1. Click the **My Infolets** icon.

**Important Information!**

Navigation: Oracle Home > Supplier Portal

NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.

2. Click the **Recent Activity** checkbox.

**Important Information!**

User may check or uncheck any items within My Infolets.
3. Click the **My Infolets** icon.

4. Click the **Recent Activity** checkbox.

5. Click the **Negotiation Messages** hyperlink.

**Important Information!**

The items within Requiring Attention are active hyperlinks and can be clicked on to go into Messages, Negotiations, or Qualifications.
6. Click the **Re: Inspection Services** hyperlink.

7. Click the **Done** button.

8. Click the **Negotiations Closing Soon** hyperlink.

9. Click the **Done** button.
10. Click the **Done** button.

11. Click the **Actions** icon for Requiring Attention.

12. Click the **Negotiation invitations** hyperlink.

13. Click the **Done** button.
14. Click the **Done** button.