

Widget-Based Email Templates

Overview

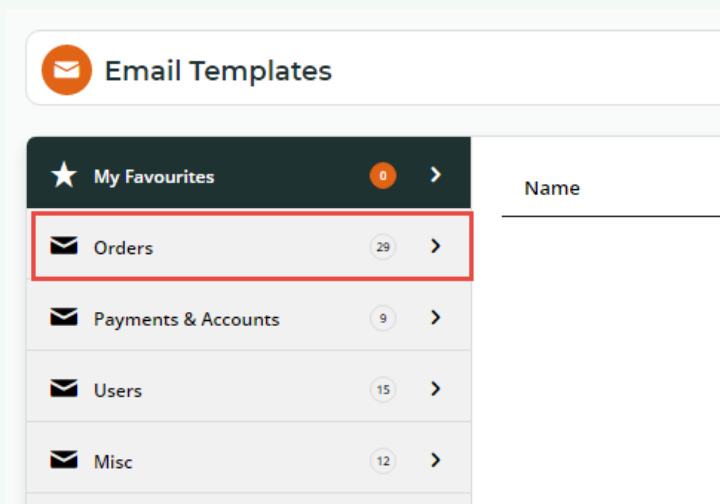
On implementation of a Best Practice Design (BPD) website, several email templates are configured for use out of the box. These include:

- Order Confirmation
- Order Shipped
- Password Recovery
- New User Registration

These email templates are easy to maintain in the CMS by a site Administrator.

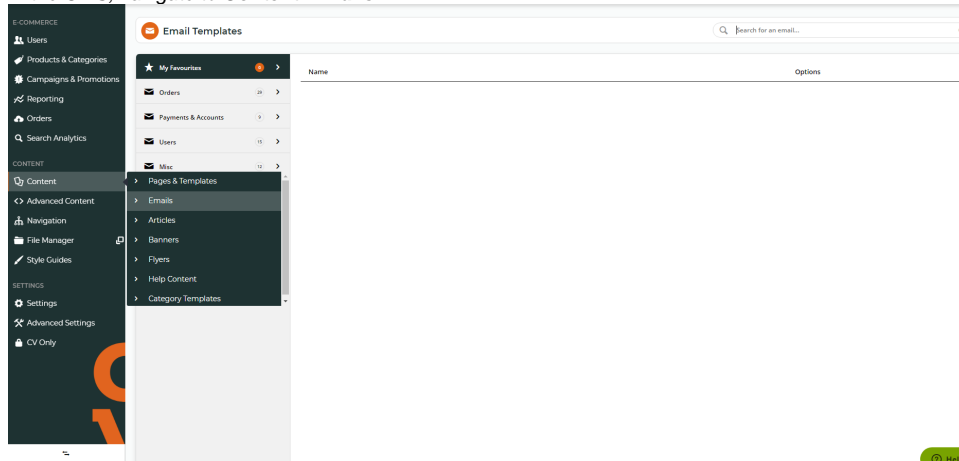


A list of the major email templates used is provided at the end of this article. Note that some templates may not appear in your CMS if the associated feature is not in use. To explore all email templates available, navigate to **Content Emails** and click a subcategory menu.

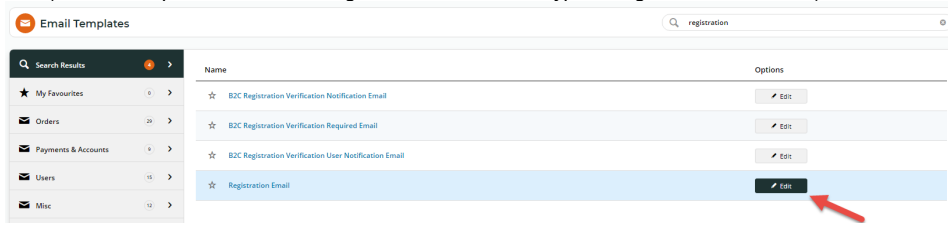


Step-by-step guide

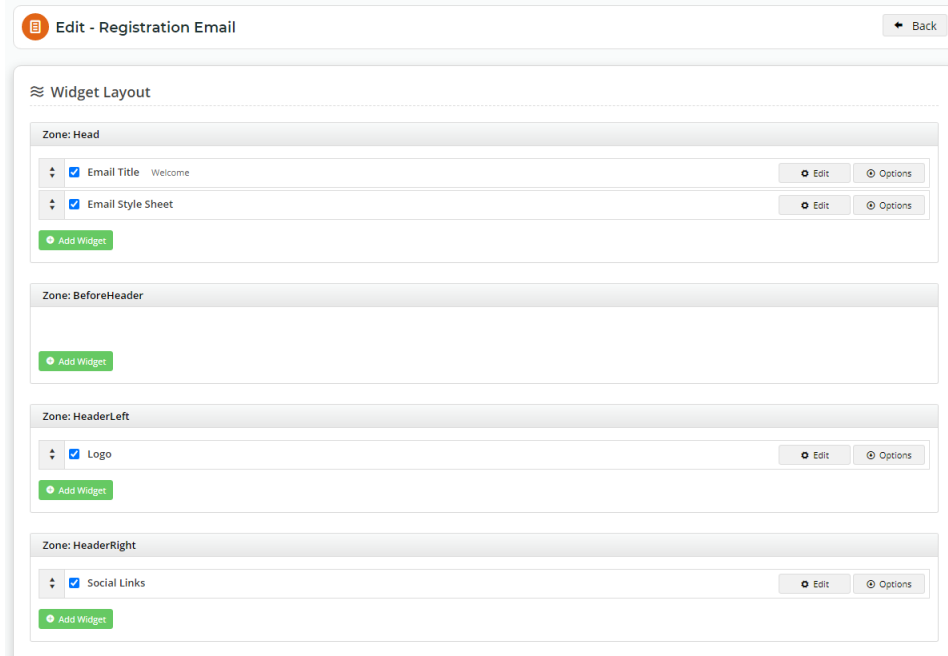
1. In the CMS, navigate to **Content Emails**.



