How To Access Purchase Agreements

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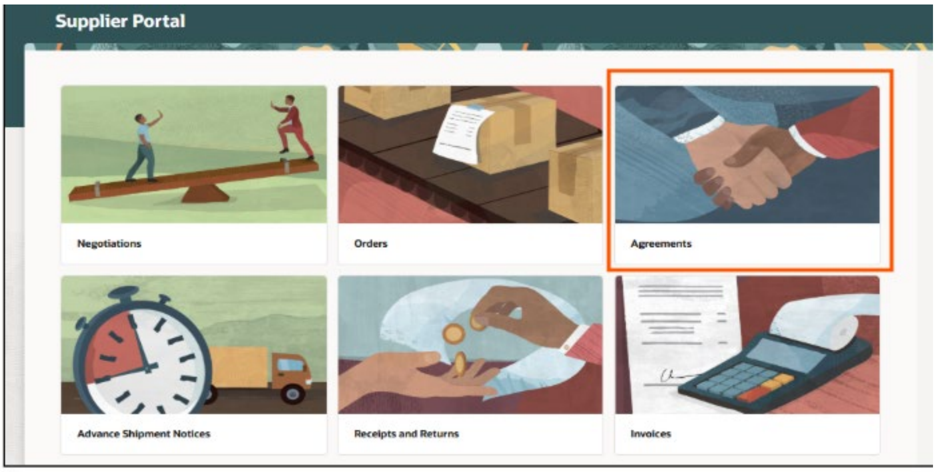
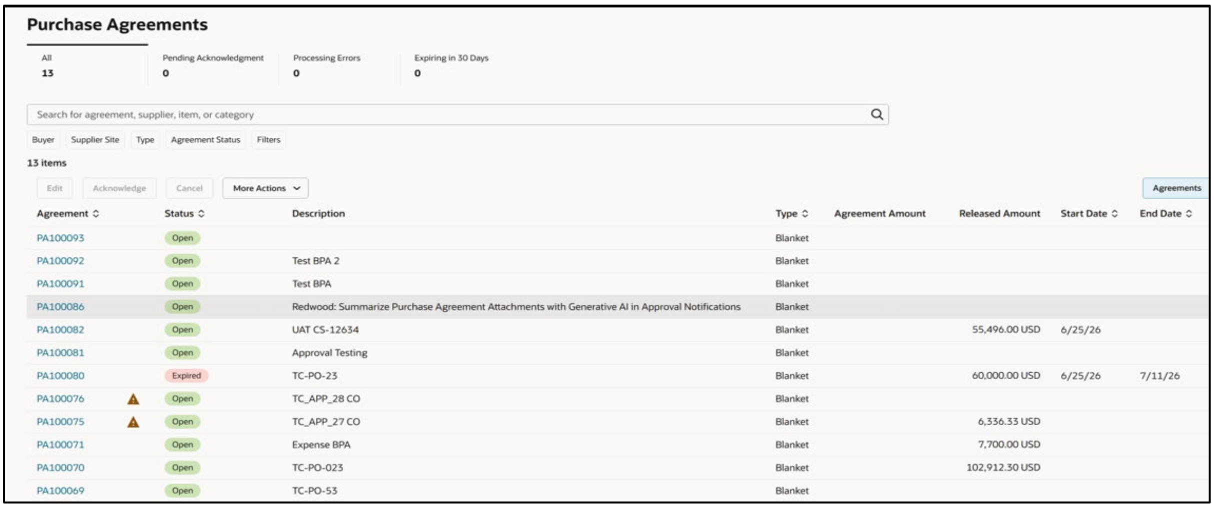
Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

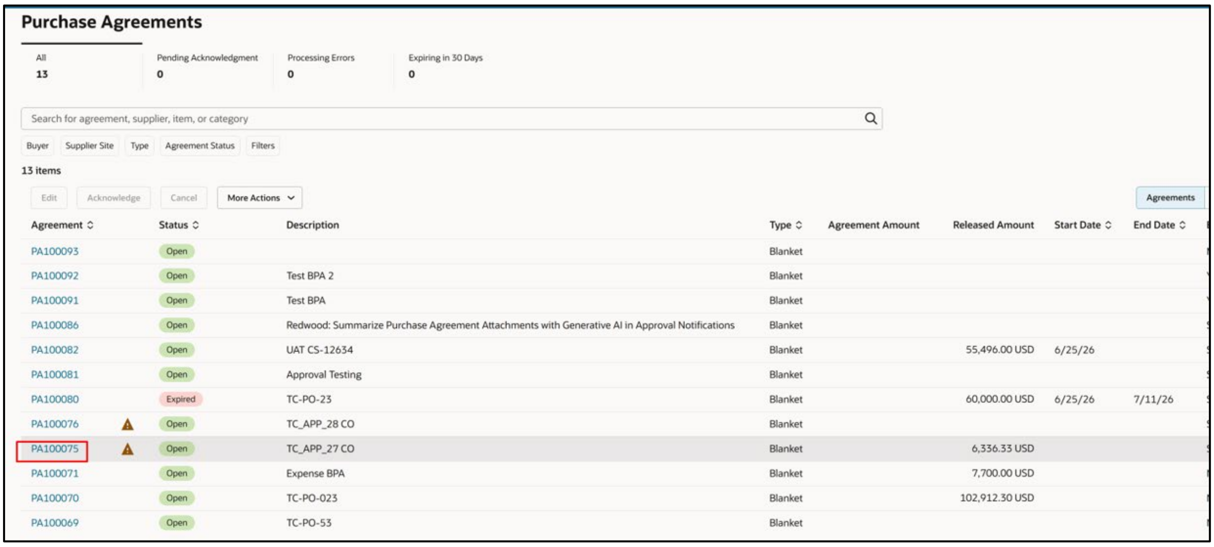
1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below.
   Click on **Agreements** Tile.



