

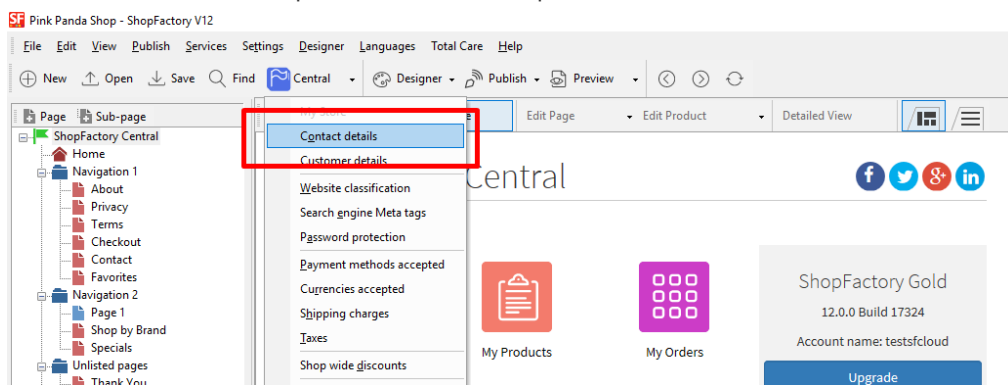


## How do I enter an order email address in ShopFactory?

Merliza N. - 2021-03-01 - Meest gestelde vragen

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.

A screenshot of the 'Page Properties Wizard - Contact' dialog box. The 'Contact details' tab is selected. The form contains various fields for contact information. The 'Email (for orders)' field is highlighted with a red rectangle and contains the text 'test@3d3.com'. Other fields include 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, Home page, Company number, Tax number, Custom 1, and Custom 2. The 'Email' field is also present but not highlighted.

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:

The screenshot displays the ShopFactory 'My Store' management interface. The top navigation bar includes links for Home, Orders, My Products, My Store (highlighted), Marketing, Account, Help, and a View store button. The 'My Store' section is active, showing a sidebar with various settings categories. The 'General' category is selected, and the 'Email for orders' field is highlighted with a red box and labeled with a red '3'. The field contains the email addresses 'test@3d3.com,sales@3d3.com'. A 'Save: General' button is highlighted with a red box and labeled with a red '4'. The 'Name of store' field is labeled with a red '2' and contains 'testsfcloud'. The 'store\_lang' dropdown is set to 'English'. The 'Email for orders' field is labeled with a red '3' and contains the email addresses 'test@3d3.com,sales@3d3.com'. The 'Notify me of every order I receive' dropdown is set to 'Notify me of every order I receive'.

- Click Save.