

Account and Network Settings

Notifications



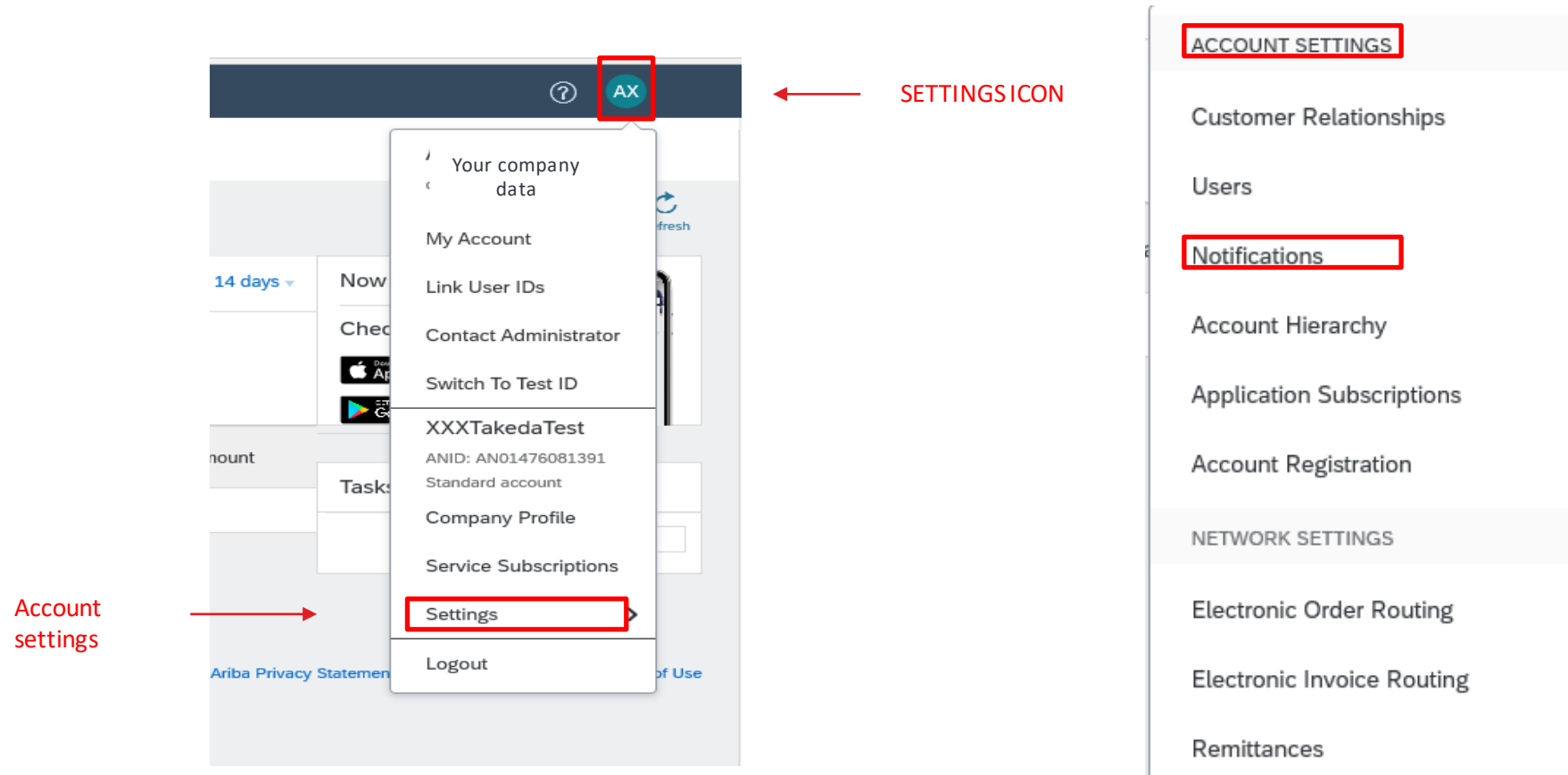
Account and Network settings



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:



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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 Settings Save Close

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Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>

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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

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Ship Notice

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](#)