

# CC Order Confirmation emails

## Overview

Add additional hidden recipients for the 'Order Confirmation' email, e.g., Customer Service team, to advise that a new order has been placed and successfully integrated.


Most site administrators will already receive an 'Order Placed' email generated when the order has been submitted online. Receiving a copy of the 'Order Confirmation' email is a popular option because the template contains information such as the Debtor Code and ERP Sales Order Number.

The email confirmation copy is enabled at the Role level.

## Step-by-step guide

To enable Order Confirmation Email Copies:

1. Log in as an Administrator.
  2. Go to **Accounts Role Management** (zRoles.aspx).
  3. Select the required role via radio button; the **Role Details** tab will load.
  4. Click **Modify**.
  5. Enter an email address into the '**CC Order Confirmation Email**' field.
    - If multiple email addresses are required, separate them by semicolon (";").
  6. Click **OK** to save.



**Good To Know**

If the 'Role Details' tab does not contain the field you require, it can be added via the 'Field Groups' maintenance function. Please contact [Commerce Vision Support](#) for assistance in implementing this field if it is not present.

## Related help

- [CC Order Confirmation emails](#)
- [Email Template List](#)
- [Checkout Messages](#)
- [Custom Email Templates](#)
- [Widget-Based Email Templates](#)

## Additional Information

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Minimum Version Requirements	** ** *
Prerequisites	--
Self Configurable	Yes

<b>Business Function</b>	Ordering
<b>BPD Only?</b>	Yes
<b>B2B/B2C/Both</b>	Both
<b>Third Party Costs</b>	n/a