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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**.

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

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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	0				
Suburb	City				
	State Victoria V ZIP 3150				
Phone	Phone (for orders)				
Fax	Fau (incodere)				
Email	Email (for orders) test@3d3.com				
Home page					
Company number					
Tax number					
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Custom 2					
_	OK Cancel Help				
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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 1	My Store	Marketing	Account	Help	View store
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- Click Save.