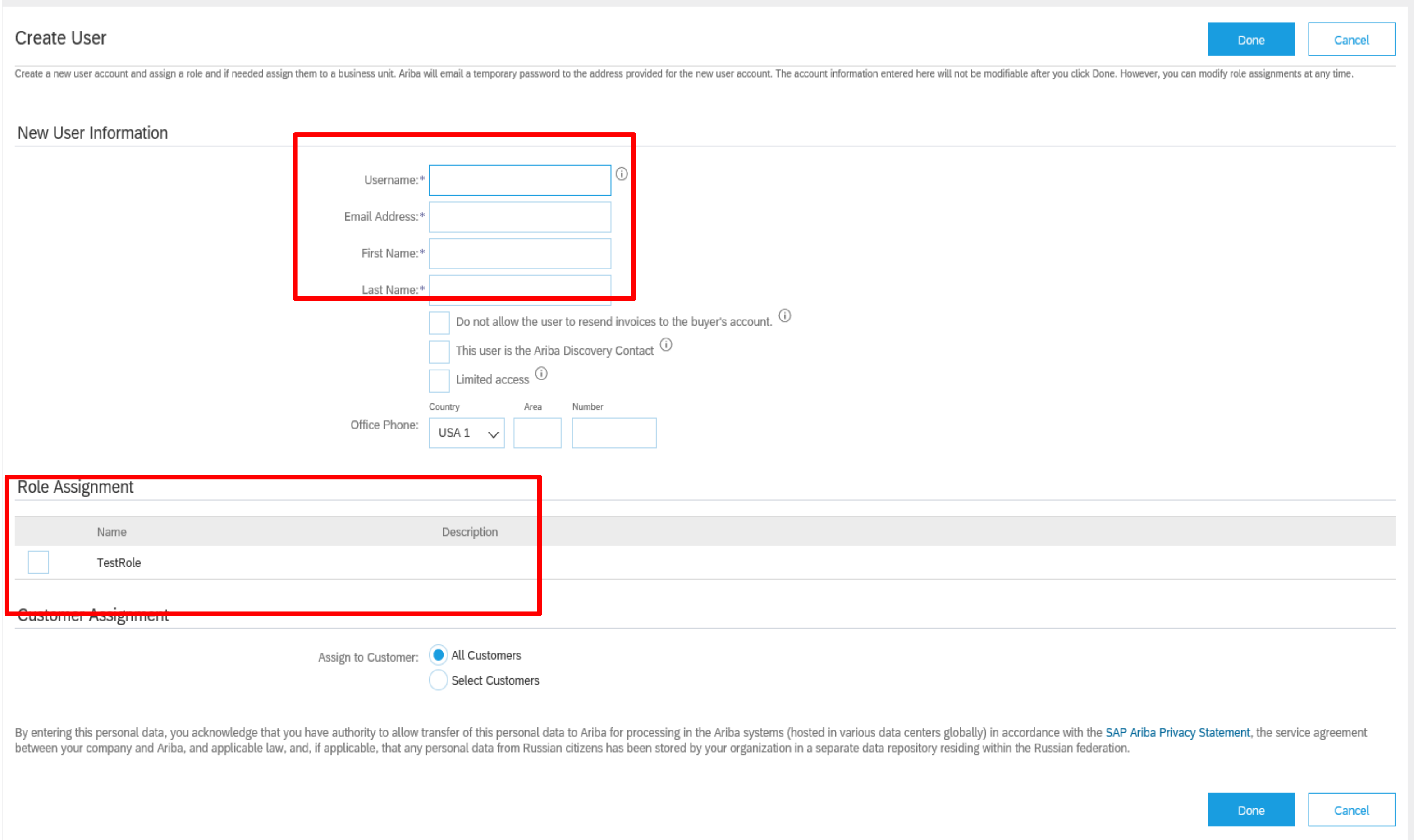
STEP 4. Go to the „**Manage Users**” tab and select the „**+**” symbol to add a new user.



Account and Network settings

Users

STEP 5. Fill all the necessary fields in “**New User Information**” and assign previously created role/roles that will appear in the “**Role Assignment**” section. Then press „**Done**”. New users will receive two e-mails - the first message contains the new username, the second a temporary password. When they log in for the first time, they must change their password.

