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CUSTOMER ADVISORY



05 APR 2019

Europe – Notification Setup on eBusiness

Dear Valued Customer,

In our current APL eBusiness, you can manage all your shipment information through a single access point, enabling end-to-end management of your transport chain. View, create, amend and re-use your shipment information, as per your requirement, at all stages of the shipping life-cycle (Quotation, Booking, Shipping Instruction, Bill of Lading, Invoice, Notice of Arrival & Delivery Order).

As such, to utilize the functions of eBusiness and to improve efficiency, kindly ensure that you setup the notification alert on eBusiness to receive relevant notices and documents. Please refer to the instructions below on how to enable the notifications.

1. Login to eBusiness using your email ID and password.
2. Select the circular icon shown as "PL" in **Image 1** below, and click on "Notification Setup".

Image 1:



3. Turn on the notification alert for the documents you wish to receive notifications on (**Image 2**). Notifications will be sent directly to your email.

Image 2:



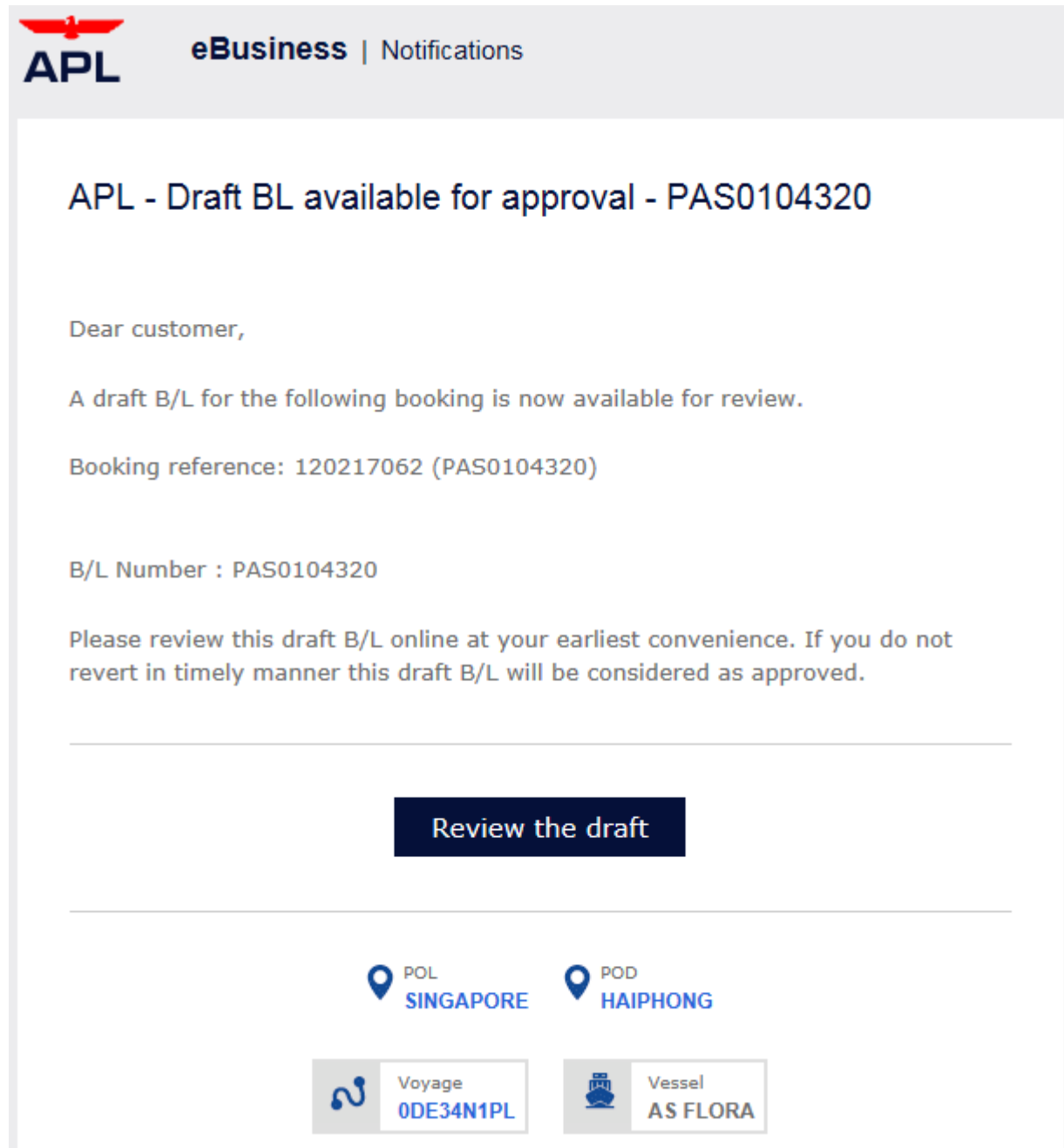
4. For documents which are not relevant to you, you can choose to turn off the notification alerts (**Image 3**).

Image 3:



As an example, **Image 4** below shows how the notification for BL Draft will look:

Image 4:



We hope the instructions above are of use to you. Please contact your local APL representative if you need any assistance. Thank you for your business and continued support.

Sincerely,

APL

www.apl.com

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