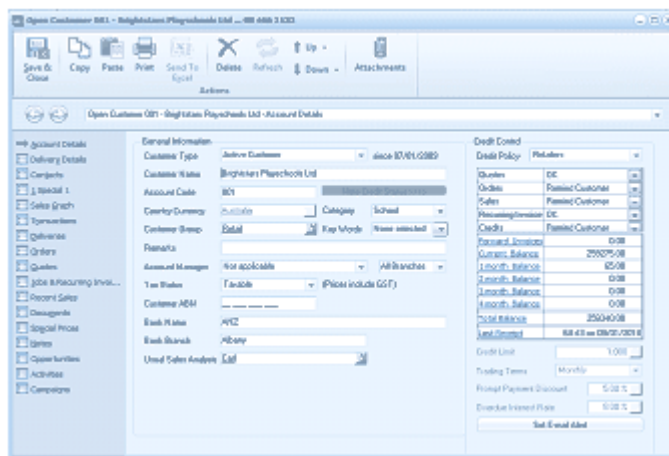


CUSTOMER EMAIL ALERTS

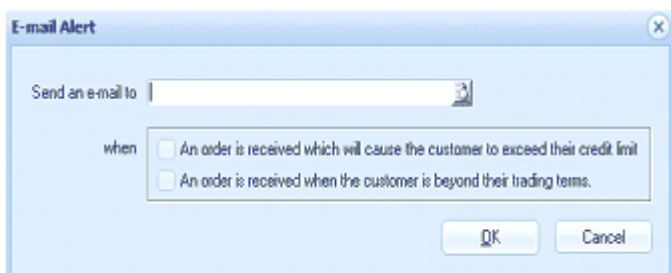
You can set up an E-mail alert so that an e-mail message is sent to the Account Manager, Credit Controller or any other person responsible for deciding on the customer's credit status. The e-mail alert can be sent when an order is placed and this sales order causes the customer's credit limit to be exceeded, or their credit terms have already been exceeded.

Setting up E-mail Alert

Select the Customer account and select E-mail Alert.



This will open the settings screen as follows:



Send an e-mail to: Enter the recipients e-mail address. You can either enter this address manually or select the Finder button (F3) to select from your list of contacts.

Note: Most ABM customers would send this email to accounts@theircompany.com.au rather than the customer so they can

- 1) Stop the goods from leaving the warehouse and

-
- 2) 2) contact the customer directly and negotiate to receive payment immediately

When do you want the e-mail sent.

You can select the event which will trigger an e-mail to be sent to the nominated recipient when

An order is received which will cause the customer to exceed their credit limit

An order is received when the customer is beyond their trading terms

Note: both of the above options can be selected.

Please contact Ajendico Support Team via 02 9570 1966 or support@ajendico.com.au if you have too many customers to set this feature up manually. We are able to script the correct information into all customers at the same time to save data entry keying

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