**BATCH – E-Mail Notification Template**

**Email:1**

**Trigger:**

The following email will be generated and send to the selected approver upon clicking the Submit button in Equipment Tab

**To: Approver**

**Subject**: Batch Request Module– Equipment Reservation Submitted

**Content:**

System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXX> has been submitted. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time (email generation): DD-Mmm-YYYY HH:MM: SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:2**

**Trigger:**

The following email will be generated and send to the Submitter when an approver clicks the Confirm button for the submitted equipment request. (Batch Type: Lab or Pilot).

**To: Submitter**

**Subject**: Batch Request Module– Equipment Reservation Confirmed

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been Confirmed. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time (email generation): DD-Mmm-YYYY HH:MM: SS <AM or PM> - 12-hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:3**

**Trigger:**

The following email will be generated and send to the Submitter when an approver clicks the Reject button for the submitted equipment request (Batch Type: Lab or Pilot)

**To: Submitter**

**Subject:** Batch Request Module– Equipment Reservation Rejected

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been Rejected. Please find below details:

* Comments (*Rejection Comments*)
* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time (email generation)(email generation): DD-Mmm-YYYY HH:MM: SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:4**

**Trigger:**

The following email will be generated and send to the Submitter when the Submitter clicks Confirm without Ordering button for a Batch Request.

**To: Submitter**

**Subject:** Batch Request Module– Formula Confirmed

**Content:**

Display <System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has received confirmation of the formula. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* LAB NOTEBOOK #
* FORMULA ID
* CONFIRMED BY (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:5**

**Trigger:**

The following email will be generated and send to the Submitter and Approver, when Submitter clicks Confirm and Order button for a Batch Request (Batch Type: Pilot).

**To: Approver and Submitter**

**Subject:** Batch Request Module– Order Request submitted

**Content:**

<System Icon> – Batch

Dear User,

The following request <OR-YYYY-XXXXXXX> has been Submitted from <BR-YYYY-XXXXXXX>. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* BATCH TYPE
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC RM ORDER: SORYY- <4 digits of the OR request>, where S is the designation for the Site as follows:
  + 1 = VDR
  + 2 = SJC
  + 3 = Pomezia (POM)
* New Raw material created in Simatic
  + RM Number
  + Trade Name
  + GHS: <Values from PDS> <H phrases>+<P phrases>
  + Pictogram: <Value from PDS>
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch team

**Email:6**

**Trigger:**

The following email will be generated and send to the Submitter and Approver, when Submitter clicks Confirm and Order button for a Batch RM Order Request (Batch Type: Pilot).

**To: Approver and Submitter**

**Subject:** Batch Request Module– Order Request submitted

**Content:**

<System Icon> – Batch

Dear User,

The following request <OR-YYYY-XXXXXXX> has been Submitted. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* BATCH TYPE
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC RM ORDER: SORYY- <4 digits of the OR request>, where S is the designation for the Site as follows:
  + 1 = VDR
  + 2 = SJC
  + 3 = Pomezia (POM)
* New Raw material created in Simatic
  + RM Number
  + Trade Name
  + GHS: <Values from PDS> <H phrases>+<P phrases>
  + Pictogram: <Value from PDS>
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch team

**Email:7**

**Trigger:**

The following email will be generated when the Submitter clicks Confirm and Order for the Batch Request with Batch Type: Lab

**To Approver**

**Subject:** Batch Request Module – New item creation in Simatic

**Content:**

Display <System Icon> – Batch

Dear User,

Related requests <OR-YYYY-XXXXXXX> from BR-YYYY-XXXXXXX\*

Please find below details:

* PROJECT NUMBER
* PPROJECT NAME
* MANUFACTURING DATE
* BATCH TYPE
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC ORDER WO: SORYY- <4 digits of the OR request>, where S is the designation for the Site as follows:
  + 1 = VDR
  + 2 = SJC
  + 3 = Pomezia (POM)
* New Raw material created in Simatic
  + RM Number
  + Trade Name
  + GHS: <Values from PDS> <H phrases>+<P phrases>
  + Pictogram: <Value from PDS>
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:8**

**Trigger:**

The following email will be generated and send to the Approver when Confirm and Order is performed for the Batch RM Order request with Batch Type: Lab.

