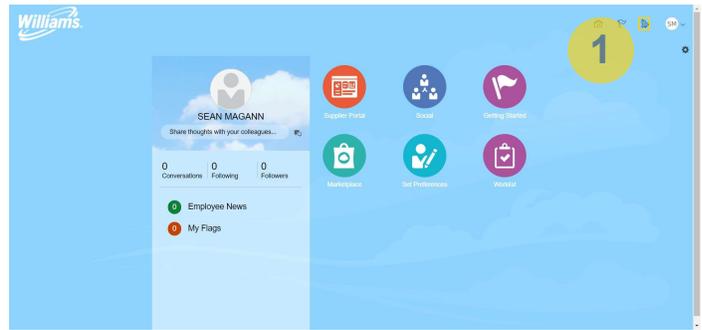**1.** Click the **Notification** icon. 🔔

Important Information!
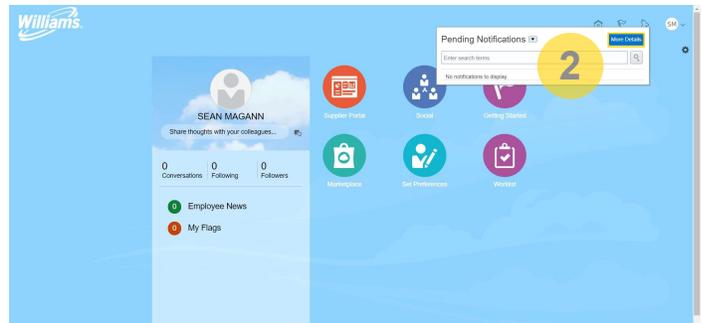
Navigation: Oracle Home

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.

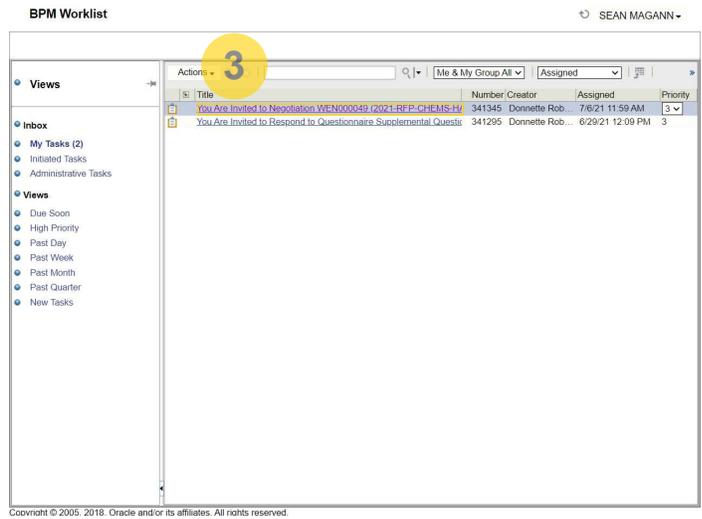**2.** Click the **More Details** button. `More Details`

Important Information!

- Some notifications will show up in the Bell icon and other notifications will show up under More Details.

- It is important to check both areas for messages / notifications.

3. Click the **You Are Invited to Negotiation WEN000049** hyperlink.
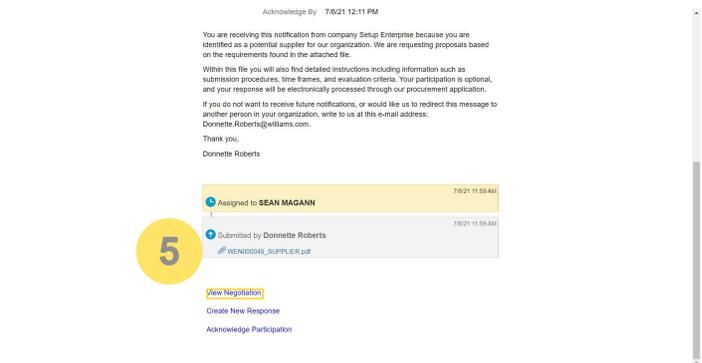
You Are Invited to Negotiation WEN000049 (2021-RFP-CHEMS-H

