

# NEW! Supplier Notifications

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## Description

With this **new Supplier Notifications** functionality you will be able to send an email to your suppliers every time:

- an extra is assigned to them.
- an extra is changed.
- an extra is cancelled.

## Benefits

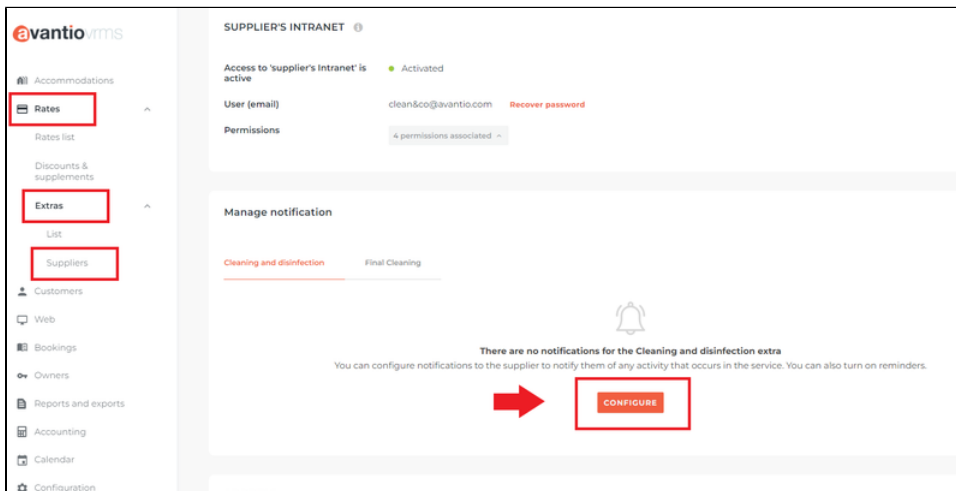
Notifications to suppliers allow us to improve the communication with your service suppliers, to avoid errors in communication and management, and to save the agency time. Your suppliers will always be aware of any updates in the services assigned to them and they will have a better task management experience.

## Configuration

To configure notifications to your suppliers, you should access the [previously created supplier page](#).

In the case that you haven't yet created a supplier page, we recommend that you read our help pages [here](#).

In the supplier page you will find a section *Manage notifications*. This section will show the services the supplier has assigned. You should click on the button *Configure* to create your first configuration rule. The configurations of notifications should be carried out for each service assigned to the supplier, each one independent of the others.



Contenido de esta sección

Contenido relacionado

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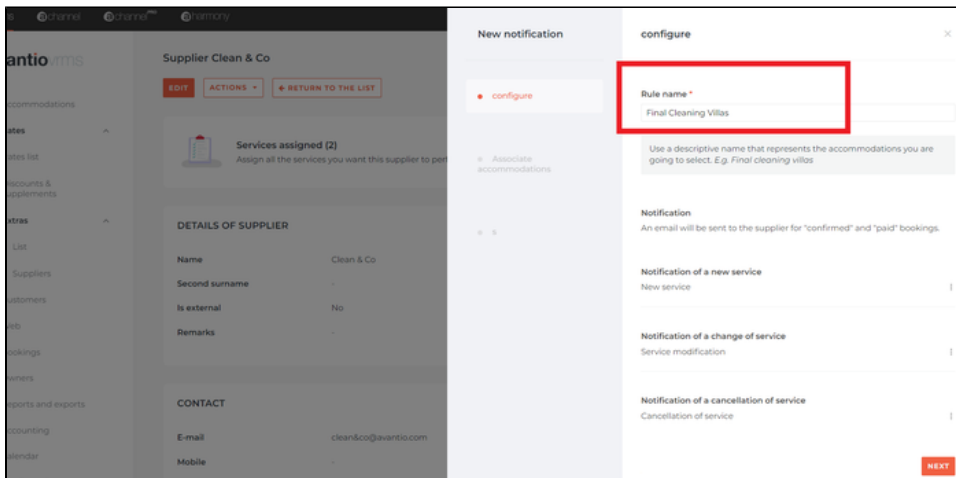
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The configuration consists of 3 steps to be able to successfully use the notifications:

**Step 1.**

During the first step you should fill in the following fields:

- **Rule Name:** this is the internal name to identify the rule. It will not be seen by the supplier.