**To Approver**

**Subject:** Batch Request Module – New item creation in Simatic

**Content:**

Display <System Icon> – Batch

Dear User,

Related requests <OR-YYYY-XXXXXXX>

Please find below details:

* PROJECT NUMBER
* PPROJECT NAME
* MANUFACTURING DATE
* BATCH TYPE
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC ORDER WO: SORYY- <4 digits of the OR request>, where S is the designation for the Site as follows:
  + 1 = VDR
  + 2 = SJC
  + 3 = Pomezia (POM)
* New Raw material created in Simatic
  + RM Number
  + Trade Name
  + GHS: <Values from PDS> <H phrases>+<P phrases>
  + Pictogram: <Value from PDS>
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:9**

**Trigger:**

The following email will be generated and send to the Submitter when approver adds a comment in Batch Calendar – Batch RM Order View

**To Submitter**

**Subject:** Batch Request Module – RM Order Request Comment added

**Content:**

<System Icon> – Batch

Dear User,

The following request <OR-YYYY-XXXXXXX> has received a comment. Please find below details:

* Comments (*Added Comments*) upon clicking Save button
* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* BATCH TYPE
* RM NUMBER (*RM-XXXXXX*)
* Qty REQUESTED (*Quantity to Order*)
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC ORDER WO
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:10**

**Trigger:**

The following email will be generated and send to the Submitter when an approver Rejects in the Batch Calendar – Batch RM Order View the submitted Raw Material request.

**To: Submitter**

**Subject:** Batch Request Module– RM Order Request Rejected

**Content:**

<System Icon> – Batch

Dear User,

The following request <OR-YYYY-XXXXXXX> has been rejected. Please find below details:

* Comments (*Rejection Comments*)
* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* RM NUMBER (*RM-XXXXXX)*
* Qty REQUESTED (*Quantity to Order*)
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC ORDER WO
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:11**

**Trigger:**

The following email will be generated when the submitter submits the Batch filling request that goes to the Packaging Partner.

**To: Packaging Partner**

**Subject:** Batch Request Module – Filling Plan to be completed

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> needs packaging details. Please complete and submit.

PROJECT NUMBER

* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME{UOM}
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

***Email:12***

**Trigger:**

The following email will be generated when the submitter submits the filling request that goes to the Packaging Partner

**To: Packaging Partner**

**Subject:** Batch Request Module – Filling Plan to be completed

**Content:**

<System Icon> – Batch

Dear User,

The following request <FR-YYYY-XXXXXXX> needs packaging details. Please complete and submit.

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* SIMATIC BULK CODE
* SIMATIC BULK ORDER/LOT
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:13**

**Trigger:**

The following email will be generated and send to the Approver and Submitter when Packaging Partner submits the Batch filling request or submitter submits with packaging codes

**To:** Approver and Submitter

**Subject:** Batch Request Module – Filling Request Submitted

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been submitted. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODE
* SUBMITTER (First Name Last Name)
* PACK PARTNER (First Name Last Name) {approver}
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:14**

**Trigger:**

The following email will be generated and send to the Approver and Submitter when Packaging partner submits the filling request or submitter submits with packaging codes

**To:** Approver and Submitter

**Subject:** Batch Request Module – Filling Request Submitted

**Content:**

<System Icon> – Batch

Dear User,

The following request <FR-YYYY-XXXXXXX> has been submitted. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* SIMATIC FG CODE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODES
* SUBMITTER (First Name Last Name)
* PACK PARTNER (First Name Last Name) {approver}
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:15**

**Trigger:**

The following email will be generated and send to the Approver and Submitter when Submitter submits the Batch Filling Request with Filling Not Applicable.