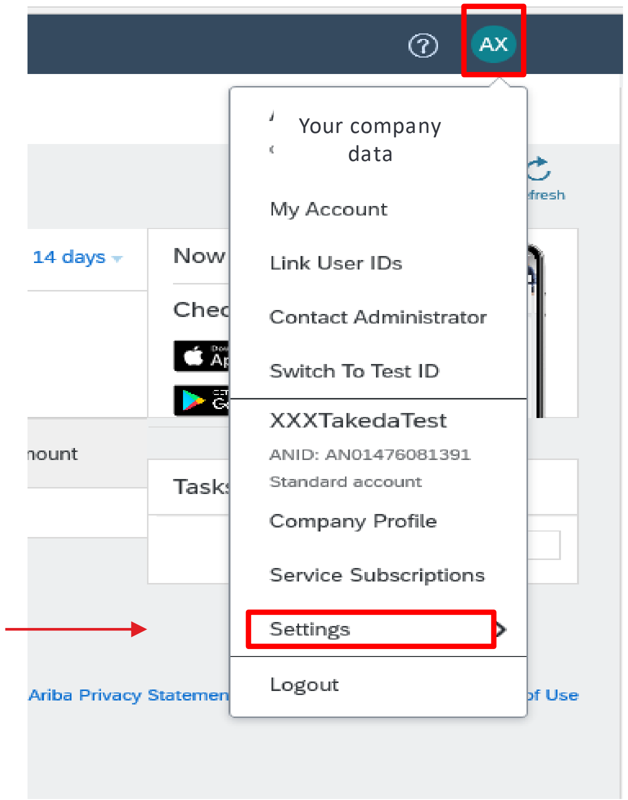


Account and Network settings

Notifications

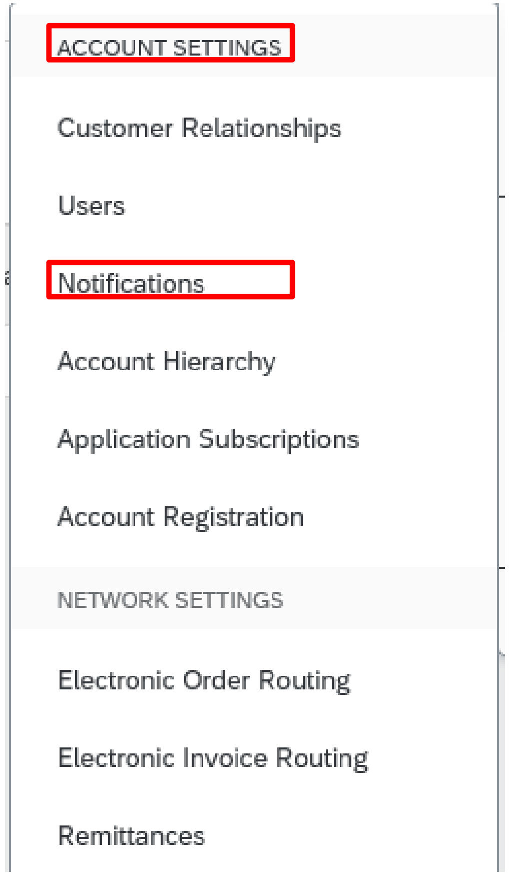
The **network notifications** section indicates which system notifications you would like to receive and allows you to designate which e-mail addresses you would like to send them to.

STEP 1. Click on „**Settings**" under the **Settings icon** and then choose **"Notifications"** from the drop-down list:



