

How To Access Purchase Agreements

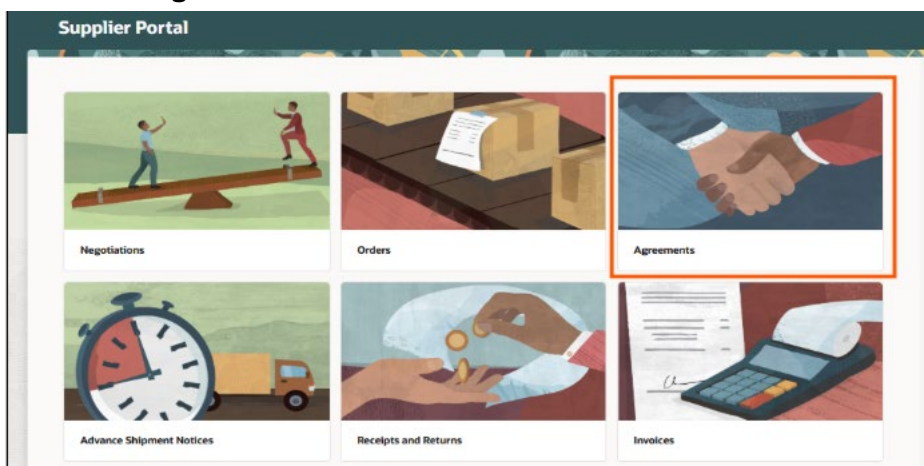
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How to Access Purchase Agreements

Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below.
Click on **Agreements** Tile.



2. Purchase Agreements dashboard.

Purchase Agreements

All13

Pending Acknowledgment0

Processing Errors0

Expiring in 30 Days0

Search for agreement, supplier, item, or category

BuyerSupplier SiteTypeAgreement StatusFilters

13 Items

Edit

Acknowledge

Cancel

More Actions

Agreements

Agreement	Status	Description	Type	Agreement Amount	Released Amount	Start Date	End Date
PA100093	Open		Blanket				
PA100092	Open	Test BPA 2	Blanket				
PA100091	Open	Test BPA	Blanket				
PA100086	Open	Redwood: Summarize Purchase Agreement Attachments with Generative AI in Approval Notifications	Blanket				
PA100082	Open	UAT CS-12634	Blanket		55,496.00 USD	6/25/26	
PA100081	Open	Approval Testing	Blanket				
PA100080	Expired	TC-PO-23	Blanket		60,000.00 USD	6/25/26	7/11/26
PA100076	Open	TC_APP_28 CO	Blanket				
PA100075	Open	TC_APP_27 CO	Blanket		6,336.33 USD		
PA100071	Open	Expense BPA	Blanket		7,700.00 USD		
PA100070	Open	TC-PO-023	Blanket		102,912.30 USD		
PA100069	Open	TC-PO-53	Blanket				

3. Click on the Agreement hyper link to open and view the details.

Purchase Agreements

All13

Pending Acknowledgment0

Processing Errors0

Expiring in 30 Days0

Search for agreement, supplier, item, or category

BuyerSupplier SiteTypeAgreement StatusFilters

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PA100070	Open	TC-PO-023	Blanket		102,912.30 USD		
PA100069	Open	TC-PO-53	Blanket				

4. Review the header information and line-item details under Lines section.

Blanket Purchase Agreement PA100075

Open

Cancel Agreement

Edit

View PDF

Procurement BU CORPORATE BU

Creation Date 6/19/26

Supplier

Supplier Site

Currency

Buyer

Released Amount

Description

6,336.33 USD

TC_APP_27 CO

Lines (2)

Agreement Details

Life Cycle

Cancel

Download

Print

Line	Status	Line Type	Item	Item Attributes	Supplier Item	UOM	Price (USD)	Price Breaks	Start Date	More Details	Description
1	Open	Goods	31327		0000419722-31327	EA	596.00				CUTTER, TOOL, CABLE, RATCHETING, 750 KCM CU, AL, CAI
2	Open	Goods	31345		0000580440-31345	EA	6.33				FILE, HAND, 8 IN LENGTH, MILL-BASTARD CUT

