

Knowledgebase > Getting Started > How do I enter an order email address in ShopFactory?

How do I enter an order email address in ShopFactory?

Merliza N. - 2021-03-01 - Getting Started

When you start selling your products or service, you'll need to provide an email address to receive your Order Notification emails every time an order is completed.

- 1. Open up your shop in ShopFactory.
- 2. From the menu at the top select **Central** dropdown and click **Contact Details**.

<u>File Edit View Publish Services Se</u>	e <u>t</u> tings <u>D</u> esigner <u>L</u> anguages Total	Care <u>H</u> elp				
🕀 New 🛧 Open 🕁 Save 🔍 Find	d 🎦 Central 👻 🛞 Designer 🗸	Publish 🗸 💩 Preview	- © > +			
🗈 Page 🔹 Sub-page	My store	Edit Page	- Edit Product	Detailed View		
ShopFactory Central	Contact details					
	Customer details	1 .				
🖨 💼 Navigation 1		Central		fi 🕐 🚱 (in		
	Website classification	Central				
Privacy	Search engine Meta tags					
Terms						
Checkout	Password protection					
Contact	Payment methods accepted					
Favorites		c 🗠 s	000	ShopEactory Gold		
Navigation 2	Currencies accepted		000	onopraccory cota		
Page 1	Shipping charges		000	12.0.0 Build 17324		
	Terrer					
Specials	Tavez	My Products	My Orders	Account name: testsfcloud		
🖶 💼 Unlisted pages	Shop wide <u>d</u> iscounts	, inj i roudets	ing ordero			
- hank You		· [Upgrade		

3. Locate the "**Email (for Orders)**" field and enter your email address - this is where your Order notification emails will be sent.

Contract datable					
Address format	The content of this page v customers. Make sure to p	will be used to create the address field provide all the legally required informat	ls in your website and in tion for your country.	emails sent to your	
Address to mat	Country	Australia 🗸 🗸			
	User profile	SF Sample Shop_3d3.com			\sim
	Name	SF Sample Shop			
	Company name	3d3.com			
	Address				~
					~
	Suburb		City		
			State	Victoria	`
			ZIP	3150	
	Phone		Phone (for orders)		
	Fax		Ferr (ferrenderm)		
	Email		Email (for orders)	test@3d3.com	
	Home page				
	Company number				
	Tax number				
	Custom 1				
	Custom 2				
			OK	Canaal	Hele

NOTE: *Multiple email addresses can be entered, separated by a comma symbol , not a <i>semi-colon* ;

IMPORTANT: You also need to add the same email address in the backend system. login to your account and add the same "**Email (for Orders)**". To do this, simply login to GlobeCharge or in ShopFactory editor -> SF Central page -> click **MY ORDERS** button -> you will be redirected to the SF Cloud backend interface -> click on **My Store** -> *General* -> "**Email (for Orders)**" field -> add multiple email addresses separated by comma symbol as shown in below screenshot:

ShopFactor	y 📤	Home	Orders	My Products 1	A My Store	Marketing	Account	Help	View store
🔐 M	y Store)						4	Save: General
2 General *	٦		Genera	al					
Payment metho	ds accepted				Interne	address Cor	ntact details of sto	ore Che	ckout Cookie warning
Shipping charge	s		Set	Up Your Sales F	rofile				×
Tax settings			The t other	abs to the left allow you features.	I to set up how buyers	s can pay you, y	our shipping char	ges, tax se	ttings and various
Stock control									
Customer detail			Name of s	tore: *		stor	re_lang		
Social media lin	ks		testsfclou	d		En	iglish		*
Manufacturers r Keyword manag	nanagement ement		Hide st	ore and products					
Customize desig	iu	2	Email for	orders: *					
		J	test@3d3	.com,sales@3d3.com		No	tify me of every o	rder I recei	ve v

- Click Save.