

Changing Email Preferences in iSupplier Portal

Table of Contents

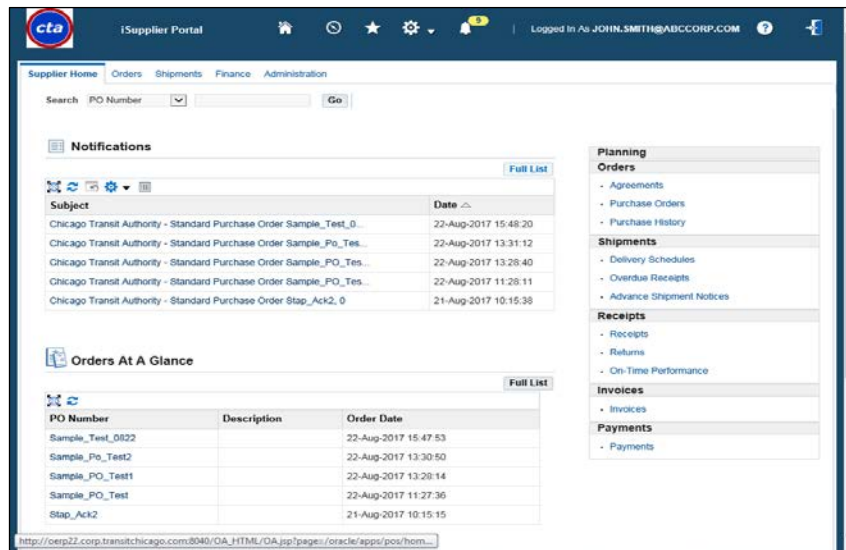
iSupplier..... 1
 Changing Email Preferences in iSupplier Portal..... 1


iSupplier

Changing Email Preferences in iSupplier Portal

This Topic demonstrates the process of changing Email preferences in iSupplier Portal.

Procedure



Step	Action
1.	<p>In this topic techniques for changing email preferences in iSupplier Portal will be covered. In this example, we will view:</p> <ul style="list-style-type: none"> - Preferences <p>At the top of the page, select the Preferences icon:</p>  <p>Then click on Preferences.</p>

The screenshot shows the iSupplier Portal interface. At the top, there is a dark blue header with the 'cta' logo on the left, the text 'iSupplier Portal' in the center, and navigation icons (home, clock, star, gear, bell) on the right. The bell icon has a yellow notification bubble with the number '1'. To the right of the header, it says 'Logged In As'. A 'Preferences' dropdown menu is open, showing the 'Preferences' option. Below the header, there is a navigation bar with 'Supplier Home' selected and other options: 'Orders', 'Shipments', 'Finance', and 'Administration'. A search bar is present with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area features a 'Notifications' section with a 'Full List' button. Below this is a table with two columns: 'Subject' and 'Date'. The table contains one row: 'Chicago Transit Authority - Standard Purchase Order TESTPO111, 0' and '01-Feb-2018 09:25:42'. On the right side, there is a sidebar with sections for 'Planning', 'Orders', and 'Shipments', each containing a list of items.

Step	Action
2.	The General Preferences page will appear.

The screenshot shows the 'General Preferences' page in the iSupplier Portal. The left sidebar contains navigation links: General, Display Preferences, Application, Catalog Preferences, Purchasing Defaults, and Purchasing CLM Defaults. The main content area is titled 'General Preferences' and is divided into several sections:

- Languages:**
 - Current Session Language: American English
 - Default Application Language: American English
- Accessibility:**
 - Accessibility Features: None
- Visual:**
 - Home Page Style: Framework only
 - Page Header Display Style: Icons Only
 - Top-level Menu Display Style: Links Only
- Access Keys:**
 - Disable Access Keys
 - TIP** Select this check box to disable access keys in all accessibility modes.
- Regional:** (Section header visible at the bottom)

Step	Action
3.	Scroll Down to the Notifications section at the bottom of the page:

Notifications

Email Style

Notifications will be sent in your current default language, American English.

Step	Action
4.	To <u>stop</u> receiving email notifications, select Do not send me mail from the Email Style drop down list. Click the Apply button.

Notifications

Email Style

Notifications will be sent in your current default language, American English.

Step	Action
5.	If you wish to begin receiving email notifications again, you can change this setting at any time. Follow the steps above and select HTML mail with attachments from the Email Style drop down list. Click the Apply button to save your changes.

Training Guide

Changing Email Preferences in iSupplier Portal

Notifications

Email Style

Notifications will be sent in your current default language, American English.

Step	Action
6.	Once you click Apply , a Confirmation note displays at the top of the screen.

[Supplier Home](#) [Orders](#) [Shipments](#) [Finance](#) [Administration](#)

General

[Display Preferences](#)

Application

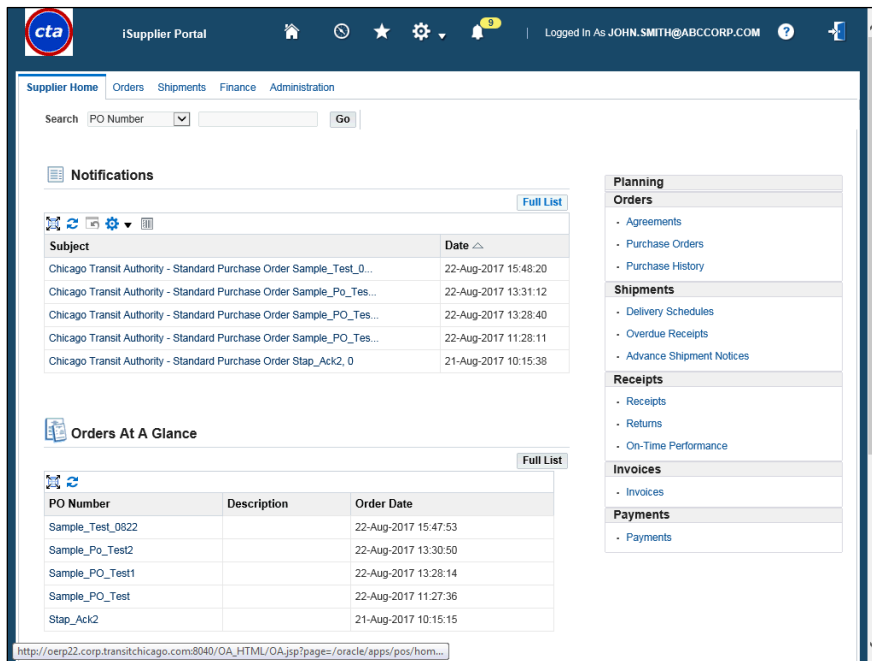
 **Confirmation**
Updated

General Preferences

Languages

Step	Action
7.	Click on the Supplier Home tab to return to the iSupplier Portal Home page.

Supplier Home



Step	Action
8.	End of Procedure.