

Configurer les avis liés aux bons de commande

La section Electronic Order Routing (Acheminement électronique des commandes) indique les adresses courriel où seront envoyés les avis liés aux bons de commande.

Pour modifier les adresses où sont envoyés les bons de commande :

1. Dans le coin supérieur droit de l'application, cliquez sur l'icône **Settings** (Paramètres) associé à vos initiales, puis **sélectionnez Electronic Order Routing**.

2. Dans la partie Catalog Orders without Attachments (Commandes de catalogue sans acheminement) de la section New Orders (Nouvelles commandes), assurez-vous que la **Routing Method** (Méthode d'acheminement) est réglée à **Email** (Courriel) et saisissez un maximum de cinq adresses courriel séparées par une virgule sans toutefois inclure d'espace.

3. Cliquez sur **Save** (Enregistrer).

The screenshot illustrates the steps to configure email addresses for order notices. It is divided into two parts: the top part shows the settings menu, and the bottom part shows the 'Network Settings' configuration page.

Top Part: Settings Menu

- A yellow circle with the number '1' points to the gear icon (Settings) in the top right corner of the application header.
- A dropdown menu is open, showing a list of settings categories. A yellow circle with the number '3' points to the 'Electronic Order Routing' option in the 'NETWORK SETTINGS' section.
- The menu items include: FITSupplier4QA, ANID: AN01458807003-T, Company Profile, ACCOUNT SETTINGS, Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, View All, NETWORK SETTINGS, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, and View All.

Bottom Part: Network Settings Page

- The page title is 'Network Settings'.
- There are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Electronic Order Routing' tab is selected.
- A note states: '* Indicates a required field'.
- Under 'Non-Catalog Orders with Part Numbers', the checkbox 'Process non-catalog orders as catalog orders if part numbers are entered manually' is checked.
- Under 'Status Update Request Notifications', the checkbox 'Do not send status updates for inbound documents in pending queue' is unchecked.
- Under 'New Orders', there is a table with columns 'Document Type', 'Routing Method', and 'Options'.
- The table has two rows:
 - Row 1: 'Catalog Orders without Attachments' (Document Type), 'Email' (Routing Method), and 'Options' (which includes an 'Email address' field and several checkboxes for email attachments).
 - Row 2: 'Catalog Orders with Attachments' (Document Type), 'Email' (Routing Method), and 'Options'.
- A yellow circle with the number '2' points to the 'Email address' field in the first row of the table.
- At the bottom right of the page, there are 'Save' and 'Close' buttons.

Configurer les avis envoyés par courriel

La section Network Notifications (Avis du réseau) vous permet d'indiquer quels avis du système vous souhaitez recevoir et de désigner les adresses courriel auxquelles vous voulez que ces avis soient envoyés.

- 1. **Sélectionnez** Notifications (Avis) après avoir cliqué sur l'icône des paramètres d'entreprise.
- 2. Vous pouvez accéder aux **Network Notifications** à partir de cette section ou cliquer sur l'onglet Network (Réseau) lorsque vous êtes dans la section Notifications.
- 3. Vous pouvez saisir jusqu'à 3 adresses courriel pour chaque type d'avis. Vous devez séparer chaque adresse par une virgule sans toutefois mettre d'espace entre les adresses courriel.

The screenshot displays the FITSupplier4QA interface. In the top right, a settings icon (1) opens a menu where 'Network Notifications' is selected. The main interface shows the 'Network' tab (2) under the 'Notifications' section. The 'Electronic Order Routing' configuration is visible, showing a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The table lists various notification types like 'Order', 'Purchase Order Inquiry', 'Time Sheet', 'Pending Queue', 'Order Confirmation Failure', and 'Collaboration Request', each with checkboxes for when to send notifications and a text input for email addresses. A yellow circle (3) highlights the email address input field, which contains 'fitsupplier4.coe@outlook.c'.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" 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.	fitsupplier4.coe@outlook.c
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	fitsupplier4.coe@outlook.c
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	fitsupplier4.coe@outlook.c
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	fitsupplier4.coe@outlook.c
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	fitsupplier4.coe@outlook.c
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	fitsupplier4.coe@outlook.c

Service Sheet

Type	Send notifications when...	To email addresses (one required)
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