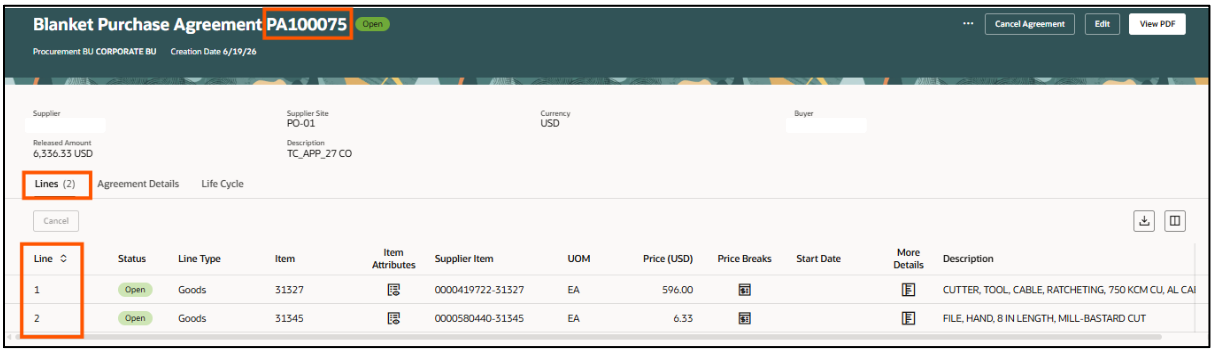
2. Purchase Agreements dashboard.



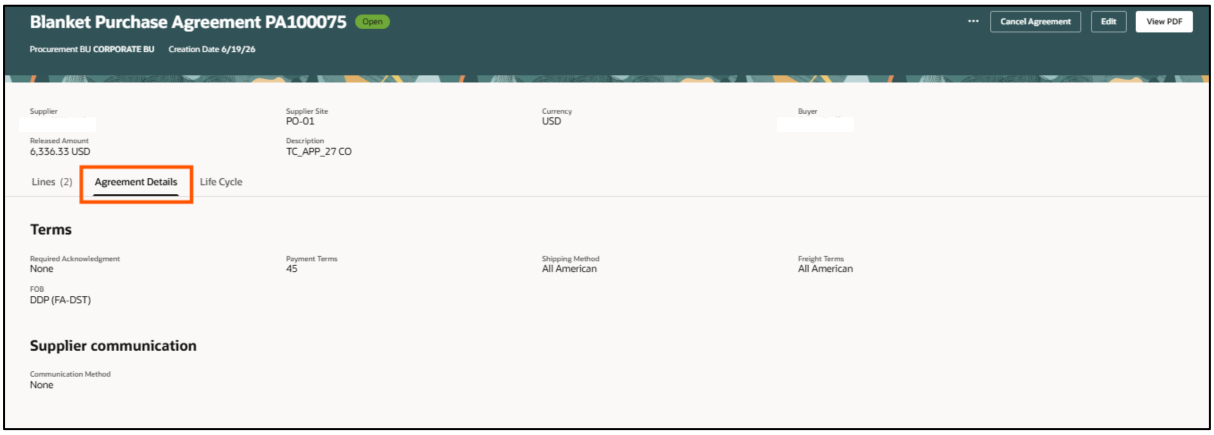
3. Click on the Agreement hyper link to open and view the details.