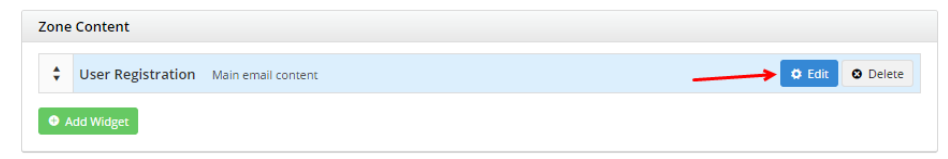
2. Select the sub-menu with the template you require. If you do not know where it is, you can enter keywords in the Search tool. (In this example, we'll edit the 'Registration Email' so we type in 'registration' in Search.)



3. Once you have found the email template, click **Edit**. The list of widgets organised in zones in the template will be displayed.



4. To change options and/or content of a widget, click **Edit** next to the required widget.



5. In the widget popup, change available options and content as required. What you can change depends on the widget. (In our example, the User Registration widget is responsible for rendering the main body of the email so we are able to edit the message and whether the surname should be included in the greeting.)

There are also fields that appear in every widget:

- **Description** - A reference for the Administrator, the description appears on the widget list page and can inform the user about the widget's content at a glance.
- **Layer** - N/A for email templates. Leave as 'All Pages'.



Placeholders

TIP: Placeholders such as '{0}' appear sometimes in the default message or phrase. In the actual email message, a placeholder will be replaced by relevant context-sensitive data. For instance, the placeholder in our example, {0} will be replaced with a specific user's Login ID.

- **NOTE** - A placeholder will trigger content or data specific to the field it is used in. {0} in another field will not always display a user's Login ID. If you are unsure what data will be triggered by a placeholder, refer to the specific widget's documentation page.

In Widget

Registered Message

File Edit Insert View Format Table Tools

Formats 14px Font Weight Image Size Image Position B U I “

Fore Colour Back Colour A A <> List Bulleted List Numbered List Link Unlink Table


Thanks for registering with us! We trust you'll enjoy your shopping experience with us. Look forward to getting:

- free shipping Australia-wide for orders over \$100
- great prices and special offers
- hundreds of products to choose from.

For your records, your login ID is: {0}

ul » li

In Email

 Comm

Welcome

Hi S

Thanks for registering

- free shipping
- great prices &
- hundreds of p

• For your recc




















Log in to your account


Regards,
BPD UAT






Phone: (07) 3369 37
Fax: (07) 3891 39




BPD Email Templates













Template Name	Description of Use	Intended Audience	Sample (click to enlarge)
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Account Payment	Sent to the user when a payment has been made against a Customer account.	B2B	<h2>Payment Details</h2> <p>Hi, CVSupport</p> <p> Amount: 1.00 Customer:  Customer Name:  Order Number: 0 Receipt Number: 76060 Entered By: CVSupport VT  Bank Receipt Number: 760603 Payment Note: test </p> <hr/> <p>Payment Summary</p> <table> <tr> <td>Invoice Number</td><td>Invoice Date</td><td>Paid</td><td>Discount</td></tr> <tr> <td>1786564</td><td>08-May-2018</td><td>\$1.00</td><td>\$0.00</td></tr> </table>	Invoice Number	Invoice Date	Paid	Discount	1786564	08-May-2018	\$1.00	\$0.00
Invoice Number	Invoice Date	Paid	Discount								
1786564	08-May-2018	\$1.00	\$0.00								
Alerts	Sent to the user when they have new alerts associated with their account.	B2B									
B2B Registration Approval Required (Formerly known as the 'APR Approval Required' email)	Sent to the site Administrator when a user registers via B2B Registration and needs to have their login approved.	Internal	<div>  Commerce Vision BPD        </div> <h2>Web Access Approval Request</h2> <p>xin.li@commercevision.com.au has registered a user-login for access to this website as an Account Customer.</p> <p>The account is currently disabled. To enable this user account, please log in to the CMS and enable it.</p> <p>Go to CMS User Maintenance Page and search for xin.li@commercevision.com.au. Review the details and click [Approve User].</p> <div> Phone: 0733693733 Fax: 0738913996 </div> <div> http://bpdstage.customer-self-service.com <small>Copyright © 2015 Commerce Vision, All rights reserved.</small> </div>								
B2B Registration Submitted (Formerly known as the 'APR Submitted' email)	Sent to the user after they have submitted the B2B registration form. This email acknowledges their registration and advises that their login is awaiting approval by an administrator.	B2B	<div>  Commerce Vision BPD        </div> <p>Thank you for registering for Company Name Goes Here</p> <p>Please allow up to 48 business hours (during peak times) for your login to be activated. During this time we will conduct the necessary checks to ensure your security.</p> <p>If you require your login urgently please contact Online Customer Service on @companyPhoneNumber.</p> <p>When your login has been activated another email will be sent to you, containing your username and password. When you receive the email containing your username & password, you will be able to login.</p> <div> Phone: (07) 3369 3733 Fax: (07) 3891 3996 </div> <div> http://www.commercevision.com.au <small>Copyright © 2014 Commerce Vision, All rights reserved.</small> </div>								



















