

How to define two emails for one vendor

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Description:

How can I send a letter to the vendor (for example an order) to more than one address? When I define the vendor address there is only one place for email.

Resolution:

This can be done by putting two addresses in the email field and putting a semicolon between them. For example:

john.smith@books.com;sally.jones@books.com

Then, when the letter (order, claim, etc) is sent, it will go to both addresses.

Additional Information

email letter to vendor

- **Article last edited:** 10/8/2013