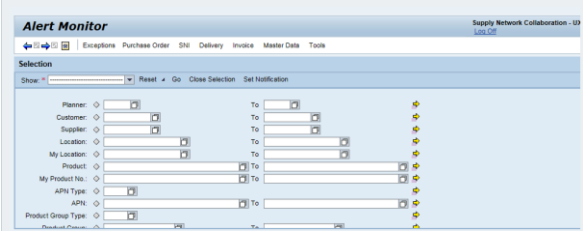
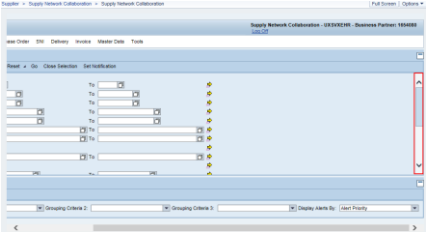
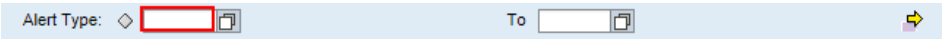
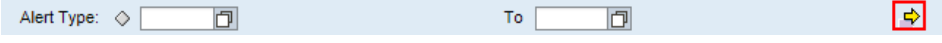
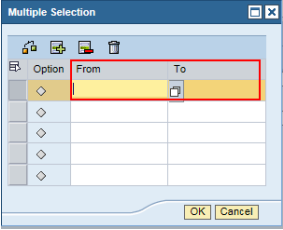
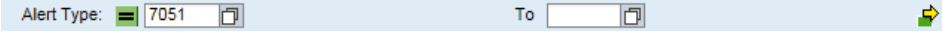

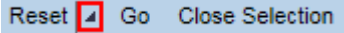
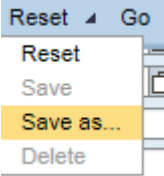
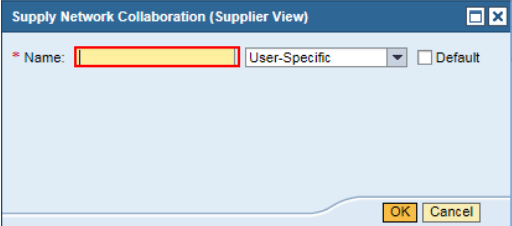
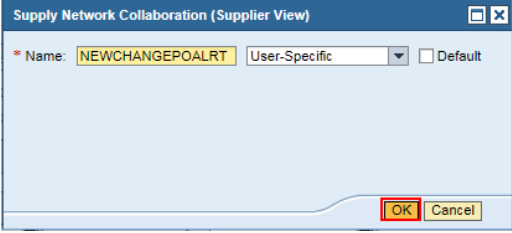
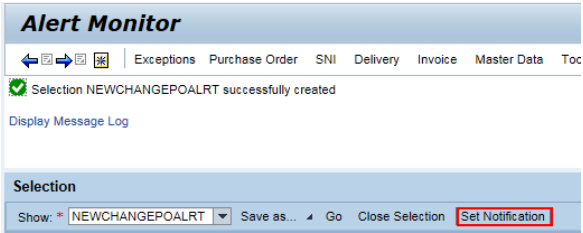
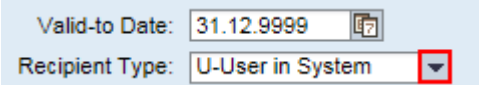
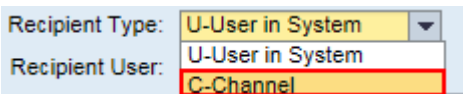
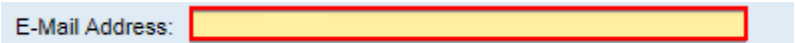
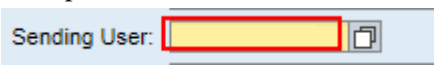
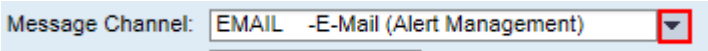
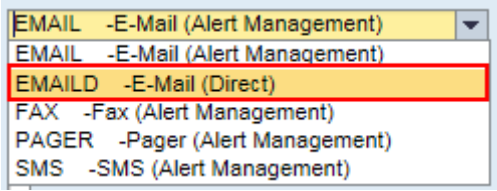
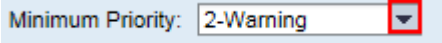
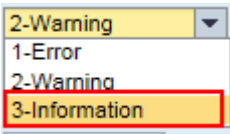
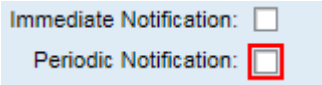
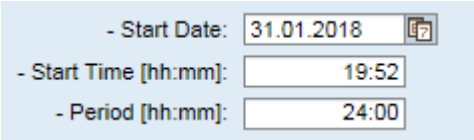
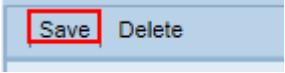


## Alert Profile Settings EN

Step	Action
1.	<p>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.</p> <p>Upon logging into the SAP SNC system, the <i>Alert Monitor</i> window displays.</p> 
2.	<p>To begin creating your <b>Alert Profile</b>, navigate to the <b>Alert Type</b> field.</p> <p>Click the scroll bar.</p> 
3.	<p>Set an <b>Alert Type</b> with a known single value.</p> <p>Enter the appropriate information into the <b>Alert Type</b>: field. Type a valid value; for example, "<b>7051</b>".</p> 
4.	<p>To set an <b>Alert Type</b> with a range of values or multiple specific values, click the <b>Multiple Selection</b> arrow to the far right of the <b>Alert Type</b> field.</p> 

Step	Action
5.	<p>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.</p> 
6.	<p>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.</p> 
7.	<p>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.</p> <p>Type "<b>N</b>" into the <b>Acknowledged:</b> field.</p> 
8.	<p>Save the <b>Alert Profile</b>.</p> <p>Click the <b>Reset</b> drop-down button to activate the menu.</p> 
9.	<p>Click the <b>Save as...</b> menu item.</p> 
10.	<p>Give the profile an identifiable name. The name entered here will be the subject line of the alert e-mails you receive from SNC.</p> <p>Enter the appropriate information into the <b>Name</b> field. Type a valid value; for example, "<b>NEWCHANGEPOALRT</b>".</p> 

Step	Action
11.	<p>Click the <b>OK</b> button.</p> 
12.	<p>Enter the notification settings for the <b>Alert Profile</b>.</p> <p>Click the <b>Set Notification</b> button.</p> 
13.	<p>Click the <b>Recipient Type:</b> drop-down button to activate the menu.</p> 
14.	<p>Click the <b>C-Channel</b> menu item.</p> 
15.	<p>To receive e-mail alerts.</p> <p>Enter the appropriate information into the <b>E-Mail Address:</b> field. Type a valid value; for example, "<b>suppliername@supplieraddress.com</b>".</p> 
16.	<p>Enter the appropriate information into the <b>Sending User:</b> field. Type a valid value; for example, "<b>CORP3MSNC</b>".</p> 
17.	<p>Click the <b>Message Channel:</b> drop-down button to activate the menu.</p> 

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