<p>B2B Registration User Notification</p> <p>(Formerly known as the 'APR User Notification' email)</p>	<p>Sent to the newly approved user once their B2B Registration is complete.</p> <p>This email advises that their account has been approved and is active, and confirms their user name.</p>	<p>B2B</p>	<div data-bbox="532 134 1192 636">  Commerce Vision BPD </div> <h2>Web Access Approval Notification</h2> <p>Dear New User</p> <p>Thank you for registering for BPD UAT. Your account has now been activated.</p> <p>To Login:</p> <p>Go to Login Page</p> <p>Username: newuser@commercevision.com.au Password: (Not provided for security reasons)</p> <p>Thanks!</p> <p>BPD UAT</p> <div> <p>Phone: (07) 3369 3733 Fax: (07) 3891 3996</p> <p>https://bpduat.customer-self-service.com <small>Copyright © 2016 BPD UAT. All rights reserved.</small></p> </div>
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BPAY Payment Detail	Provides BPAY details (Biller Code, Reference, order total) so the user can pay for their recently submitted order.	B2B & B2C	<div>  Commerce Vision BPD     </div> <h2>BPAY Payment Details</h2> <p>Hi, Katie B2B</p> <p>Thank you for your order. Please make payment for your order using the following details:</p> <p>BPAY Biller Code: BPayCode BPAY Reference: 1000324044 Amount: \$115.28</p> <p>Thanks for your purchase from BPD UAT. Your order will be shipped when payment is verified.</p> <p>Phone: (07) 3369 3733 Fax: (07) 3891 3996</p> <p>https://bpduat.customer-self-service.com <small>Copyright © 2017 BPD UAT. All rights reserved.</small></p>
Budget Expiry Warning	<p>Sent to the user when the expiry date for their budget is near.</p> <p>This email contains details such as account code, budget amount, remaining amount, and expiry date.</p>	B2B	<p>Hi</p> <p>Your budget is about to expire. Please find below your budget details for the current period.</p> <p>Customer Account: [REDACTED] Customer Name: [REDACTED] Budget Amount: \$1000.00 Budget Amount Used: \$160.98 Budget Amount Remaining: \$839.02 Budget Expiry Date:</p>
Budget Remaining	<p>Sent to the user to advise the amount remaining in their budget for the current period.</p> <p>This email contains details such as account code, budget amount, and remaining amount.</p>	B2B	<h2>Budget Remaining</h2> <p>Hi</p> <p>Please find below your budget details for the current period.</p> <p>Customer Account: [REDACTED] Customer Name: DEMO ACCOUNT Budget Amount: \$1000.00 Budget Amount Used: \$160.98 Budget Amount Remaining: \$839.02</p> <p>https://www.officemax.co.nz <small>Copyright © 2018 Officemax New Zealand. All rights reserved.</small></p>