SETTINGS ICON

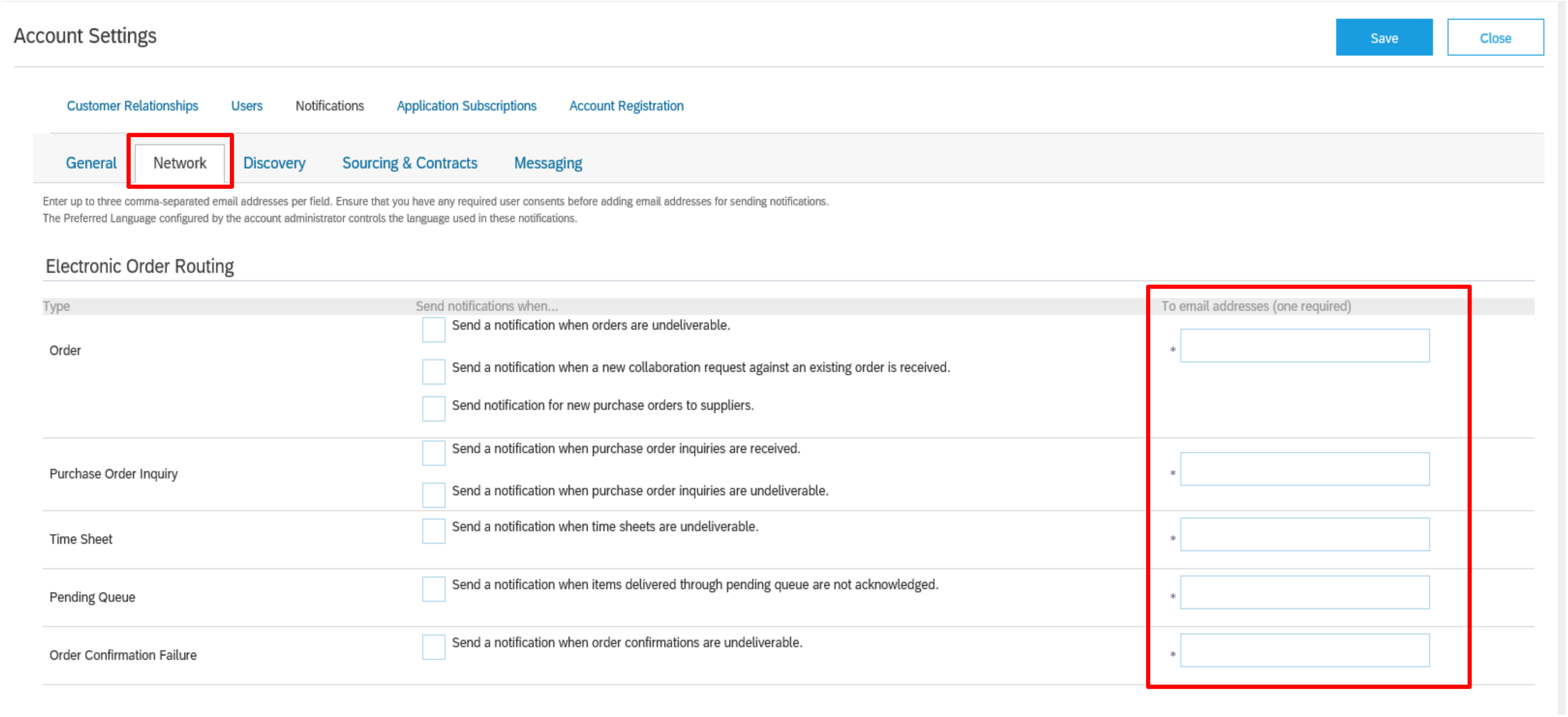
Account settings



Account and Network settings

Notifications

STEP 2. Choose **Network Tab**. You can set up different e-mails for notifications such as „**Electronic Order Routing**” and „**Electronic Invoice Routing**”. Please review the notifications list carefully and choose the proper one in order to guarantee that you will receive only desirable notifications.

