



Smart Event - New Supplier Email

This Smart Event sends an email when a new Supplier is created in Sage Intacct. My customers have asked for this when they want the purchasing department to know that the new supplier is now created and purchase orders can now be created.

Navigate to the Smart Event Wizard either by Customisation Services or Platform Services > Smart Events > Add

The wizard guides you through the process of designing your smart Event

Step 1 Choose object to extend Step 1 of 3 Select object Next >>

Owner object

* Required

Step 1 Choose object to extend | Owner object Select **Supplier** | **Click Next**

Step 2 Select event properties Step 2 of 4 Select properties << Back Next >>

Action

Events *
 Selected items (1) Add or edit
 Add x

Condition

Note: Use the yyyy.mm.dd format for date values

* Required

Step 2 a. Select event properties Action **Select** Email | b. Events **Select** Add | c. Condition Enter `{!VENDOR.VENDORID!} <> ""` | **Click Next**



Step 3 Select email properties

Step 3 of 4 Select email properties

« Back

Next »

Email *

{!VENDOR.LPH_CONTACT_EMAIL_ADDF

Subject *

{!VENDOR.NAME!} created

Attach PDF

Body

The above new supplier has been created and is available to use.

Best regards

Finance

* Required

Step 3 Select Email Properties Email **Enter** The email address* | **Subject** {!VENDOR.NAME!} created | **Body** Enter the Text for the body of the Email | **Click** Next

Step 4 Select deployment options

Step 4 of 4 Save

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Done

Smart link ID *

AP_NEW_SUPPLIER_EMAIL

Description

Email sent to person requesting
new supplier be created

Status

Active

* Required

Step 4 Select deployment options Smart link ID **Enter** AP_NEW_SUPPLIER_EMAIL | **Description** Email sent when a new supplier is created | **Status** Active | **Click** Save

In a later article we will look at using dynamic rather than static email addresses.