Credit Card Account Payment	<p>Sent to the user as a receipt when they pay off invoices by credit card.</p> <p>Lists invoices paid, invoice date, and amount paid.</p>	B2B	<div> <h2>Credit Card Payment Details</h2> <p>Hi, CVSupport</p> <div> Amount: \$1.00 Customer:  Customer Name:  Receipt Number: 76058 Entered By: CVSupport VT  Bank Receipt Number: 0000000b079d1a5a Payment Note: test </div> </div> <div> <p>Payment Summary</p> <table> <tr> <th>Invoice Number</th><th>Invoice Date</th><th>Paid</th><th>Discount</th></tr> <tr> <td>1786564</td><td>08-May-2018</td><td>\$1.00</td><td>\$0.00</td></tr> </table> </div>	Invoice Number	Invoice Date	Paid	Discount	1786564	08-May-2018	\$1.00	\$0.00
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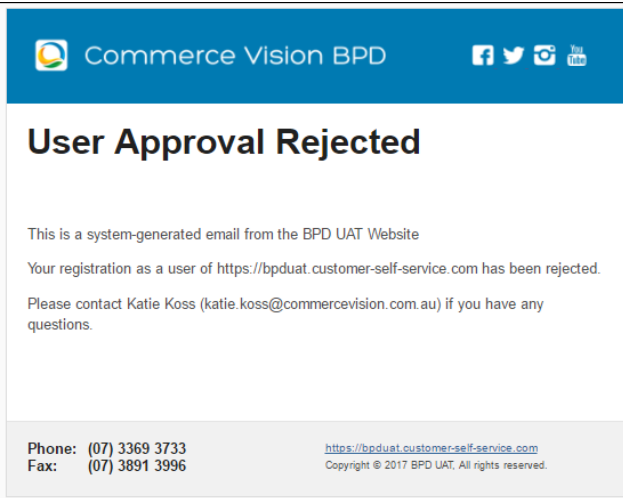
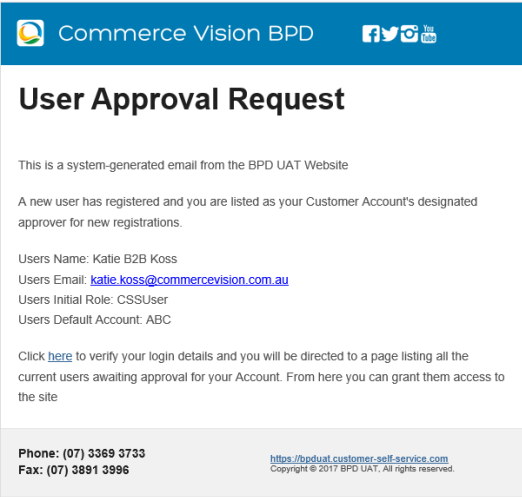
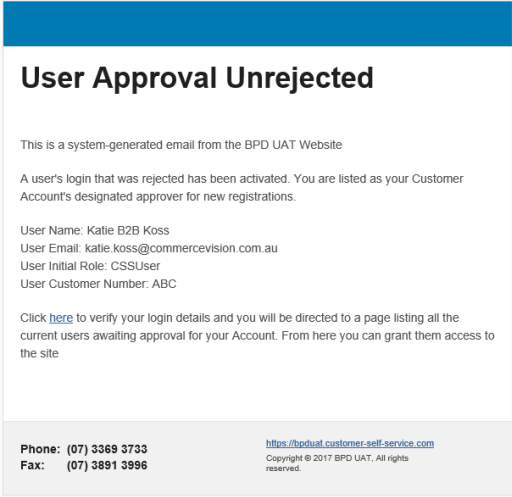
EFT Payment Detail	Provides EFT payment details so the user can pay for their recently submitted order.	B2B & B2C	<div><div>Commerce Vision BPD</div><div>EFT Payment Details</div><div>Hi, Katie B2B</div><div>Thank you for your order. Please make payment for your order using the following details.</div><div><div>BSB: BSB</div><div>Account Number: Account No</div><div>Amount: \$53.29</div></div><div>Thanks for your purchase from BPD UAT. Your order will be shipped when payment is verified.</div><div><div>Phone: (07) 3369 3733</div><div>Fax: (07) 3891 3996</div><div>https://bpduat.customer-self-service.com</div><div>Copyright © 2018 BPD UAT. All rights reserved.</div></div></div>																																				
Offline Order Confirmation	<p>The order confirmation email sent for offline orders (i. e. not originating from the website, but keyed directly into the ERP).</p> <p>For use with Off line Order Emails.</p>	B2B	<div><div>Commerce Vision BPD</div><div>Your Order Is Confirmed</div><div><div>Order Summary</div><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td><div><div></div><div>Paper Mate Stick Ballpoint Pen, Medium Code: CV028 In Stock</div></div></td><td>2</td><td>\$9.99</td><td>DOZE</td><td>5.00%</td><td>\$13.28</td></tr><tr><td><div><div></div><div>Foolscap Suspension Files, Green, Recycled, 50 Box Code: CV095 In Stock</div></div></td><td>1</td><td>\$29.99</td><td>BOX</td><td>5.00%</td><td>\$28.49</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$41.77</td></tr><tr><td colspan="5">Plus GST</td><td>\$4.18</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$45.95</td></tr></tbody></table><div><div>Delivery Address</div><div>Default Delivery Address 1186 Toorak Road YALBOROO 4352</div></div><div><div>Delivery Instructions</div><div>Test instructions</div></div><div><div>Phone: (07) 3369 3733</div><div>Fax: (07) 3891 3996</div><div>https://bpduat.customer-self-service.com</div><div>Copyright © 2018 BPD UAT. All rights reserved.</div></div></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	<div><div></div><div>Paper Mate Stick Ballpoint Pen, Medium Code: CV028 In Stock</div></div>	2	\$9.99	DOZE	5.00%	\$13.28	<div><div></div><div>Foolscap Suspension Files, Green, Recycled, 50 Box Code: CV095 In Stock</div></div>	1	\$29.99	BOX	5.00%	\$28.49	Subtotal (ex GST)					\$41.77	Plus GST					\$4.18	Total (inc GST)					\$45.95
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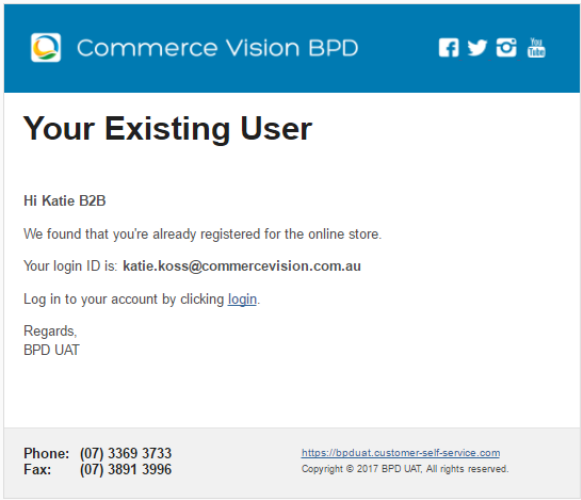
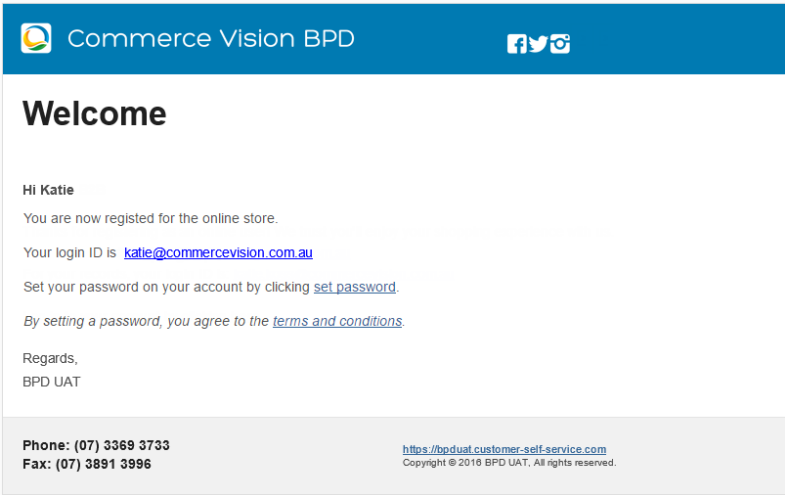
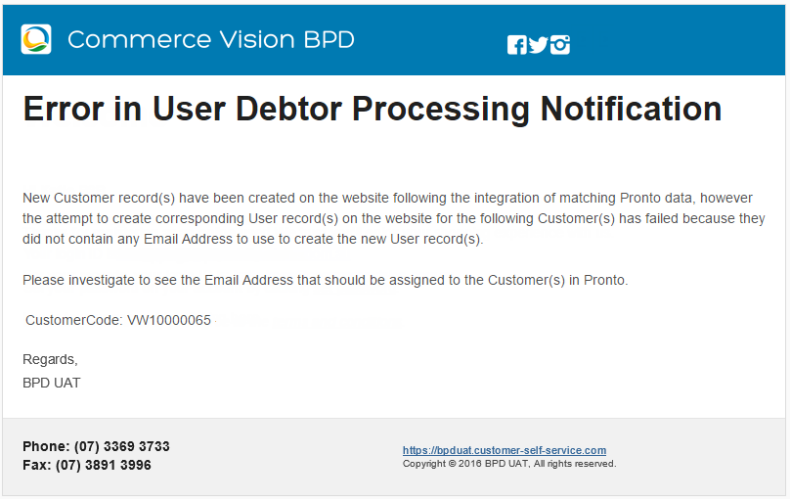
Order Approval Email	<p>Sent to the Approver to advise that an outstanding order requires their approval.</p> <p>Depending on site configuration, the email will either contain the Approve & Reject buttons, or a link to the website with a prompt to login and action the order.</p>	B2B	<div><div>Commerce Vision BPD</div><div>Order #100012219 Requires Approval</div><div><p>The following order requires your approval: Click here to approve this order.</p><p>Order Summary</p><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> Multibase Arithmetic Board Code: CV008 In Stock</td><td>1</td><td>\$22.85</td><td>Set</td><td>5.00%</td><td>\$21.80</td></tr><tr><td> Abacus Code: CV010 In Stock</td><td>1</td><td>\$17.49</td><td>Each</td><td>5.00%</td><td>\$16.61</td></tr><tr><td> Geometric Shape Set Code: CV011 In Stock</td><td>1</td><td>\$17.49</td><td>Set</td><td>5.00%</td><td>\$16.61</td></tr><tr><td> Transparent 2.0 Sheets Binder Code: CV012 In Stock</td><td>1</td><td>\$18.95</td><td>Each</td><td>5.00%</td><td>\$18.00</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$73.04</td></tr><tr><td colspan="5">Plus GST</td><td>\$7.30</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$80.34</td></tr></tbody></table><p>Delivery Address Alternate Address 1 30 Lisburn Street EAST BRISBANE 4169 Australia</p></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 Multibase Arithmetic Board Code: CV008 In Stock	1	\$22.85	Set	5.00%	\$21.80	 Abacus Code: CV010 In Stock	1	\$17.49	Each	5.00%	\$16.61	 Geometric Shape Set Code: CV011 In Stock	1	\$17.49	Set	5.00%	\$16.61	 Transparent 2.0 Sheets Binder Code: CV012 In Stock	1	\$18.95	Each	5.00%	\$18.00	Subtotal (ex GST)					\$73.04	Plus GST					\$7.30	Total (inc GST)					\$80.34
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Order Approval New Approver	<p>Sent to the newly selected Approver for an order that is still on 'Awaiting Approval' status.</p>	B2B	<div><div>Commerce Vision BPD</div><div>You have been assigned as the new approver for this order:</div><div><p>Name: Katie B2B Koss Email Address:katie.koss@commercevision.com.au</p><p>This sales order has been entered online.</p><p>Users Comments:</p><p>Order Summary</p><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> Ribbed Upholstered Leather Executive Chair - White Code: CV024</td><td>1</td><td>\$185.99</td><td>Each</td><td>5.00%</td><td>\$186.19</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$186.19</td></tr><tr><td colspan="5">Freight</td><td>\$12.73</td></tr><tr><td colspan="5">Plus GST</td><td>\$19.06</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$218.91</td></tr></tbody></table><p>Delivery Address Alternate Address 1 30 Lisburn Street EAST BRISBANE 4169 Australia</p></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 Ribbed Upholstered Leather Executive Chair - White Code: CV024	1	\$185.99	Each	5.00%	\$186.19	Subtotal (ex GST)					\$186.19	Freight					\$12.73	Plus GST					\$19.06	Total (inc GST)					\$218.91												
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Order Approval No Longer Required	<p>Sent to the nominated Approver when the order no longer requires their attention.</p> <p>This could be due to the order being approved / rejected by someone else, or the user cancelling the order.</p>	B2B	<div><div>Commerce Vision BPD</div><div>Order #100011064 No Longer Requires Your Approval</div><div><p>Order Summary</p><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> PENN Championship Tennis Balls - 12-Pack Code: CV118</td><td>3</td><td>\$29.99</td><td>Pack</td><td>5.00%</td><td>\$85.47</td></tr><tr><td> Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412</td><td>1</td><td>\$22.50</td><td>dozen</td><td>5.00%</td><td>\$21.37</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$106.84</td></tr><tr><td colspan="5">Discounts</td><td>-\$0.00</td></tr><tr><td colspan="5">Plus GST</td><td>\$10.69</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$117.53</td></tr></tbody></table><p>Delivery Address Default Delivery Address 1186 Toorak Road YALBOROO QLD 4352</p></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 PENN Championship Tennis Balls - 12-Pack Code: CV118	3	\$29.99	Pack	5.00%	\$85.47	 Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412	1	\$22.50	dozen	5.00%	\$21.37	Subtotal (ex GST)					\$106.84	Discounts					-\$0.00	Plus GST					\$10.69	Total (inc GST)					\$117.53						
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Order Approval Replaced Approver	Sent to the original Approver to advise that the user has selected a <i>new</i> Approver for an order that is still on 'Awaiting Approval' status.	B2B	<div><div><div>Commerce Vision BPD</div><div><div><div></div><div></div><div></div></div></div></div><div><div><div>The approval of this order has been re-assigned to:</div><div><div><div>Name</div><div>Katie B2B Koss</div></div><div><div>Email Address</div><div>katie.koss@commercevision.com.au</div></div></div><div><div>This sales order has been entered online</div><div>Users Comments:</div></div><div><div>Order Summary</div><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td><div><div></div><div>PENN Championship Tennis Balls - 12-Pack Code: CV118</div></div><div>3</div><div>\$29.99</div><div>Pack</div><div>5.00%</div><div>\$85.47</div></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><div><div></div><div>Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412</div></div><div>1</div><div>\$22.50</div><div>dozen</div><div>5.00%</div><div>\$21.37</div></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$106.84</td></tr><tr><td colspan="5">Discounts</td><td>-\$0.00</td></tr><tr><td colspan="5">Plus GST</td><td>\$10.09</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$117.53</td></tr></tbody></table><div><div>Delivery Address</div><div>Default Delivery Address</div><div>1186 Toorak Road</div><div>YALBOROO</div><div>QLD</div><div>4352</div></div></div></div></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	<div><div></div><div>PENN Championship Tennis Balls - 12-Pack Code: CV118</div></div> <div>3</div> <div>\$29.99</div> <div>Pack</div> <div>5.00%</div> <div>\$85.47</div>						<div><div></div><div>Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412</div></div> <div>1</div> <div>\$22.50</div> <div>dozen</div> <div>5.00%</div> <div>\$21.37</div>						Subtotal (ex GST)					\$106.84	Discounts					-\$0.00	Plus GST					\$10.09	Total (inc GST)					\$117.53						