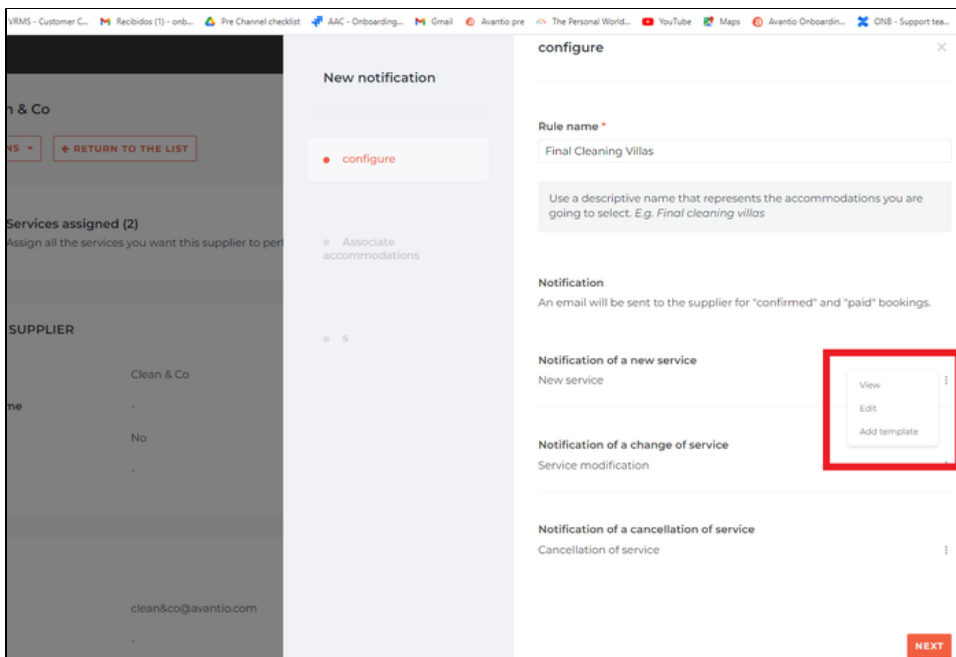
The screenshot shows the 'New notification' configuration interface. On the left, there's a sidebar with navigation links. The main area is titled 'Supplier Clean & Co.' and shows 'Services assigned (2)'. Below this, there's a 'DETAILS OF SUPPLIER' section with fields for Name, Second surname, Is external, and Remarks. A 'CONTACT' section at the bottom shows the email 'clean&co@avanto.com'. On the right, the 'configure' panel is open, showing the 'Rule name' field with the value 'Final Cleaning Villas'. Below this, there's a description: 'Use a descriptive name that represents the accommodations you are going to select. E.g. Final cleaning villas'. Further down, there's a 'Notification' section with a description: 'An email will be sent to the supplier for "confirmed" and "paid" bookings.' Below this, there are three notification templates: 'Notification of a new service' (New service), 'Notification of a change of service' (Service modification), and 'Notification of a cancellation of service' (Cancellation of service). A red box highlights the 'Rule name' field.

- **Notifications:** you should choose which templates you want to use for the 3 available uses:

New service

Modification of service

Cancellation of service



This screenshot is similar to the previous one, showing the 'New notification' configuration interface. The 'Rule name' field is still 'Final Cleaning Villas'. The 'Notification' section is the same. However, the 'Notification of a new service' template is now expanded, showing a dropdown menu with three options: 'View', 'Edit', and 'Add template'. A red box highlights this dropdown menu. The 'NEXT' button is visible at the bottom right.

- **Reminders:** you will be able to configure up to 2 reminders for each configuration. You should indicate how many hours or days before the date of execution of the service you want the reminders to be sent. In this step you will also be able to choose the reminder template you want to send to the supplier.

h & Co

AS

RETURN TO THE LIST

Services assigned (2)

Assign all the services you want this supplier to perform

SUPPLIER

Clean & Co

me

No

clean&co@avantio.com

New notification

configure

Associate accommodations

S

An email will be sent to the supplier for 'confirmed' and 'paid' bookings.

Notification of a new service

New service

Notification of a change of service

Service modification

Notification of a cancellation of service

Cancellation of service

Reminders

You can add a maximum of 2 reminders

Reminder date 1 \*

2 hours before

Reminder date 2

1 day before

Next

## Templates

In the templates section you will find the default templates that we have created for you to use. However, if you need to, you can modify the template or even create a new one. To edit or create email templates, we recommend that you read our help pages [here](#).

avantio

vmms

Accommodations

Rates

Customers

Web

Bookings

Owners

Reports and exports

Accounting

Calendar

Configuration

Company













Templates

Templates

FILTERS 0

NEW TEMPLATE

DUPLICATE A TEMPLATE

NAME	CATEGORY	TYPE	ACTIONS
Cancellation of service	Providers	Pre-defined	  
New service	Providers	Pre-defined	  
Service modification	Providers	Pre-defined	  
Service reminder	Providers	Pre-defined	  