**To:** Approver and submitter

**Subject:** Batch Request Module – Request Submitted - Filling N/A

**Contents:**

Display <System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been submitted. Please find below details:

* BR-YYYY-XXXXXXX
* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:16**

**Trigger:**

The following email is generated and send to the Submitter when approver confirm the Batch filling request, also send to Pack Partner if pack codes are changed by approver

**To: Submitter (if packaging codes are not updated prior to confirming a batch filling request)**

**To: Submitter, Packaging Partner (if packaging codes are updated prior to confirming a batch filling request)**

**Subject:** Batch Request Module– Request Confirmed – With Filling

**Content:**

Display <System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been confirmed. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* SIMATIC FG CODE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODE(s) (*packaging code(s) approved by the approver*)
  + SIMATIC FILLING WORK ORDER/LOT
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

- This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:17**

**Trigger:**

The following email is generated and send to the Submitter when approver confirm the filling request, sent to Pack partner if pack codes are changed by approver

**To: Submitter**

**Subject:** Batch Request Module– Request Confirmed – With Filling

**Content:**

Display <System Icon> – Batch

Dear User,

The following request <FR-YYYY-XXXXXXX> has been confirmed. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* MANUFACTURING DATE
* EQUIPMENT
* BATCH TYPE
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* FG CODE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODE(s) (*packaging code(s) approved by the approver*)
  + SIMATIC FILLING WORK ORDER/LOT (XXXXXXX <Alpha numeric>
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

- This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:18**

**Trigger:**

The following email will be generated and send to the Submitter when approver confirms the Batch Filling N/A request.

**To: Submitter**

**Subject:** Batch Request Module – Request Confirmed - Filling N/A

**Contents:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been confirmed. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* EQUIPMENT
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:19**

**Trigger:**

The following email will be generated and send to the Submitter and Packaging partner when approver rejects the Batch Filling Request

**To: Submitter and Packaging partner**

**Subject:** Batch Request Module – Request Rejected – With Filling

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been rejected. Please find below details:

* Comments (*Comments for Rejection*)
* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* EQUIPMENT
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODES
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:20**

**Trigger:**

The following email will be generated and send to the Submitter and Packaging partner when approver rejects the Filling Request

**To: Submitter and Packaging partner**

**Subject:** Batch Request Module – Request Rejected – With Filling

**Content:**

<System Icon> – Batch

Dear User,

The following request <FR-YYYY-XXXXXXX> has been rejected. Please find below details:

* Comments (*Comments for Rejection*)
* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* For each Packaging Type selected in the Filling Plan tab:
  + PACKAGING TYPE
  + VOLUME
  + CODES
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:21**

**Trigger:**

The following email is generated and submitted to the Submitter when approver rejects the Batch filling request with Filling as N/A.

**To: Submitter**

**Subject:** Batch Request Module– Request Rejected – Filling N/A

**Contents:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been rejected. Please find below details:

* Comments (*Comments for Rejection*)
* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* EQUIPMENT
* SUBMITTER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:21**

**Trigger:**

The following email is generated and send to the Submitter and approver when Filling weight is updated in the Batch Request and the request status is updated to Ready for Filling.

**To: Submitter and Approver**

**Subject:** Batch Request Module– Ready for Filling

**Content:**

Display <System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been updated. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* EQUIPMENT
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* For each Packaging Type:
  + PACKAGING TYPE
  + VOLUME
  + PACKAGING CODES
  + SIMATIC PACKAGING FILLING ORDER
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:22**

**Trigger:**

The following email is generated and send to the Submitter and approver when Filling weight is updated in the Filling Request and the request status is updated to Ready for Filling.

**To: Submitter and Approver**

**Subject:** Batch Request Module– Ready for Filling

**Content:**

Display <System Icon> – Batch

Dear User,

The following request <FR-YYYY-XXXXXXX> has been updated. Please find below details:

* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK #
* FORMULA ID
* BATCH TYPE
* MANUFACTURING DATE
* EQUIPMENT
* SIMATIC BULK ORDER/LOT
* SIMATIC BULK CODE
* For each Packaging Type:
  + PACKAGING TYPE
  + VOLUME
  + CODES: Value chosen in AEFL-62
  + SIMATIC PACKAGING FILLING ORDER
* SUBMITTER (*First Name Last Name*)
* PACK PARTNER (*First Name Last Name*)
* APPROVER (*First Name Last Name*)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:23**