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Order Placed	Sent to the Customer Service team or other admin whenever a user places an order online.	Internal	<div><div>Commerce Vision BPD</div><div><div></div><div></div><div></div><div></div><div></div></div></div> <div>Order Placed</div> <div>Order Summary</div> <table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> PENN Championship Tennis Balls - 12-Pack Code: CV118</td><td>3</td><td>\$29.99</td><td>Pack</td><td>5.00%</td><td>\$85.47</td></tr><tr><td> Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412</td><td>1</td><td>\$22.50</td><td>dozen</td><td>5.00%</td><td>\$21.37</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$106.84</td></tr><tr><td colspan="5">Discounts</td><td>-\$0.00</td></tr><tr><td colspan="5">Plus GST</td><td>\$10.69</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$117.53</td></tr></tbody></table> <div><div>Delivery Address</div><div>Default Delivery Address</div><div>1186 Toorak Road</div><div>YALBOROO</div><div>QLD</div><div>4352</div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 PENN Championship Tennis Balls - 12-Pack Code: CV118	3	\$29.99	Pack	5.00%	\$85.47	 Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412	1	\$22.50	dozen	5.00%	\$21.37	Subtotal (ex GST)					\$106.84	Discounts					-\$0.00	Plus GST					\$10.69	Total (inc GST)					\$117.53
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Order Received	This email can be sent to the user prior to the standard Order Confirmation email. It serves to notify them that their order has been received and is currently being reviewed.	B2B and B2C	<div><div>Commerce Vision BPD</div><div><div></div><div></div><div></div><div></div><div></div></div></div> <div>Order Received</div> <div>Web Reference: 100011064</div> <div>Thanks for your order! It's currently with our Customer Service team for review; you'll receive an email confirmation with the order number shortly. In the meantime, if you have any questions, please contact us and quote web reference number (100011064).</div> <div>Order Summary</div> <table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> PENN Championship Tennis Balls - 12-Pack Code: CV118</td><td>3</td><td>\$29.99</td><td>Pack</td><td>5.00%</td><td>\$85.47</td></tr><tr><td> Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412</td><td>1</td><td>\$22.50</td><td>dozen</td><td>5.00%</td><td>\$21.37</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$106.84</td></tr><tr><td colspan="5">Discounts</td><td>-\$0.00</td></tr><tr><td colspan="5">Plus GST</td><td>\$10.69</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$117.53</td></tr></tbody></table> <div><div>Delivery Address</div><div>Default Delivery Address</div><div>1186 Toorak Road</div><div>YALBOROO</div><div>QLD</div><div>4352</div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 PENN Championship Tennis Balls - 12-Pack Code: CV118	3	\$29.99	Pack	5.00%	\$85.47	 Ballpoint pen, colour-coded cap, Assorted colours, Fine Code: CV412	1	\$22.50	dozen	5.00%	\$21.37	Subtotal (ex GST)					\$106.84	Discounts					-\$0.00	Plus GST					\$10.69	Total (inc GST)					\$117.53
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Order Rejected	<p>Sent to the user to advise that the Approver has rejected their order.</p> <p>This email includes the rejection reason (entered by the Approver at the time of rejection).</p> <p>Note - the order lines can be displayed in the rejected email by enabling 'Show Rejected Order Lines' on the E mail Order Summary widget. If this option isn't enabled, the email will just contain the order number, rejection notes, and delivery information.</p>	B2B	<div><div>Commerce Vision BPD</div><div><div></div><div></div><div></div><div></div><div></div></div></div> <div>Order #100032425 Rejected</div> <div>Rejection Notes:</div> <div>Sorry, over budget this financial year.</div> <div>Order Summary</div> <table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> Colson's Intrepid Alarm Vibration Detector, Blue Code: CV134</td><td>1</td><td>\$43.99</td><td>Each</td><td>5.00%</td><td>\$41.41</td></tr><tr><td> Alarm Detector, 55-Dezima, 55-Dezima, Black, Intimid, 55-Dezima, Blue Code: CV135</td><td>1</td><td>\$29.99</td><td>Each</td><td>5.00%</td><td>\$28.49</td></tr><tr><td> Alarm Detector, 30-Dezima, 30-Dezima, Black, Intimid, 30-Dezima, Blue Code: CV136</td><td>1</td><td>\$99.99</td><td>Each</td><td>5.00%</td><td>\$95.09</td></tr><tr><td> Alarm Detector, 30-Dezima, 30-Dezima, Black, Intimid, 30-Dezima, Blue Code: CV137</td><td>1</td><td>\$29.99</td><td>Each</td><td>5.00%</td><td>\$28.49</td></tr></tbody></table> <div><div>Delivery Address</div><div>Alternate Address 1</div><div>30 Lisburn Street</div><div>EAST BRISBANE</div><div>QLD</div><div>4169</div><div>Australia</div></div> <div><div>Phone: (07) 3369 3733</div><div>Fac: (07) 3591 3596</div><div>https://mail.east.customer-cent.com/vision.asp</div><div>Copyright © 2017 BPD. All rights reserved.</div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 Colson's Intrepid Alarm Vibration Detector, Blue Code: CV134	1	\$43.99	Each	5.00%	\$41.41	 Alarm Detector, 55-Dezima, 55-Dezima, Black, Intimid, 55-Dezima, Blue Code: CV135	1	\$29.99	Each	5.00%	\$28.49	 Alarm Detector, 30-Dezima, 30-Dezima, Black, Intimid, 30-Dezima, Blue Code: CV136	1	\$99.99	Each	5.00%	\$95.09	 Alarm Detector, 30-Dezima, 30-Dezima, Black, Intimid, 30-Dezima, Blue Code: CV137	1	\$29.99	Each	5.00%	\$28.49												
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Order Shipped	Sent to the user to advise that their online order has been dispatched.	B2B & B2C	<div><div>Commerce Vision BPD</div><div><div>Order Shipped #100011064</div><div>Hi Katie B2B</div><div>Your order has been shipped!</div><div><div>Delivery Address</div><div>Default Delivery Address</div><div>1186 Toorak Road</div><div>YALBOROO</div><div>QLD</div><div>4352</div></div><div><div>Order Summary</div><table><thead><tr><th>Item</th><th>Qty</th><th>Price (ex GST)</th><th>Unit</th><th>Discount</th><th>Total (ex GST)</th></tr></thead><tbody><tr><td> PENN Championship Tennis Ball - 12 Pack Code: CV118</td><td>3</td><td>\$29.99</td><td>Pack</td><td>5.00%</td><td>\$85.47</td></tr><tr><td> Ballpoint pen, silver-coded, blue, assorted colours, Fine Code: CV412</td><td>1</td><td>\$22.50</td><td>dozen</td><td>5.00%</td><td>\$21.37</td></tr><tr><td colspan="5">Subtotal (ex GST)</td><td>\$106.84</td></tr><tr><td colspan="5">Discounts</td><td>-\$9.00</td></tr><tr><td colspan="5">Plus GST</td><td>\$10.69</td></tr><tr><td colspan="5">Total (inc GST)</td><td>\$117.53</td></tr></tbody></table></div><div><div>Phone: (07) 3369 3733</div><div>Fax: (07) 3891 3996</div><div>https://bpduat.customer-self-service.com Copyright © 2017 BPD UAT. All rights reserved.</div></div></div></div>	Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)	 PENN Championship Tennis Ball - 12 Pack Code: CV118	3	\$29.99	Pack	5.00%	\$85.47	 Ballpoint pen, silver-coded, blue, assorted colours, Fine Code: CV412	1	\$22.50	dozen	5.00%	\$21.37	Subtotal (ex GST)					\$106.84	Discounts					-\$9.00	Plus GST					\$10.69	Total (inc GST)					\$117.53
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Order Shipped Pickup Ready	Sent to the user to advise that their online pickup order is ready to be collected from the store location.	B2B & B2C																																											
Password Recovery	The 'forgot password' email sent to the user, containing the password reset message and link.	B2B & B2C	<div><div>Commerce Vision BPD</div><div><div>Reset Password</div><div>Hi Katie B2B</div><div>A password request was received by BPD UAT on Tuesday, 27 June 2017 08:43:40 AM (GMT +10:00).</div><div><div>Your User Id:</div><div>katie.koss@commercevision.com.au</div></div><div><div>Your Email Address:</div><div>katie.koss@commercevision.com.au</div></div><div><div>Reset Password:</div><div>Reset password</div></div><div>Log in to your account by clicking the reset link above.</div><div>Regards, BPD UAT</div><div><div>Phone: (07) 3369 3733</div><div>Fax: (07) 3891 3996</div><div>https://bpduat.customer-self-service.com Copyright © 2017 BPD UAT. All rights reserved.</div></div></div></div>																																										
Questionnaire Results	The response to a web form (e.g. 'Contact Us'), sent to the site Administrator (or other internal recipient).	Internal	<div><div>Commerce Vision BPD</div><div><div>Contact Us</div><div><div>Name</div><div>Tobias Funke</div></div><div><div>Email</div><div>tobias.funke@bluemangroup.com</div></div><div><div>Phone</div><div>555-5555</div></div><div><div>What is your enquiry relating to?</div><div>Product Information</div></div><div><div>Message</div><div>Hi there, do you sell blue body paint? I'm after 12 tonnes.</div></div><div><div>Phone: (07) 3369 3733</div><div>Fax: (07) 3891 3996</div><div>https://bpduat.customer-self-service.com Copyright © 2017 BPD UAT. All rights reserved.</div></div></div></div>																																										