5. Click on Agreement Details tab to review the additional details of Agreement.

Blanket Purchase Agreement PA100075 Open

Procurement BU CORPORATE BU Creation Date 6/19/26

Supplier: Supplier Site: PO-01 Currency: USD Buyer: TC_APP_27 CO

Released Amount: 6,336.33 USD

Lines (2) **Agreement Details** Life Cycle

Terms

Required Acknowledgment: None Payment Terms: 45 Shipping Method: All American Freight Terms: All American

FOB: DDP (FA-DST)

Supplier communication

Communication Method: None

6. Click on Life Cycle tab to review the additional details.

Blanket Purchase Agreement PA100075 Open

Procurement BU CORPORATE BU Creation Date 6/19/26

Supplier: Supplier Site: PO-01 Currency: USD Buyer: TC_APP_27 CO

Released Amount: 6,336.33 USD

Lines (2) Agreement Details **Life Cycle**

Received Amount: 6.33 USD Invoiced Amount: 6.33 USD Purchase Orders: 2

Lines

Line	Description	Item	Purchase Orders	Agreement Quantity	Released Quantity	Received Quantity	Invoiced Quantity	Agreement Amount (USD)	Released Amount	Received Amount	Invoiced Amount
1	CUTTER, TOOL, CABLE, RATCHETING, 750 KCM CU, AL CABLE USE	31327									
2	FILE, HAND, 8 IN LENGTH, MILL-BASTARD CUT	31345	2		1,001 EA	1 EA	1 EA	6,336.33	6.33	6.33	6.33

