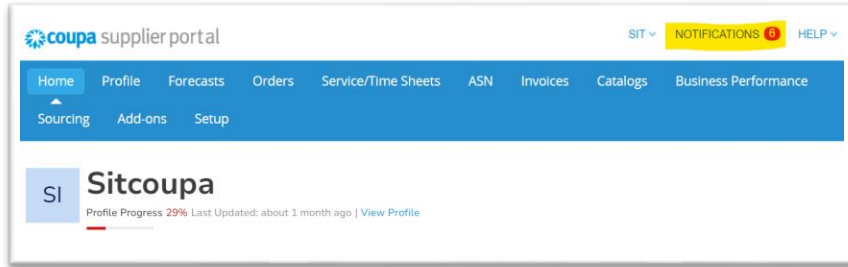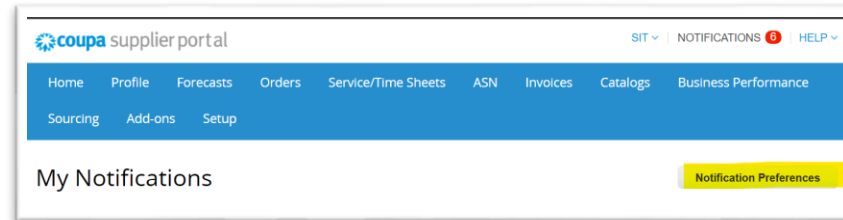# HOW TO TURN OFF THE 'NEW PO' E-MAIL NOTIFICATION (CSP)

1 Login to CSP and click on 'Notifications' in the top right corner of the page.

2 Click on 'Notification Preferences', then scroll to the 'Order' section.

3 Uncheck the box for "A new order is received" to disable notifications, and click 'Save' at the bottom of the page.