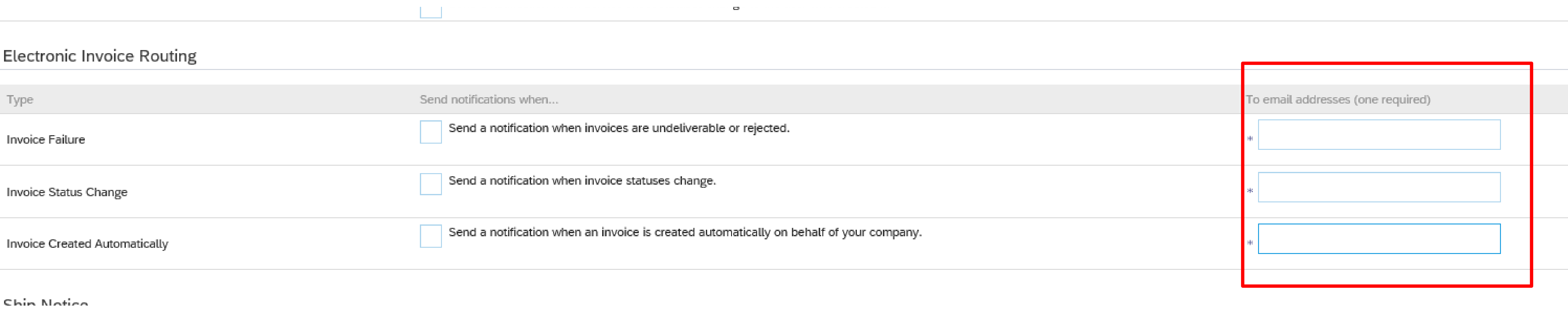


Account and Network settings

Notifications

NOTE: You can enter up to 3 e-mail addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

Example: takeda@takeda.com,takeda1@takeda.com,takeda2@takeda.com



FYI – Whenever one of e-mails included in notifications has the OoO message it may result as failed. Make sure one of these phrases is included in your automatic response – out of office, OOTO, on vacation, on holiday, out of town, away from the office, away until, out of the country, at an off site meeting. This will prevent the order from being shown as **Failed** on Takeda's end.

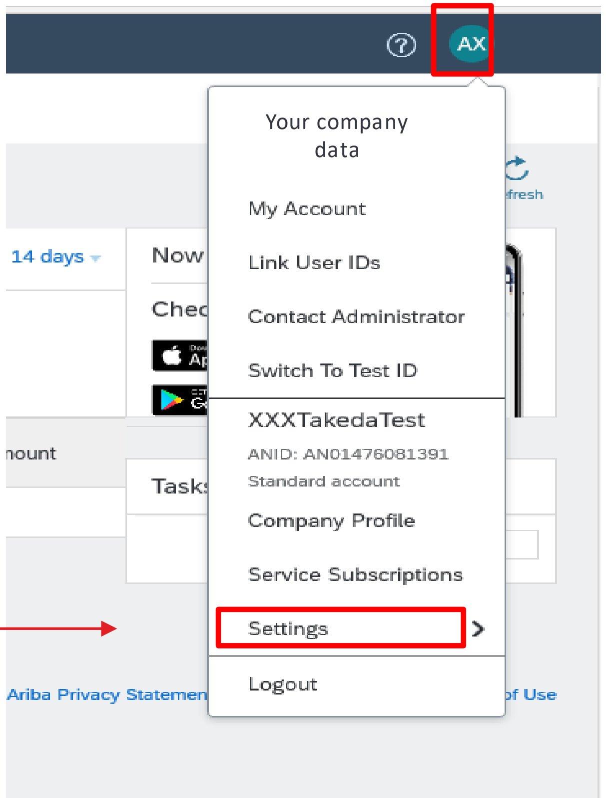
[Email order routing | SAP Help Portal]()

Account and Network settings

Remittances

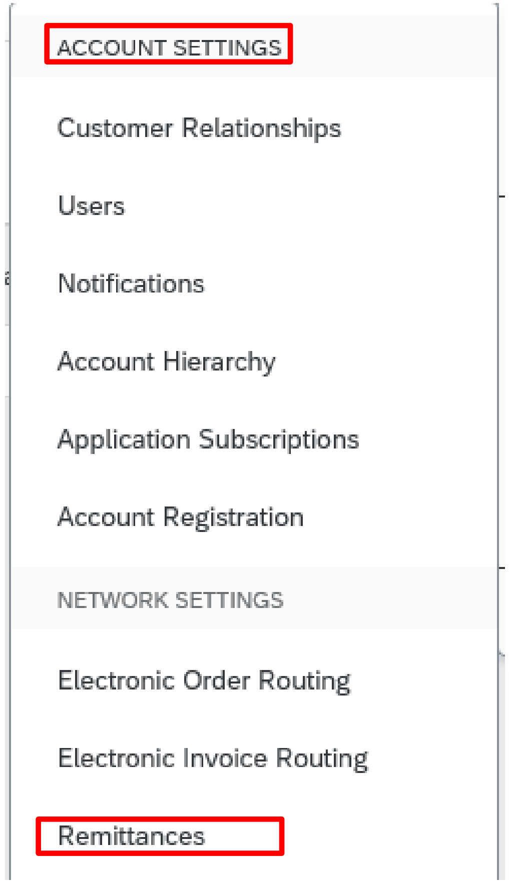
In the following steps, we will configure your **Remittance** information.

