

A male and female scientist in white lab coats and safety gear are working in a laboratory. The male scientist is writing on a clipboard while the female scientist, wearing a blue hairnet and gloves, looks through a microscope. The background is a blurred laboratory setting with shelves and equipment.

How to Configure the Goods Receipt (GR) Notification



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1. Click the user icon in the upper-right corner.
2. Click **Settings**.
3. Under **Account Settings**, select **Notifications**.

The screenshot displays the SAP Business Network user interface. In the top right corner, a user icon (labeled 1) is highlighted. A dropdown menu is open, showing user details and navigation options. The 'Settings' option (labeled 2) is selected, opening a sub-menu. In this sub-menu, the 'Notifications' option (labeled 3) is highlighted. The main dashboard shows various metrics like Orders, Orders to invoice, Invoices, Items to confirm, and Items to ship, along with a 'My widgets' section at the bottom.

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4. In the Account Settings page, click **Network**.

Account Settings 7 Save Close

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Ge 4 **Network** Discovery Sourcing & Contracts

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.

5. Under the 'Network' tab, scroll down or search for the **Receipt** section.

6. Tick the notification box and enter an email address. *(Up to three email addresses can be entered, separated by commas (,).)*

7. Click **Save** to apply your changes.

Receipt 5

6 ☒ Send a notification when a new receipt is received.

To email addresses (one required) reena.luisa.g.domino@accenture.com

i You are encouraged to use a generic email address for notifications, e.g., sales@email.com.

Thank You



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