User Approval Rejected	<p>Sent to the rejected user when their web access request has been denied.</p> <p>This email includes the name and email address of the approving / rejecting user administrator.</p>	B2B	 <p>The image shows a screenshot of an email titled "User Approval Rejected" from Commerce Vision BPD. The header includes the company logo and social media icons. The body text states: "This is a system-generated email from the BPD UAT Website. Your registration as a user of https://bpduat.customer-self-service.com has been rejected. Please contact Katie Koss (katie.koss@commercevision.com.au) if you have any questions." The footer contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a link to https://bpduat.customer-self-service.com with a copyright notice for 2017 BPD UAT.</p>
User Approval Request	<p>Sent to the designated B2B User Admin when a new user requests web access.</p> <p>This email includes details of the new user and directs the administrator to login and approve or reject.</p>	B2B	 <p>The image shows a screenshot of an email titled "User Approval Request" from Commerce Vision BPD. The header includes the company logo and social media icons. The body text states: "This is a system-generated email from the BPD UAT Website. A new user has registered and you are listed as your Customer Account's designated approver for new registrations. Users Name: Katie B2B Koss. Users Email: katie.koss@commercevision.com.au. Users Initial Role: CSSUser. Users Default Account: ABC. Click here to verify your login details and you will be directed to a page listing all the current users awaiting approval for your Account. From here you can grant them access to the site." The footer contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a link to https://bpduat.customer-self-service.com with a copyright notice for 2017 BPD UAT.</p>
User Approval Unrejected	<p>Sent to the designated B2B User Admin when a previously rejected B2B user is granted web access.</p> <p>This email includes details of the new user and directs the administrator to login and update access levels if required.</p>	B2B	 <p>The image shows a screenshot of an email titled "User Approval Unrejected" from Commerce Vision BPD. The header is a solid blue bar. The body text states: "This is a system-generated email from the BPD UAT Website. A user's login that was rejected has been activated. You are listed as your Customer Account's designated approver for new registrations. User Name: Katie B2B Koss. User Email: katie.koss@commercevision.com.au. User Initial Role: CSSUser. User Customer Number: ABC. Click here to verify your login details and you will be directed to a page listing all the current users awaiting approval for your Account. From here you can grant them access to the site." The footer contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a link to https://bpduat.customer-self-service.com with a copyright notice for 2017 BPD UAT.</p>

