



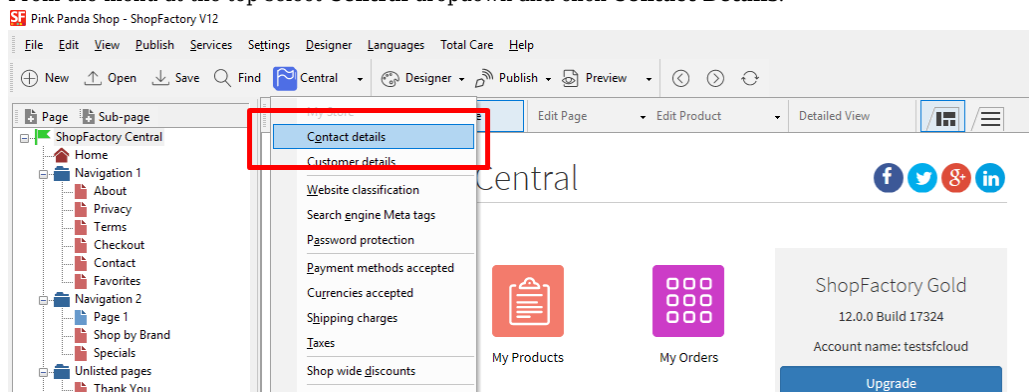
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## How do I enter an order email address in ShopFactory?

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**.



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

The content of this page will be used to create the address fields in your website and in emails sent to your customers. Make sure to provide all the legally required information for your country.

Country	Australia
User profile	SF Sample Shop_3d3.com
Name	SF Sample Shop
Company name	3d3.com
Address	
Suburb	
City	
State	Victoria
ZIP	3150
Phone	
Fax	
Phone (for orders)	
Fax (for orders)	
Email	
Email (for orders)	test@3d3.com
Home page	
Company number	
Tax number	
Custom 1	
Custom 2	

OK Cancel Help

NOTE: Multiple email addresses can be entered, separated by a **comma** symbol , not a 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:

ShopFactory Home Orders My Products **My Store** Marketing Account Help View store

**My Store** Save: General

**General**

Payment methods accepted

Shipping charges

Tax settings

Stock control

Customer details

Social media links

Manufacturers management

Keyword management

Customize design

Internet address | Contact details of store | Checkout | Cookie warning

Set Up Your Sales Profile

The tabs to the left allow you to set up how buyers can pay you, your shipping charges, tax settings and various other features.

Name of store: \* testsfcloud

store\_lang English

☐ Hide store and products

**Email for orders: \***

test@3d3.com,sales@3d3.com

Notify me of every order I receive

- Click Save.