**Trigger:**

The following email will be generated and send to the recipient(s) below for the mentioned Comment updates (Technical Communications and Team Communications)

* To: Approver when submitter is adding or removing the comment
* To: Submitter when approver is adding or removing the comment

**Subject:** Batch Request Module– Comment added/removed

**Content:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been updated. Please find below details:

* Comment: <*Comment entered for Technical and Team Communications*)
* Section: <Team communication> or <Technical Communication>
* PROJECT NUMBER
* PROJECT NAME
* LAB NOTEBOOK
* FORMULA ID
* BATCH TYPE
* For each Packaging Type:
  + PACKAGING TYPE
  + VOLUME
  + CODES
  + SIMATIC PACKAGING FILLING ORDER{improper data}
* SUBMITTER (First Name Last Name)
* PACK PARTNER (First Name Last Name)
* APPROVER (First Name Last Name)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:24**

**Trigger:**

The following email will be generated and send to the Approver’s from the Equipment tab and Formula tab when the Batch Filling Request is Confirmed.

In case the approvers are not selected (submitter is the approver) then the email will be send to the approver confirming the Batch Filling Request.

**To**: Request Approvers (as applicable)

**Subject**: Batch Request Module – GHS update – Re-labelling required

**Contents:**

<System Icon> – Batch

Dear User,

The following request <BR-YYYY-XXXXXXX> has been pushed in Simatic and re-labelling is required, please find the below details

Raw Material updated in Simatic:

* RM Number
* Trade Name
* Previous GHS:
* New GHS: <Value from PDS>
* Previous Pictogram:
* New Pictogram: <Value from PDS>
* SUBMITTER: (First Name Last Name)
* APPROVER (First Name Last Name)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:25**

**Trigger:**

The following email will be generated and send to the original and new submitter when any user opens and edits a request (that is submitted by other submitter) and re-submits using the Submit button.

**To:** Original and New Submitter

**Subject**: Batch Request Module - Request updated by another user

**Contents:**

Display <System Icon> – Batch

Dear User,

The following request <BR/FR-YYYY-XXXXXXX> has been updated by the User Name (*First Name, Last name*)

Please Find below details:

* PROJECT NUMBER
* PROJECT NAME
* UPDATED FIELDS
  + Previous value
    - <Field Name> <Value
  + Current value
    - <Field Name> <Value
* PRIMARY SUBMITTER: (First Name Last Name)
* NEW SUBMITTER: (First Name Last Name)
* PRIMARY EQUIPMENT APPROVER: (First Name Last Name)
* NEW EQUIPMENT APPROVER: (First Name Last Name)
* PRIMARY ORDER APPROVER: (First Name Last Name)
* NEW ORDER APPROVER: (First Name Last Name)
* PRIMARY FILLING APPROVER: (First Name Last Name)
* NEW FILLING APPROVER: (First Name Last Name)
* PRIMARY PACK PARTNER: (First Name Last Name)
* NEW PACK PARTNER: (First Name Last Name)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team

**Email:26{Mail not triggerd}**

**Trigger:**

The following email will be generated and send to the approver when the approver cancels (from list view) or rejects the requests (Batch, Filling Request) which is already confirmed & for Batch RM order which is Submitted

**To:** Approver

**Subject**: Batch Request Module– Work Order to be cancelled in Simatic manually

**Contents:**

<System Icon> – Batch

Dear User,

The following request **OR/BR/FR**-YYYY-XXX**XXX** has been cancelled. Work Order can’t be cancelled in Simatic automatically because it is already started. Please cancel it manually in Simatic. Please find below details:

* Comment (*Rejection comments*)
* PROJECT NUMBER
* PROJECT NAME
* MANUFACTURING DATE
* LAB NOTEBOOK #
* FORMULA ID
* SIMATIC WORK ORDER (*All work orders related to the request*)
* SUBMITTER: (First Name Last Name)
* APPROVER (First Name Last Name)
* Date and Time: DD-Mmm-YYYY HH:MM:SS <AM or PM> - 12 hour format

This is a system-generated email; please do not reply

Sincerely,

Batch Team