



# Global 3000 Service Pack Note

## Additional Email Addresses

<b>Author</b>	DCP		
<b>Project</b>	ZM60_000544.docx		
<b>Version</b>	1.0		1 of 8

## INTRODUCTION

This service pack provides the ability to hold multiple email addresses per contact and for document delivery.

The changes introduce a new button (labeled 'More...') within contact maintenance, customer maintenance and supplier maintenance. When pressed up to nine additional email addresses can be configured for the contact or document.

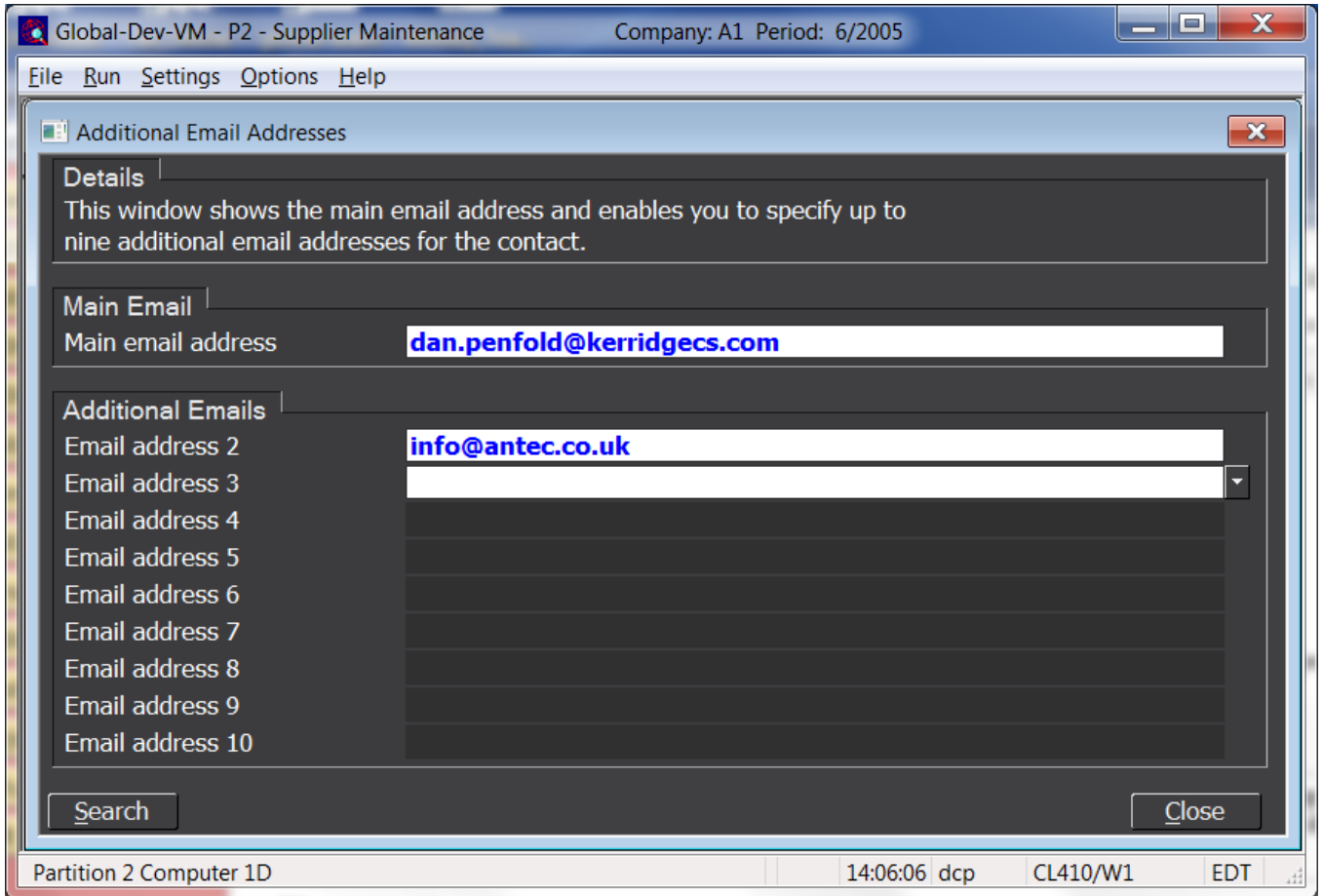
The new button is available for the email address associated with customer and supplier contacts and the following documents (when delivered via email).