Change Order Creation

1. Click on Edit button on top right to edit or create change of the Agreement.

Blanket Purchase Agreement PA100075 Open

Procurement BU CORPORATE BU Creation Date 6/19/26

Supplier: Supplier Site: PO-01 Currency: USD Buyer: TC_APP_27 CO

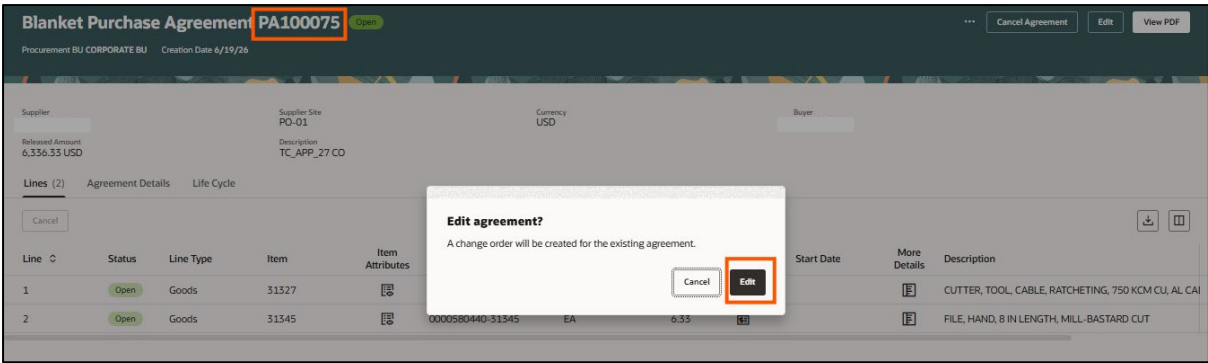
Released Amount: 6,336.33 USD

Lines (2) Agreement Details Life Cycle

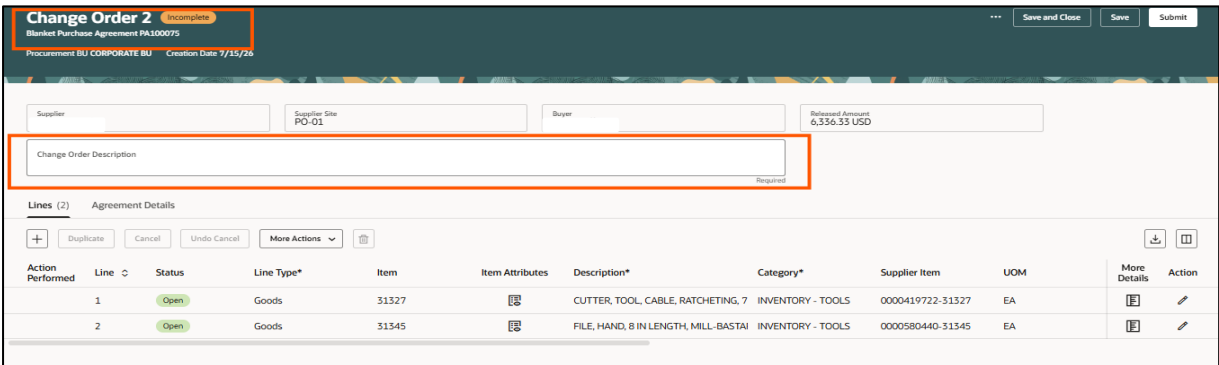
Lines

Line	Status	Line Type	Item	Item Attributes	Supplier Item	UOM	Price (USD)	Price Breaks	Start Date	More Details	Description
1	Open	Goods	31327		0000419722-31327	EA	596.00				CUTTER, TOOL, CABLE, RATCHETING, 750 KCM CU, AL CAI
2	Open	Goods	31345		0000580440-31345	EA	6.33				FILE, HAND, 8 IN LENGTH, MILL-BASTARD CUT

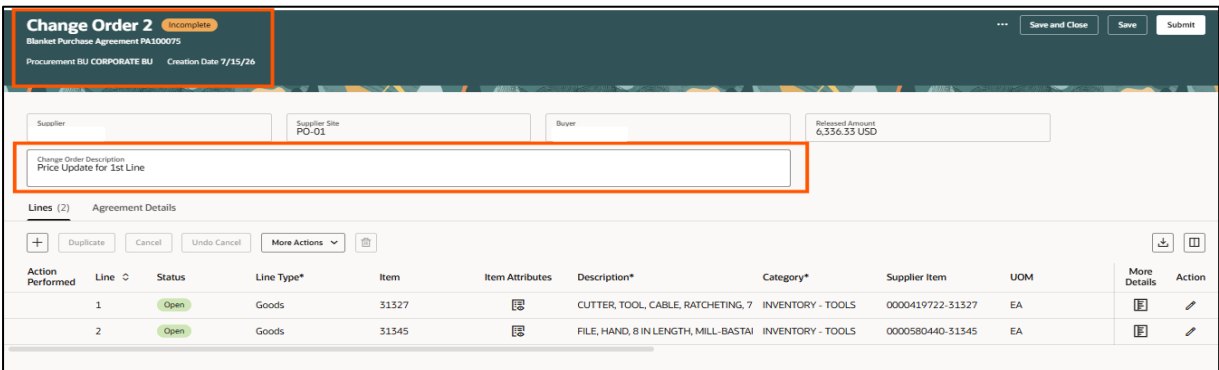
2. Click on Edit on Popup window to create the change order.



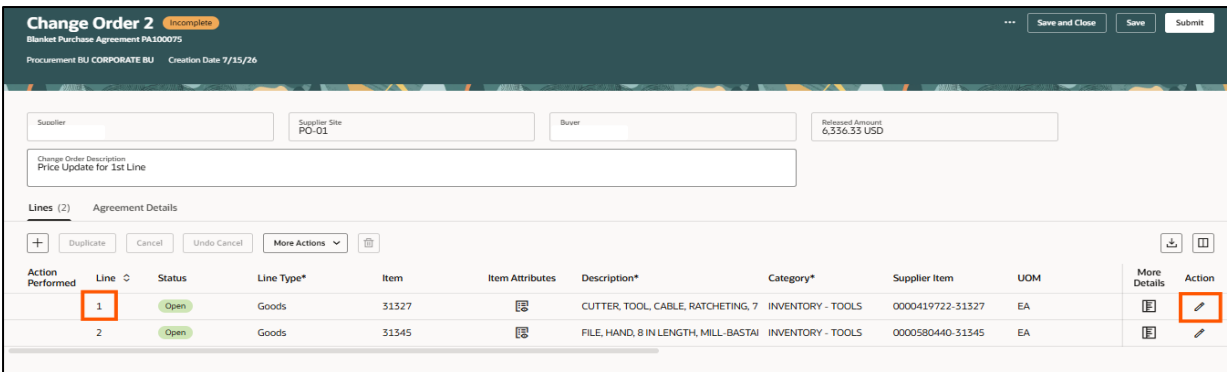
3. Provide the Change order description of the changes requested.