STEP 1. Select „**Settings**” under the **Setting icons** and then choose **“Remittances”** from the drop-down list:



SETTINGS ICON

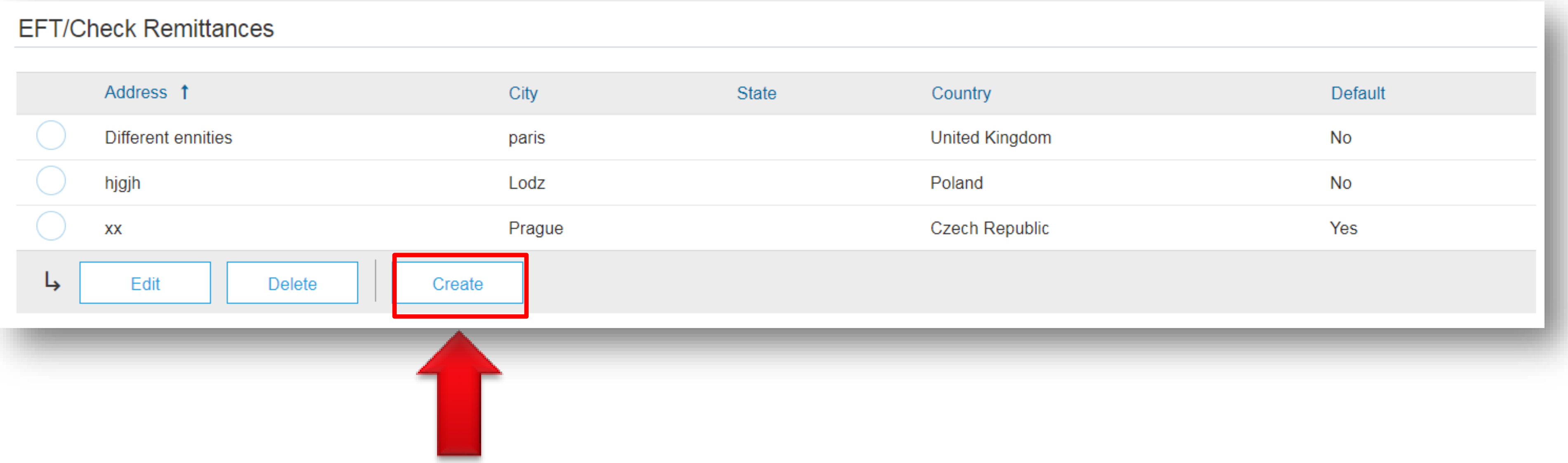
Account settings



Account and Network settings

Remittances

STEP 2. Select „**Create**” in the EFT/Check Remittances section to fill in all required bank details. This is mandatory in order to issue an invoice later on.


EFT/Check Remittances

	Address ↑	City	State	Country	Default
○	Different ennities	paris		United Kingdom	No
○	hjgjh	Lodz		Poland	No
○	xx	Prague		Czech Republic	Yes