4. Click the vertical scroll bar.
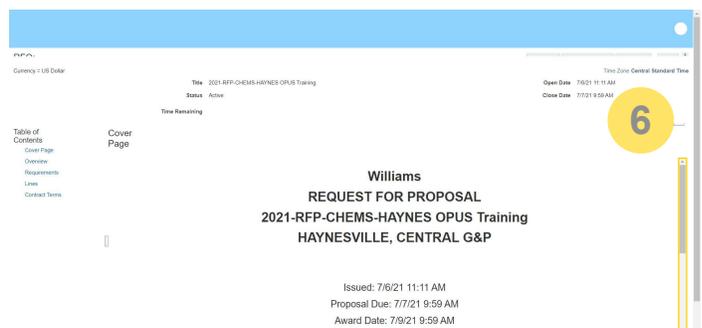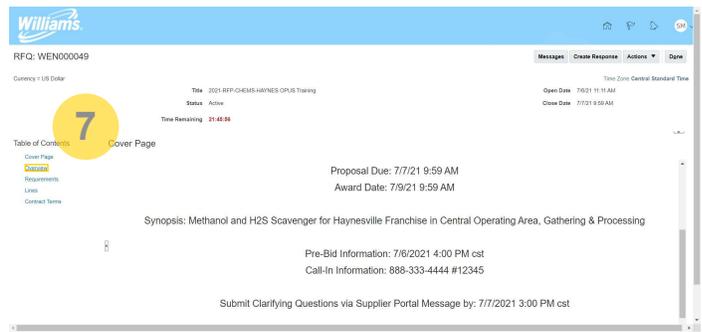

5. Click the **View Negotiation** hyperlink.

View Negotiation

6. Click the internal vertical scroll bar.

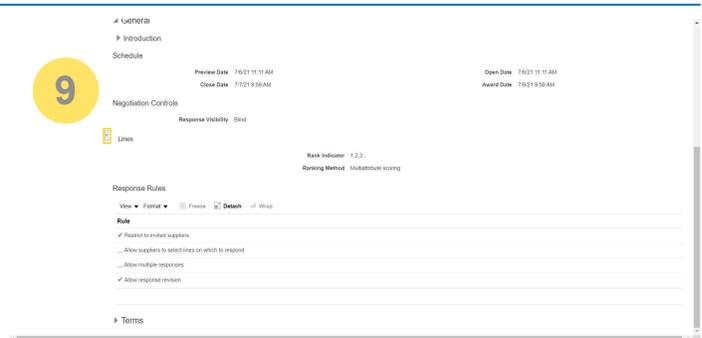**7.** Click the **Overview** hyperlink. Overview

8. Click the **Expand** icon for the **General** section. ▶
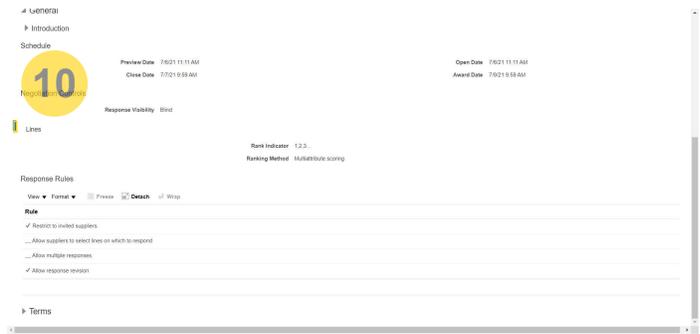
Important Information!

Scroll through the Negotiation Event clicking on the train stops to the left (Cover Page, Overview, etc.) and expanding or collapsing each area under each train stop to view all of the details of the event.

9. Click the **Collapse Left Pane** icon. ◀

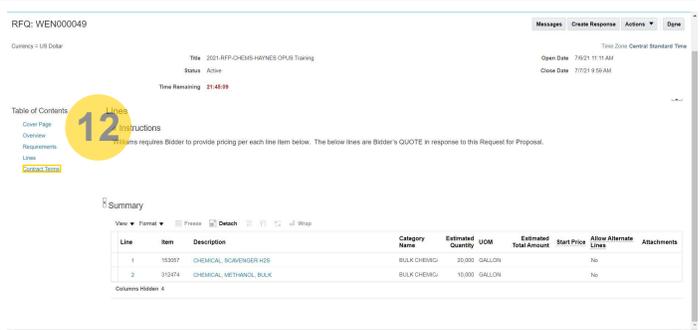**10.** Click the **Expand Left Pane** icon.

11. Click the **Requirements** hyperlink.

Requirements

12. Click the **Contract Terms** hyperlink.

Contract Terms

13. Click the **Done** button.