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## How do I Resend an invitation to a Customer?

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## **BRIEF DESCRIPTION**

The Era of We application allows roasters to connect and communicate with customers from all across the globe. From leading hotels and restaurants to cafes and micro-roasters, you can connect with any supply chain actor in no time. In this documentation, you will understand how to resend an invitation email to a customer.

## **STEP BY STEP GUIDE**

Step 1: Log in

to your account, navigate to the 'Sales managment' tab and select 'Customer management'



Step 2: Click on the 'Invited customers' tab.

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Dash	board Sourcing - Order management -	Inventory ~ E-commerce ~	Sales management ~	Brand & experience ~ Tea	m management $\sim$
	Customer management	Q Search by name, role			
	Status 🗸				Invite new customer
	Micro roasters Roasted coffee customers	Invited customers			
	Email address	Created On		Organisation type	Actions
	vk+mr@lbit.in	29/06/2021 2:52 PM		Micro-roaster	Resend invite
	vijay+mr@nordsud.se	29/06/2021 2:51 PM		Micro-roaster	Resend invite
	arun+partner@lbit.in	24/06/2021 8:14 PM		HoReCa	Resend invite
$\bigcirc$	aaa@aas.com	24/06/2021 3:30 PM		HoReCa	Resend invite
	anta Malanna	04/06/0001 0:00 DM		HaDaCa	

Step 3: Click on the 'Resend invite' button for the user to whom you want to resend the invitation email.

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Dashboard Sourcing $\lor$ Order management $\lor$	Inventory ~ E-commerce ~	Sales management ~	Brand & experience $\scriptstyle \lor$	Team management $\vee$
Status 🗸				Invite new customer
Micro roasters Roasted coffee customers	Invited customers			
Email address	Created On		Organisation type	Actions
vk+mr@lbit.in	29/06/2021 2:52 PM		Micro-roaster	Resend invite
vijay+mr@nordsud.se	29/06/2021 2:51 PM		Micro-roaster	Resend invite
arun+partner@lbit.in	24/06/2021 8:14 PM		HoReCa	Resend invite
aaa@aas.com	24/06/2021 3:30 PM		HoReCa	Resend invite
asha@abc.com	24/06/2021 3:30 PM		HoReCa	Resend invite
shree@abc.com	24/06/2021 3:30 PM		HoReCa	Resend invite
partner@abc.com	24/06/2021 3:29 PM		HoReCa	Resend invite

Thus, you can resend an invitation to a customer as a roaster.

Related articles: <u>How do I invite a New Customer</u>

"If you still have any queries, then please feel free to connect with our support team."