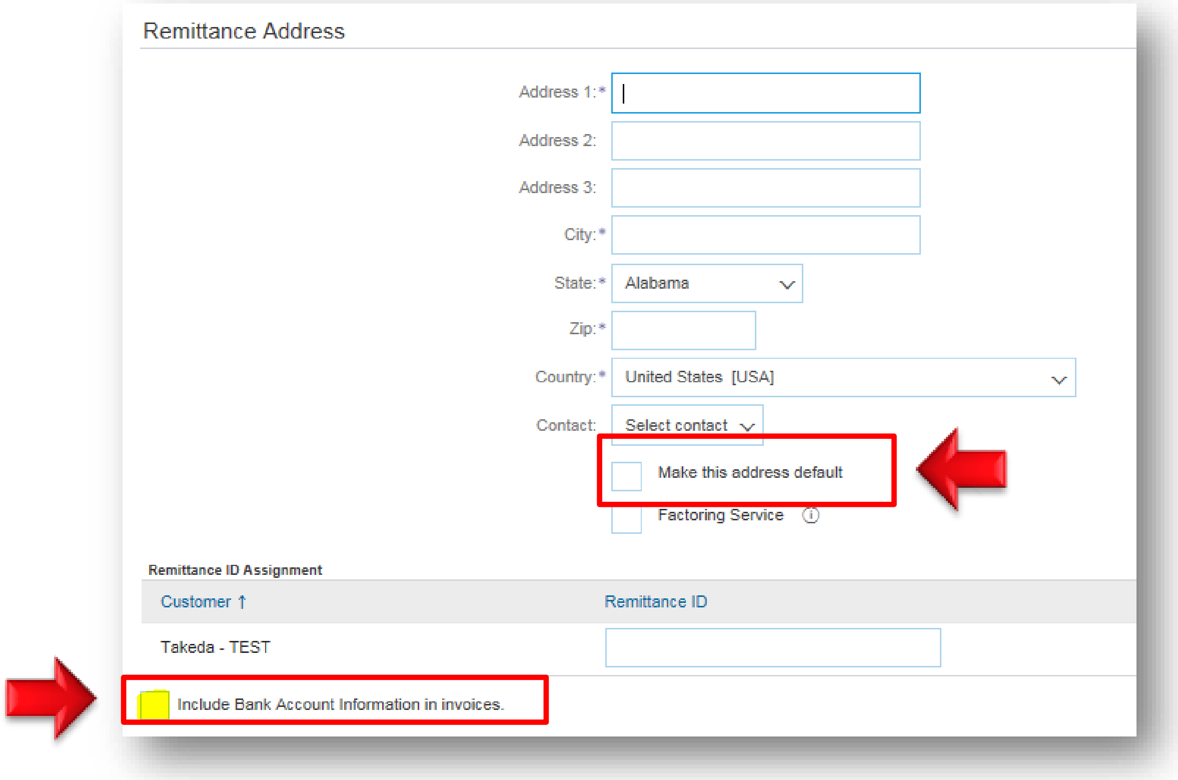
Account and Network settings

Remittances

STEP 3. Complete all required fields marked by an asterisk - all other fields can be left blank.

Please remember to tick „**Include Bank Account Information in invoices**" – provided data will be included on your invoices automatically.

If you want to make that address default, please tick the appropriate field.



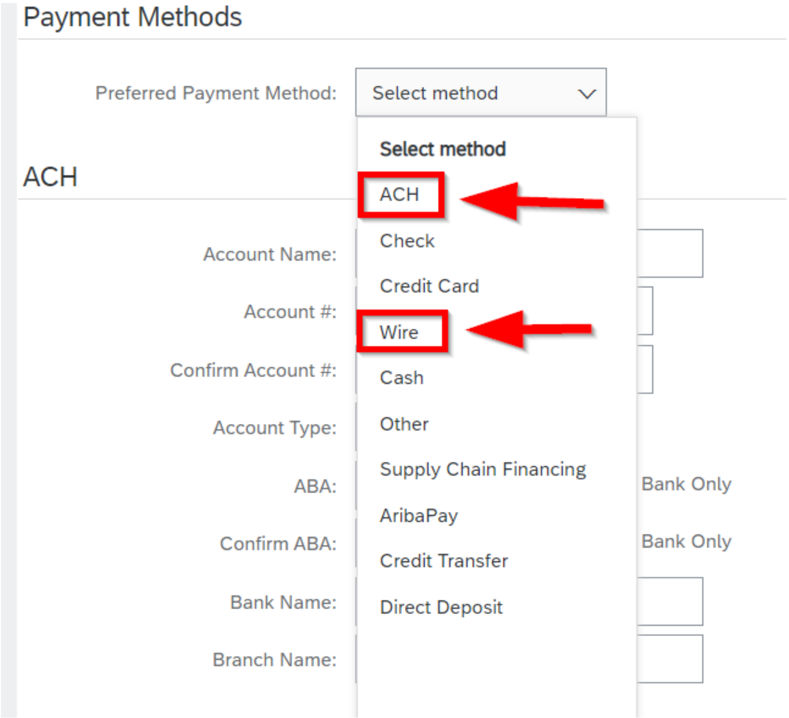
Account and Network settings

Remittances

STEP 4. Select „**Preferred Payment Method**” and from a dropdown list choose:

Wire – usual payment method used by suppliers based in EMEA/APAC

ACH – recommended payment method for suppliers based in US



Account and Network settings

Remittances

STEP 5. Complete all necessary data in the „**Wire transfer**” section. Then press „**OK**” to finish.