Completing these steps as soon as you receive a notification will inform the system that you have viewed the notification and will not send additional e-mails for that notification.

1. Login to e-Business Suite in My UNIverse
2. Login with Username and Password
3. Your ‘Worklist’ will appear at the top of the page with the 5 most recent open notifications
4. Click on the underlined subject of the notification to open
5. If the notification is an Action Required notification, your options are to approve, reject, or delegate the notification
6. If the notification is an FYI notification, your options are OK or Delegate

Clicking either Approve, Reject, Delegate or OK will prevent another e-mail notification delivery to you.