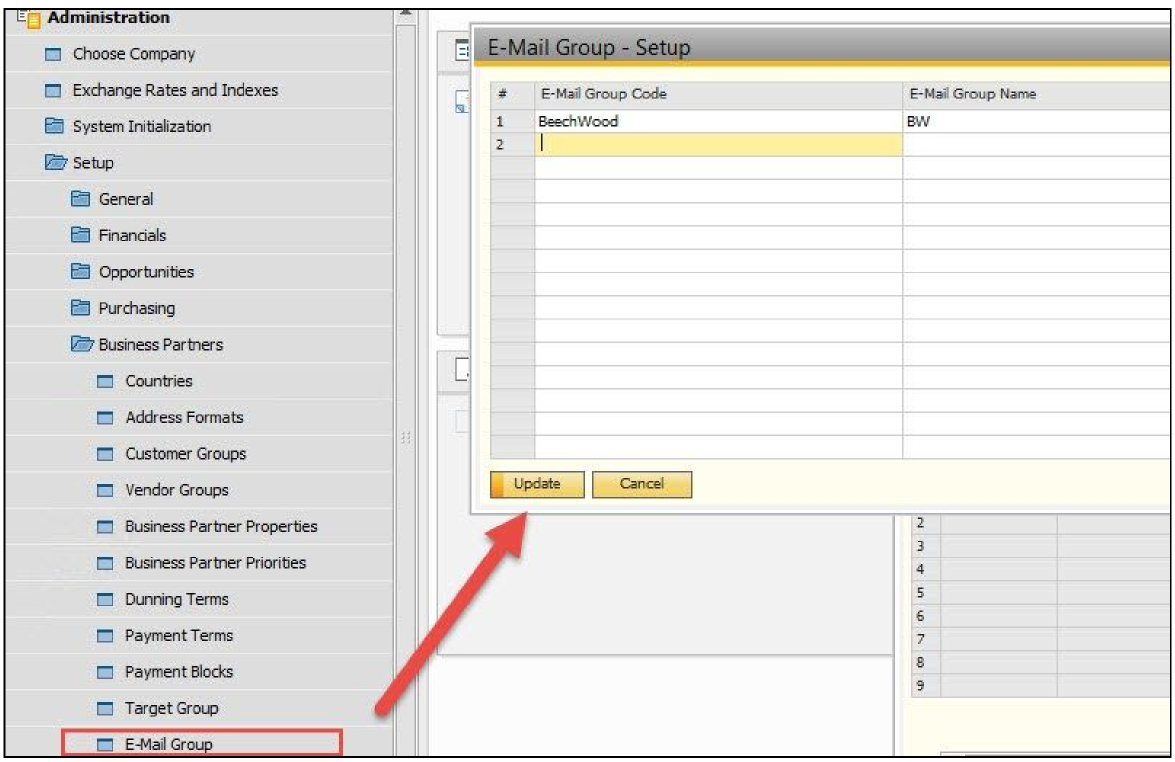
Summary

There is a new feature in the most recent platform upgrade, which is used to associate certain Contact Persons within a Business Partner to an E-mail Group.

This feature will allow you to specify the recipients within the Business Partner's organization that will receive certain e-mails. In this way, the E-mail Group will act as a distribution list. For example, this feature allows you to send A/R Invoices created for different customers to their respective accountants.

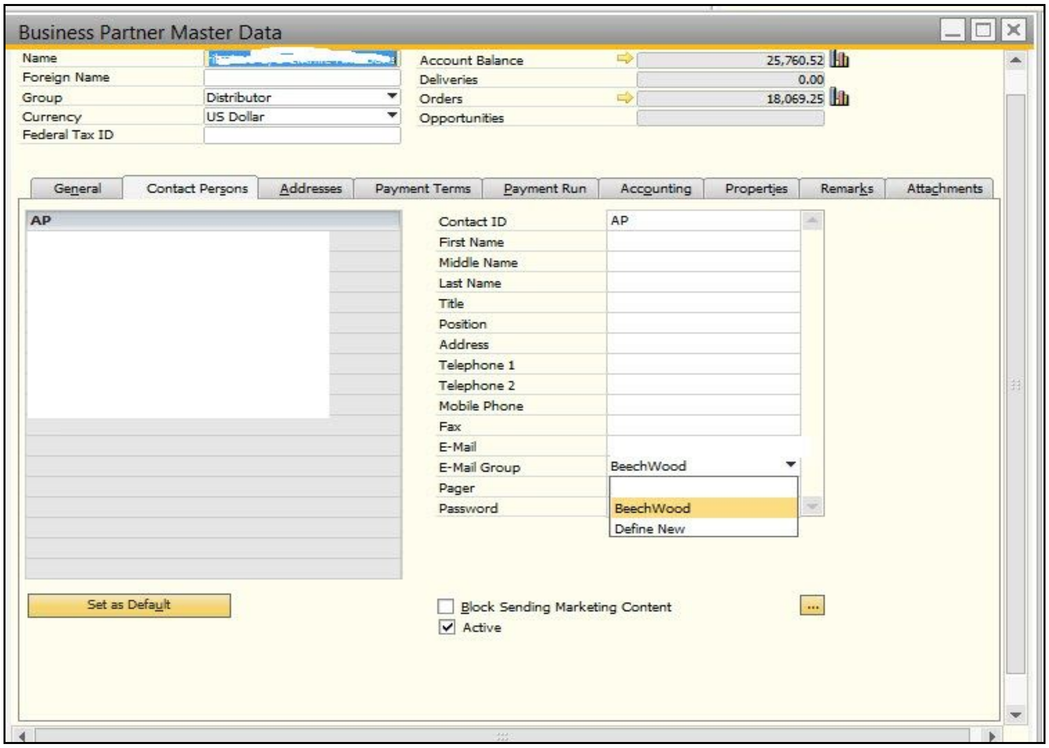
Step-by-Step Guide

1. Go to Administration->Setup->Business Partners->E-Mail Group
2. Add the 'Email Group Code and Group Name in the next available row and click Update



3. Bring up the Business Partner in the Business Partner Master Data that you would like to create a distribution list for
4. Switch to the 'Contact Persons' tab

5. Assign each applicable contact person to the E-mail Group(s) you just created



Now, whenever you want to e-mail certain documents, such as a Customer Statement, you may receive this prompt:

Once you make your selections and choose, 'Okay' you'll see that the system has added all the contacts associated with the E-mail Group onto the window to be sent.

Version 4.5.1.0