

## **Alert Profile Settings EN**

Step	Action
1.	Use this Supplier Portal activity to set up an Alert Profile in SNC. An Alert Profile specifies the conditions for determining when Alerts are sent. Upon logging into the SAP SNC system, the <i>Alert Monitor</i> window displays.
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2.	To begin creating your Alert Profile, navigate to the Alert Type field.
3.	Set an Alert Type with a known single value.
	Enter the appropriate information into the Alert Type: field. Type a valid value; for example, "7051".
4.	To set an Alert Type with a range of values or multiple specific values, click the Multiple Selection arrow to the far right of the Alert Type field.

Step	Action
5.	In the <i>Multiple Selection</i> window, you can enter multiple specific values in the <b>From</b> column fields, or enter a range of values in the <b>From</b> and <b>To</b> fields.
	Multiple Selection
6.	If values are entered using the <i>Multiple Selection</i> window, the <b>Multiple Selection</b> arrow shows green indicating that values have been entered.
	Alert Type: 📕 7051 🗇 To 🗇
7.	By entering <b>N</b> into the <b>Acknowledged</b> field, you will only receive notifications for alerts that have not been acknowledged by you.
	Type "N" into the Acknowledged: field.
	Acknowledged:
8.	Save the Alert Profile.
	Click the <b>Reset</b> drop-down button to activate the menu.
	Reset Go Close Selection
9.	Click the Save as menu item.
	Reset 4 Go
	Reset Save
	Save as
	Delete
10.	Give the profile an identifiable name. The name entered here will be the subject line of the alert e-mails you receive from SNC.
	Enter the appropriate information into the <b>Name</b> field. Type a valid value; for example, " <b>NEWCHANGEPOALRT</b> ".
	Supply Network Collaboration (Supplier View)

Step	Action
11.	Click the OK button.          Supply Network Collaboration (Supplier View)         * Name:       NEWCHANGEPOALRT         User-Specific       Default         OK       Cancel
12.	Enter the notification settings for the Alert Profile. Click the Set Notification button. Alert Monitor Click the Set Notification button. Selection NEWCHANGEPOALRT successfully created Display Message Log Selection Show: * NEWCHANGEPOALRT Save as  Go Close Selection Set Notification
13.	Click the <b>Recipient Type:</b> drop-down button to activate the menu. Valid-to Date: 31.12.9999  Recipient Type: U-User in System
14.	Click the C-Channel menu item. Recipient Type: U-User in System ▼ U-User in System C-Channel
15.	To receive e-mail alerts. Enter the appropriate information into the <b>E-Mail Address:</b> field. Type a valid value; for example, "suppliername@supplieraddress.com". E-Mail Address:
16.	Enter the appropriate information into the <b>Sending User:</b> field. Type a valid value; for example, " <b>CORP3MSNC</b> ". Sending User:
17.	Click the Message Channel: drop-down button to activate the menu. Message Channel: EMAIL -E-Mail (Alert Management)

Step	Action
18.	Click the EMAILD-E-Mail (Direct) menu item.          EMAIL       -E-Mail (Alert Management)         EMAIL       -E-Mail (Alert Management)         EMAILD       -E-Mail (Direct)         FAX       -Fax (Alert Management)         PAGER       -Pager (Alert Management)         SMS       -SMS (Alert Management)
19.	Click the <b>Minimum Priority:</b> drop-down button to activate the menu. Minimum Priority: 2-Warning
20.	Click the <b>3-Information</b> menu item.  2-Warning  -Error  2-Warning  3-Information
21.	To receive e-mails periodically with all relevant information as per your settings. Click the <b>Periodic Notification:</b> option. Immediate Notification: Periodic Notification:
22.	Choose a start time and frequency for notifications. It is recommended that you receive notifications with relevant information daily. Verify the <b>Period</b> field is populated with <b>24:00</b> - Start Date: 31.01.2018 - Start Time [hh:mm]: 19:52 - Period [hh:mm]: 24:00
23.	Click the <b>Save</b> button. Once saved, the <b>Profile Saved</b> message appears. This message confirms that e-mail notifications have been set. The next time a document triggers this alert, you will receive an e-mail.
24.	You have completed this activity. End of Procedure.