- Customer Statements
- SOP Quotations
- SOP Acknowledgements
- SOP Delivery Notes
- SOP Invoices/Credit Notes
- Supplier Remittance Advices
- POP Orders

In addition, new options have been added within 'Data Protection Maintenance' to allow additional customer and supplier email addresses to be anonymized if required.

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## Additional Email Addresses Window



**Purpose** This window shows the main email address and enables you to specify up to nine additional email addresses for contacts or to be used when documents are delivered via email.

*The prompts are:*

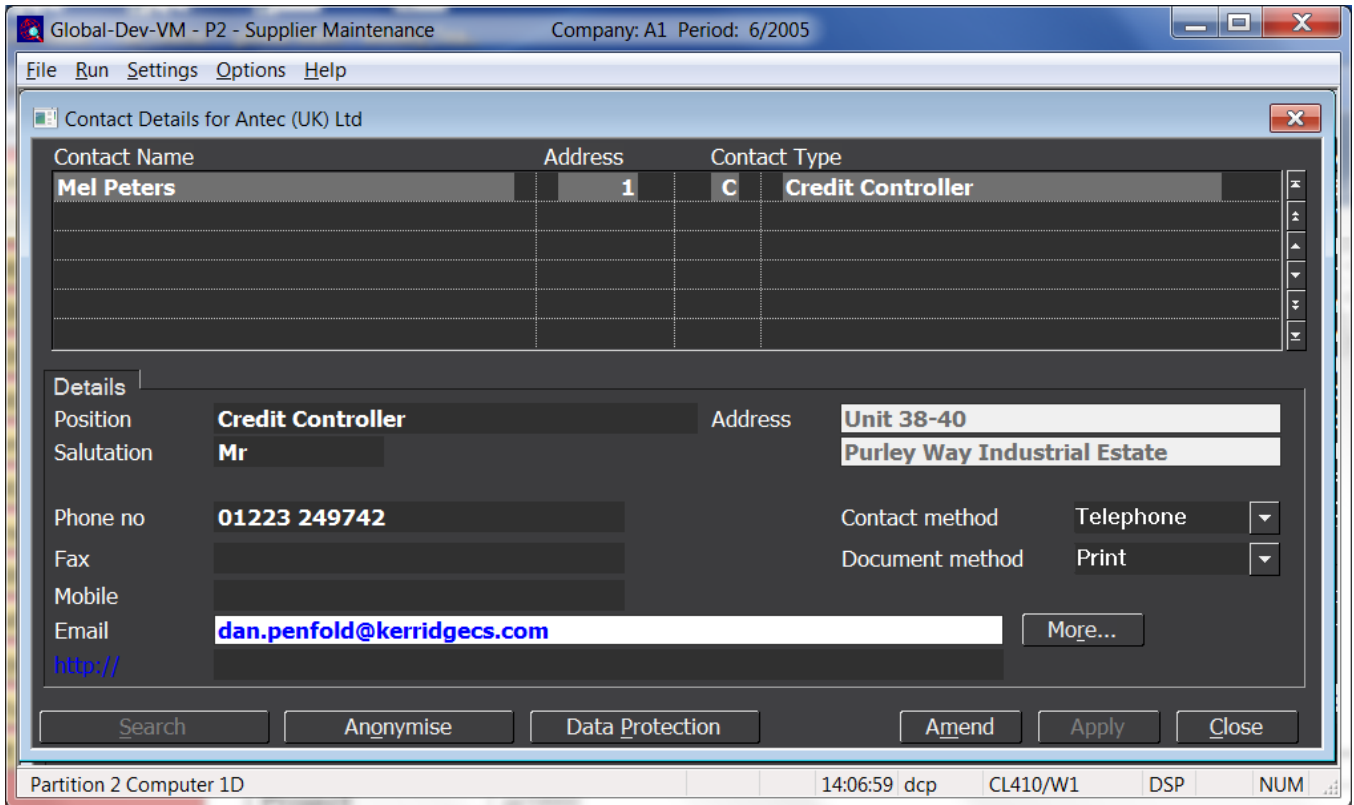
**Main email address** (*Display Only*) The (main) email address to which the additional email addresses relate.