4. Example “Price Update for 1st Line”



5. Select the line and Click on Action icon at line level.



6. Editable fields will be highlighted and update with the required details (Example Price).

Change Order 2 Incomplete

Blanket Purchase Agreement PA100075

Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

+ Duplicate Cancel Undo Cancel More Actions

Action Performed	Line	Item Attributes	Description*	Category*	Supplier Item	UOM	Price*	Price Break	Start Date	More Details	Action
	1		CUTTER, TOOL, CABLE, RATCHETING, 7	INVENTORY - TOOLS	0000419722-31327	EA	596.00				
	2		FILE, HAND, 8 IN LENGTH, MILL-BASTAI	INVENTORY - TOOLS	0000580440-31345	EA	6.33				

Change Order 2 Incomplete

Blanket Purchase Agreement PA100075

Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

+ Duplicate Cancel Undo Cancel More Actions

Action Performed	Line	T_SRC_NAME	COUPA_REQ_LINE_NUM	COUPA_REQ_ID	More Details	Released Amount	Released Quantity	Agreement Quantity	Agreement Amount	Price Limit	Action
	1									596.80	
	2					6,336.33	1,001			6.33	

7. Update the Price and Price Limit.

Change Order 2 Incomplete

Blanket Purchase Agreement PA100075

Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

+ Duplicate Cancel Undo Cancel More Actions

Action Performed	Line	Item Attributes	Description*	Category*	Supplier Item	UOM	Price*	Price Break	Start Date	More Details	Action
	1		CUTTER, TOOL, CABLE, RATCHETING, 7	INVENTORY - TOOLS	0000419722-31327	EA	600.00				
	2		FILE, HAND, 8 IN LENGTH, MILL-BASTAI	INVENTORY - TOOLS	0000580440-31345	EA	6.33				

Change Order 2 Incomplete

Blanket Purchase Agreement PA100075

Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

+ Duplicate Cancel Undo Cancel More Actions

Action Performed	Line	T_SRC_NAME	COUPA_REQ_LINE_NUM	COUPA_REQ_ID	More Details	Released Amount	Released Quantity	Agreement Quantity	Agreement Amount	Price Limit	Action
	1									600.00	
	2					6,336.33	1,001			6.33	

8. Click on Save and changes will be saved.

Change Order 2 Incomplete Save and Close Save Submit

Blanket Purchase Agreement PA100075
Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

Action Performed	Line	Item Attributes	Description*	Category*	Supplier Item	UOM	Price*	Price Break	Start Date	More Details	Action
	1		CUTTER, TOOL, CABLE, RATCHETING, 7	INVENTORY - TOOLS	0000419722-31327	EA	600.00				
	2		FILE, HAND, 8 IN LENGTH, MILL-BASTAI	INVENTORY - TOOLS	0000580440-31345	EA	6.33				

9. Click on Submit button to submit the changes for approval to buyer.

Change Order 2 Incomplete Save and Close Save Submit

Blanket Purchase Agreement PA100075
Procurement BU CORPORATE BU Creation Date 7/15/26

Supplier: Supplier Site: PO-01 Buyer: Released Amount: 6,336.33 USD

Change Order Description: Price Update for 1st Line

Lines (2) Agreement Details

Action Performed	Line	Status	Line Type*	Item	Item Attributes	Description*	Category*	Supplier Item	UOM	More Details	Action
	1	Open	Goods	31327		CUTTER, TOOL, CABLE, RATCHETING, 7	INVENTORY - TOOLS	0000419722-31327	EA		
	2	Open	Goods	31345		FILE, HAND, 8 IN LENGTH, MILL-BASTAI	INVENTORY - TOOLS	0000580440-31345	EA		

10. Change order is submitted for approval.

Blanket Purchase Agreement PA100075 Open Cancel View Agreement History Cancel Agreement View PDF

Procurement BU CORPORATE BU Creation Date 6/19/26

Change order 2 is in Pending Approval status
Created on 7/15/26 by Beth Mason
[View change order](#)

Supplier: Supplier Site: PO-01 Currency: USD Buyer: Released Amount: 6,336.33 USD Description: TC_APP_27 CO

Lines (2) Agreement Details Life Cycle

Line	Status	Line Type	Item	Item Attributes	Supplier Item	UOM	Price (USD)	Price Breaks	Start Date	More Details	Description
1	Open	Goods	31327		0000419722-31327	EA	596.00				CUTTER, TOOL, CABLE, RATCHETING, 750 KCM CU, AL CAI
2	Open	Goods	31345		0000580440-31345	EA	6.33				FILE, HAND, 8 IN LENGTH, MILL-BASTARD CUT