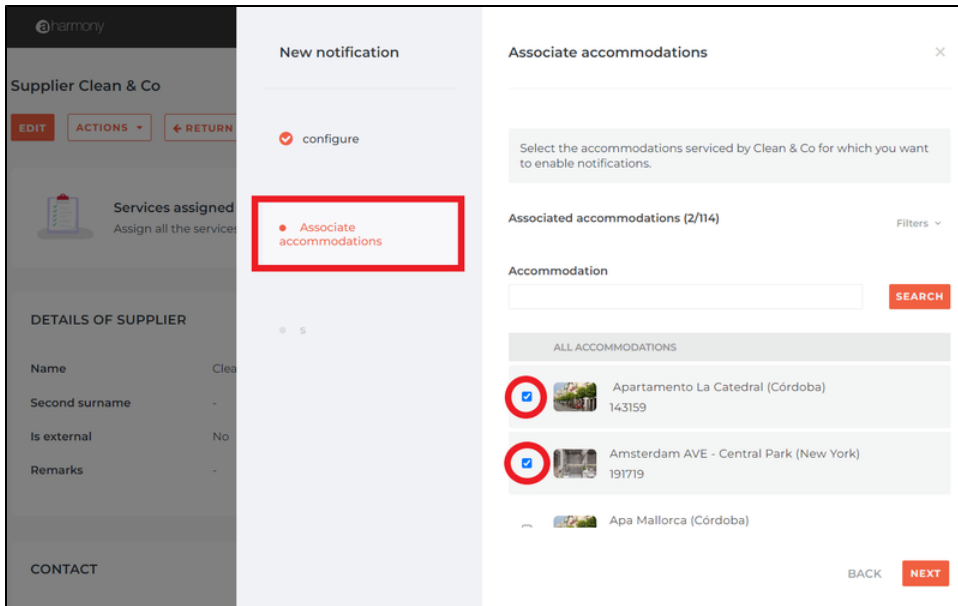
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It is important to take into account that, when activating the notifications, all three will be activated. In other words, it is not possible to activate, for example, the new service notification and not activate the modification or cancellation notifications and vice versa.

The same happens with the activation of the reminder notifications.

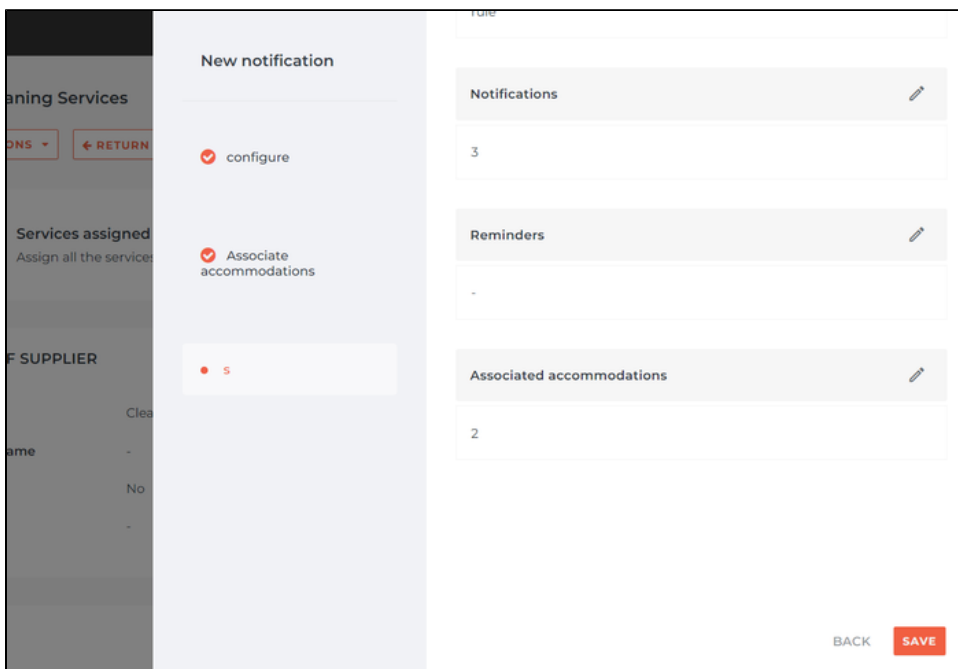
## Step 2

In this second step, you should select the accommodations that you want to include in the previously created configuration. In this section you will see all the accommodations, including those that are assigned to other suppliers. The system will display a warning when an accommodation already has a rule assigned.



### Step 3.

In this last step, the system will show you a summary of all previously created configurations. You should verify that everything is correct and click on the button *Finish* to complete the configuration of your rule.




Once the configurations are finished you will find your configured notifications in the supplier page.

Manage notification

Cleaning and disinfection      **Final Cleaning**

Settings      1 rule ▾

RULE NAME	NUMBER OF ACCOMODATIONS	SETUP	ACTIONS
Villa Rule	2	Notification	 

 Add rule