**Email address 2..10** Enter up to nine additional email addresses. A search of existing contact email addresses is available.

**Note** Documents are delivered to additional email addresses where applicable.

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# Contact Details Window



**More...** Press this to specify up to nine additional email addresses that relate to the email address currently being entered.

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# Customer Maintenance - Company Details Window

Global-Dev-VM - P2 - Customer Details      Company: A1    Period: 8/2005

File   Run   Settings   Options   Help

Company Details for READ001 (Reading Stationery)

Co	Name	Credit Limit (GBP)	Credit Rating	Rep.	Terr
A1	Standext Systems Ltd	60,000	A	HS	S02

**Account Details**

Trading terms: **B**    Due 60 Days

Key customer?

Statement: Emailed

Email: dan.penfold@kerridgecs.com    More...

**Classifications**

Class: **R1**

**General Ledger**

Default profit centre:    Default account:   

Control profit centre:    Control account:   

Autopost profit centre modifier:    Autopost account modifier:   

Cost of sales pc modifier:    Cost of sales a/c modifier:   

Search    Details    SOP Details    Amend    Apply    Close

Currencies    Bank Details    Discounts

Previous Rating    Indemnity

Partition 2 Computer 1D      14:51:25 dcp    DL410Y/W5    MNT    NUM

**More...** Press this to specify up to nine additional email addresses for customer statements.

**Note** Customer statements are delivered to main and any additional email addresses that have been specified.

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# Customer Maintenance - SOP Details Window

The screenshot shows the 'Customer SOP Parameters' window. The 'SOP Details' section includes: Main price list (MAINGBP), Special price list, Allow sale of products stocked at all locations (checked), Restrict to location, Delivery code (VAN), Default location, Trade discount scheme (FILE), Trade discount level (1), Delivery charge, Line/Trailer comment, Negotiated discount (0.00%), Delivery confirmation, Number of labels (0), Payment method (Normal), and Cross-border cash book. The 'Email Settings' section includes: Email quotations? (checked) with email sales@readingstationery.co.uk and a More... button; Email acknowledgements? (checked) with email sales@readingstationery.co.uk and a More... button; Email delivery notes? (checked) with email stores@readingstationery.co.uk and a More... button; and Email invoices and credit notes? (checked) with email accounts@readingstationery.co.uk and a More... button. The 'SOP Settings' section includes: Back orders? (Allowed), Allow part delivery? (checked), Combine orders for deliveries?, Allow part invoice? (checked), Acknowledgements required?, Combine invoices?, and Email confirmation of delivery? (unchecked). The status bar at the bottom shows 'Partition 2 Computer 1D', '14:57:37 dcp', 'DL41YA/W6', and 'EDT CAPS NUM'.

**More...** Press this to specify up to nine additional email addresses that relate to the email address currently being entered.

**Note** Documents are delivered to additional email addresses where applicable.

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# Supplier Maintenance – Company Details Window

Global-Dev-VM - P2 - Supplier Maintenance      Company: A1 Period: 6/2005

File Run Settings Options Help

Company Details for ANT015 (Antec (UK) Ltd)

Co	Name	Credit Limit (GBP)	Payment Method	Auto-payment?
A1	Standext Systems Ltd	0	C	<input checked="" type="checkbox"/>

**Account Details**

Trading terms: 3M      Due 90 Days

Default approver: [dropdown]

Key supplier?

Held?

Remittance advices required?

Email remittance advices?

Email: dan.penfold@kerridgecs.com      More...

**Agency Details**

Paid via an agency

Agent

Agency reference

**General Ledger**

Default profit centre: [dropdown]      Default account: [dropdown]

Control profit centre: [dropdown]      Control account: [dropdown]

Autopost profit centre modifier: [dropdown]      Autopost account modifier: [dropdown]

**Purchase Details**

Price list: [dropdown]

Email purchase orders?

Email: dan.penfold@kerridgecs.com      More...

