

# Configuring Goods Receipt (GR) Notification

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**NUS**  
National University  
of Singapore

National University of Singapore

# Configuring Goods Receipt (GR) Notification

The screenshot shows the SAP Business Network user interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A 'TEST MODE' badge is also visible. Below this is a secondary navigation bar with tabs for 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. A yellow callout box with the text 'Click on your profile > 'Settings' > 'Notifications'' is overlaid on the page. In the top right corner, a user profile icon labeled 'JT' is highlighted with a red box. A red arrow points from this icon to a dropdown menu. In the dropdown menu, the 'Settings' option is highlighted with a red box. Another red arrow points from 'Settings' to a sub-menu where the 'Notifications' option is highlighted with a red box. The main content area features a dashboard with five cards: 'Rejected invoices' (0), 'New orders' (8), 'Orders' (14), 'Items to confirm' (16), and 'Items to ship' (0), all for the last 31 days. Below the dashboard is a 'My widgets' section with a 'National University of...' widget and a 'Customize' button. At the bottom, there are more widgets for 'Purchase orders' (Last 3 months), 'Invoice aging', and 'Activity feed' (All).

Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Click on your profile > 'Settings' > 'Notifications'

John Teo

- My Account
- Link User IDs
- Contact Administrator
- Company Profile
- Settings
- Logout

- Account Settings
- Customer Relationships
- Users
- Notifications

Rejected invoices 0 Last 31 days

New orders 8 Last 31 days

Orders 14 Last 31 days

Items to confirm 16 Last 31 days

Items to ship 0 Last 31 days

My widgets National University of... Customize

Purchase orders Last 3 months Invoice aging Activity feed All

# Configuring Goods Receipt (GR) Notification

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Generative AI

General

Network

Discovery

S

Click on **'Network'**

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

# Configuring Goods Receipt (GR) Notification

Under '**Network**', search for the '**Receipt**' section.  
Proceed to tick the notification box & input in an email address  
*(Up to 3 emails can be inputted, must be separated with a comma)*  
*Note: Suppliers are encouraged to use a generic email for notification, e.g. sales@email.com*

Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	* <input type="text" value="example@email.com"/>

**THANK YOU**