User Exists	<p>Sent to an existing user to advise that they already have an online account. Includes the user's user name.</p> <p>For use with User Debtor Integration.</p>	B2C (occasionally B2B)	 <p>The email template for 'Your Existing User' features a blue header with the Commerce Vision BPD logo and social media icons. The main content area is white with a blue border. It greets the user 'Hi Katie B2B' and informs them they are already registered. It provides the login ID 'katie.koss@commercevision.com.au' and a link to log in. The footer is grey and contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a URL 'https://bpduat.customer-self-service.com'.</p>
<p>User Debtor New User</p> <p>(Formerly known as the 'User For Customer Registration' email)</p>	<p>Sent to the new user after they have made a purchase in store and, as a result, been registered for a web account.</p> <p>For use with User Debtor Integration.</p>	B2C (occasionally B2B)	 <p>The email template for 'Welcome' has a blue header with the Commerce Vision BPD logo and social media icons. The main content area is white with a blue border. It greets the user 'Hi Katie' and informs them they are now registered. It provides the login ID 'katie@commercevision.com.au' and a link to set a password. The footer is grey and contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a URL 'https://bpduat.customer-self-service.com'.</p>
<p>User Debtor Warning / Error</p> <p>(Formerly known as the 'User For Customer Warnings' email)</p>	<p>Sent to the Customer Service team or other admin when there is a conflict or duplication between the ERP and the web re: users or accounts.</p> <p>For use with User Debtor Integration.</p>	Internal	 <p>The email template for 'Error in User Debtor Processing Notification' has a blue header with the Commerce Vision BPD logo and social media icons. The main content area is white with a blue border. It explains that new customer records were created but failed due to missing email addresses. It provides the CustomerCode 'VW10000065' and a link to investigate. The footer is grey and contains contact information: Phone: (07) 3369 3733, Fax: (07) 3891 3996, and a URL 'https://bpduat.customer-self-service.com'.</p>