Search      Details      Amend      Apply      Close

Currencies      Bank Details

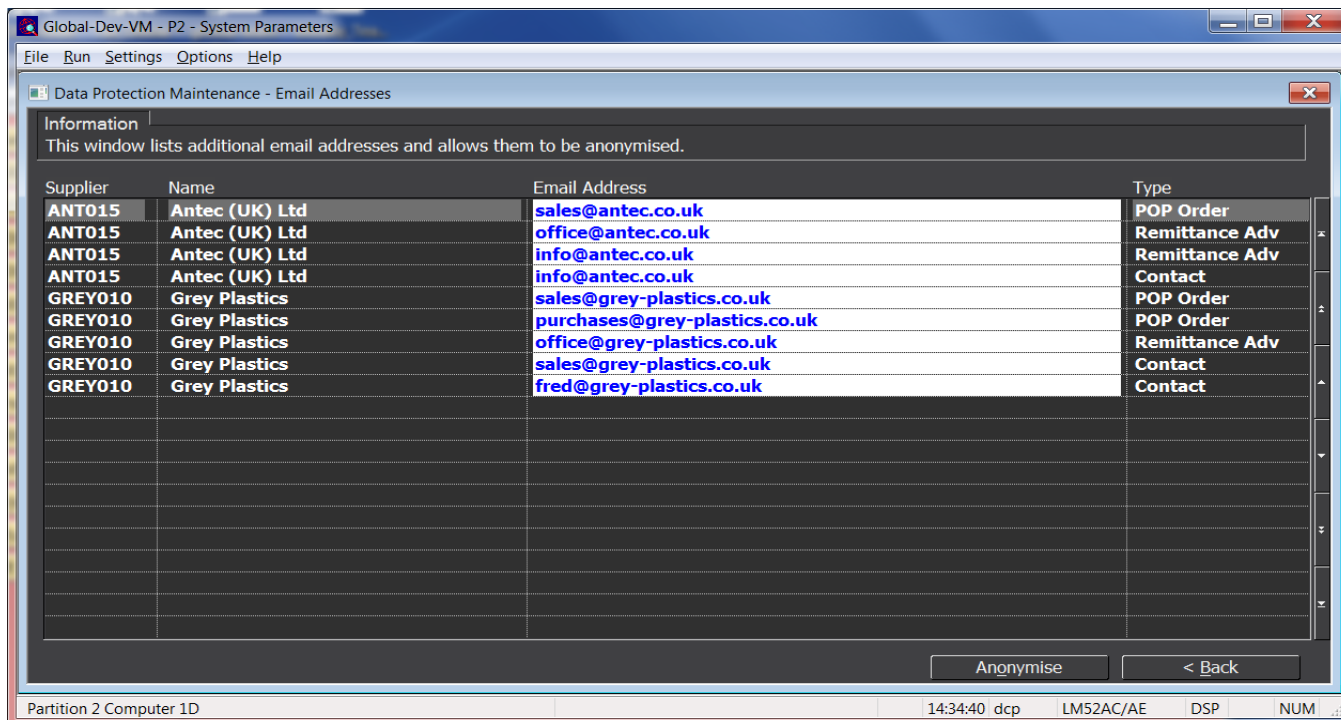
Partition 2 Computer 1D      14:09:50 dcp      CL410Y/W6      DSP      NUM

**More...** Press this to specify up to nine additional email addresses that relate to the email address currently being entered.

**Note** Documents are delivered to additional email addresses where applicable.

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# Data Protection Maintenance – Additional Email Addresses.



This window appears when you select 'Data Protection Maintenance' from the administration parameters menu. Before it is displayed you are prompted to select whether you wish to process additional email addresses for customers or suppliers.

**Purpose** This window allows you to manage the anonymization of additional email addresses associated with customer and supplier contacts and for document delivery.

- Notes**
- This function can be protected via an authorisation point (LM\_D\_PROT1).
  - When used as intended this function provides options that alongside procedures managed outside of Global 3000 allow a business using Global 3000 to comply with the General Data Protection Regulation (GDPR). The existence of this function does NOT imply that a business using Global 3000 is GDPR compliant.

The prompts are:

- Customer/Supplier** (Display only) The customer/supplier code.
- Name** (Display only) The customer/supplier name.
- Email address** (Display only) The email address.
- Type** (Display only) The type of additional email address.

The buttons are:

- Anonymise/Restore** Press this to toggle between the currently hi-lighted email address being marked for anonymisation or not ('Restore'). Anonymisation takes place when the current period is closed.

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