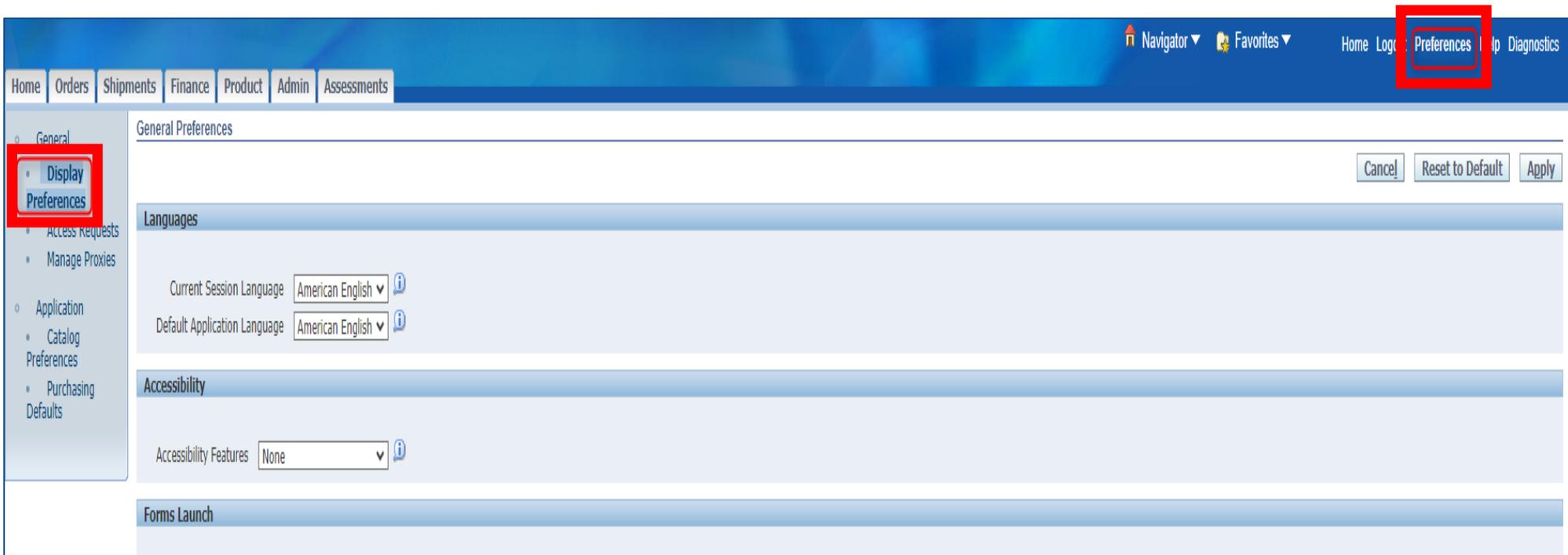




Turning off Notifications (Emails)

How to Turn Off Notifications

- If an AFL supplier contact does not want to receive emails related to POs, they can complete the following steps:
- Select **Preferences** (top right)
- Click on **Display Preferences**



The screenshot shows the application's user interface. At the top right, the 'Preferences' link is highlighted with a red box. On the left sidebar, under the 'General' section, the 'Display Preferences' link is also highlighted with a red box. The main content area is titled 'General Preferences' and includes sections for 'Languages' and 'Accessibility'. In the 'Languages' section, 'Current Session Language' and 'Default Application Language' are both set to 'American English'. In the 'Accessibility' section, 'Accessibility Features' is set to 'None'. At the top right of the main content area, there are buttons for 'Cancel', 'Reset to Default', and 'Apply'.

How to Turn Off Notifications

- Scroll down to the bottom of the page to **Notifications**
- Select “Do not send me an email”
- Click on **Apply** button

The screenshot shows a web form with several sections. The 'Notifications' section at the bottom is highlighted with a red box, showing the 'Email Style' dropdown menu set to 'Do not send me mail'. Below the dropdown, it says 'Notifications will be sent in your current default language, American English.' The 'Apply' button at the bottom right is also highlighted with a red box.

Forms Launch

Always Launch New Forms Session
✔ **TIP** Select this check box to launch Forms in a new Forms session when using Java Web Start.

Regional

Territory: United States
Date Format: dd-MMM-yyyy (08-Nov-2023)
Timezone: (GMT -05:00) Eastern Time
Number Format: 10,000.00
Currency:
Client Character Encoding: Western European (Windows) ⓘ

Change Password

Known As: AFLMANUAL@GMAIL.COM
Old Password:
New Password:
Repeat Password:
✔ **TIP** Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username: AFLMANUAL@GMAIL.COM
e-Mail password:

Start Page

Responsibility Page:

Notifications

Email Style: Do not send me mail
Notifications will be sent in your current default language, American English.

Cancel Reset to Default Apply