Additional Information

Examples are Order Confirmation, Order Shipped, Password Recovery and New User Registration email templates, and many more.

Minimum Version Requirements	**.*.*
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Prerequisites	--
Self Configurable	Yes
Business Function	Email & Communications
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- [Email Template List](#)
- [Widget-Based Email Templates](#)
- [Email Style Sheet Widget](#)

Related widgets

- [Quote Reminder Email Information Widget](#)
- [B2B Registration Rejected Customer Email Template Widget](#)
- [Inactive User Warning Email Content Widget](#)
- [Inactive User Reminder Email Content Widget](#)
- [User Deactivated Notification Email Content Widget](#)
- [B2C Registration Verification User Notification Email Widget](#)
- [Expired Quote Usage Request Email Information Widget](#)
- [Email Company Information Widget](#)
- [Email Delivery Instructions Widget](#)
- [Email Order Comments Widget](#)
- [Email Order Summary Widget](#)
- [Email Style Sheet Widget](#)
- [Email Title Widget](#)
- [Alerts Email List Widget](#)
- [Alerts Email Message Widget](#)
- [Email Order Address Widget](#)
- [Receipting Information Email Message Widget](#)
- [Account Activation Email Content Widget](#)
- [Email Order Track Details Widget](#)
- [Email Title Offline Order Widget](#)