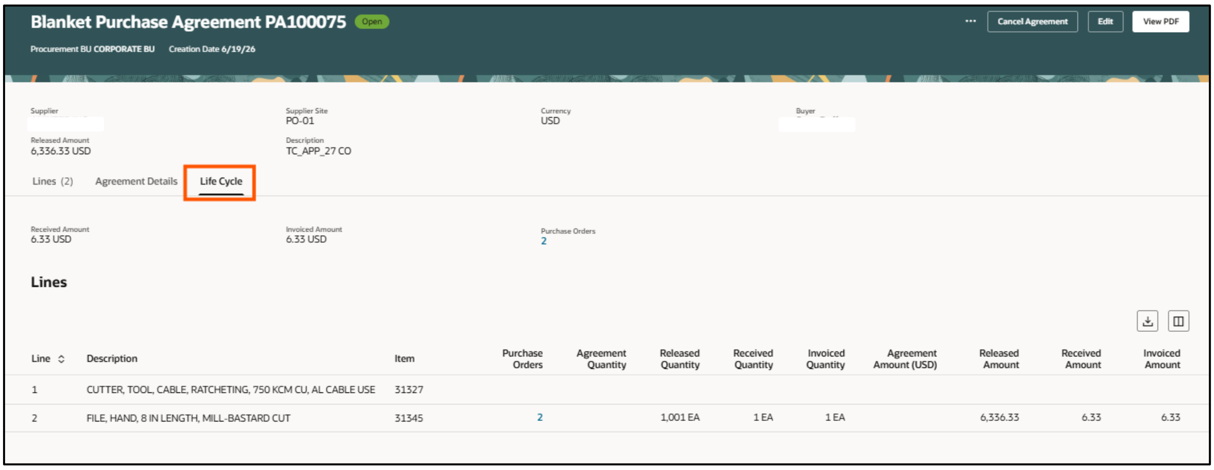
4. Review the header information and line-item details under Lines section.



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

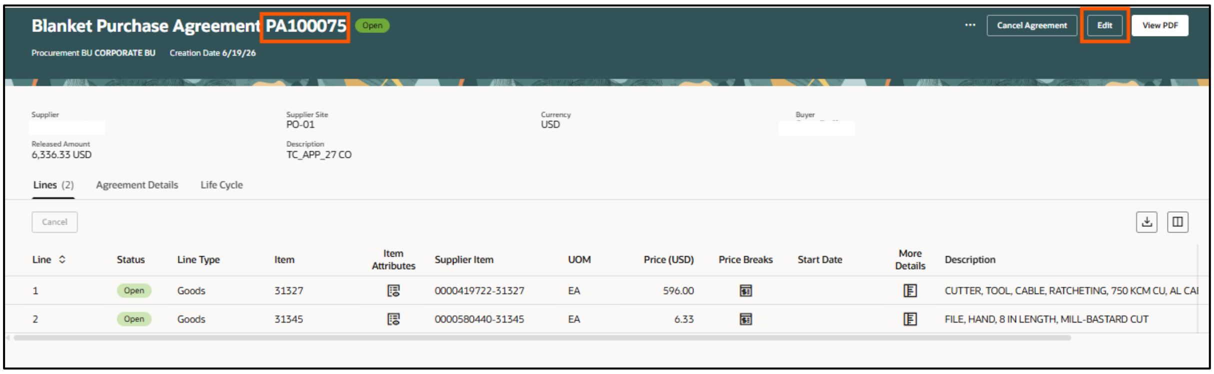


6. Click on Life Cycle tab to review the additional details.

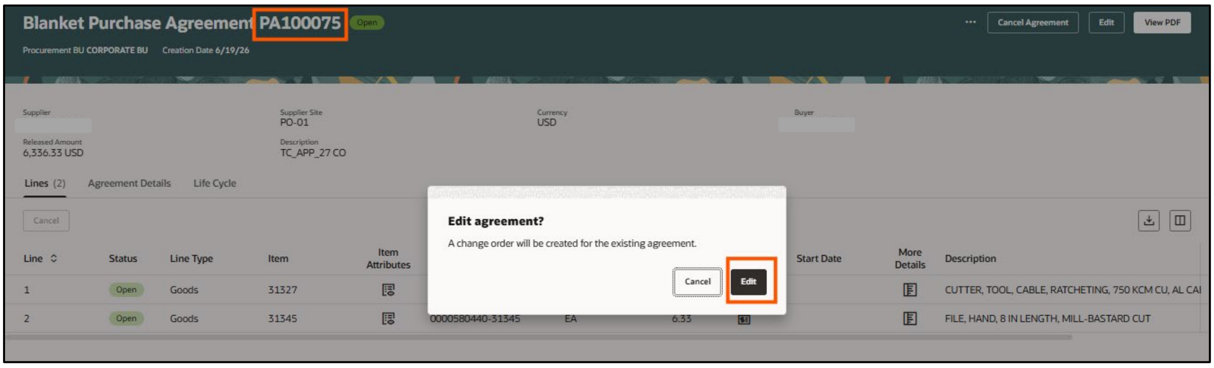


Change Order Creation

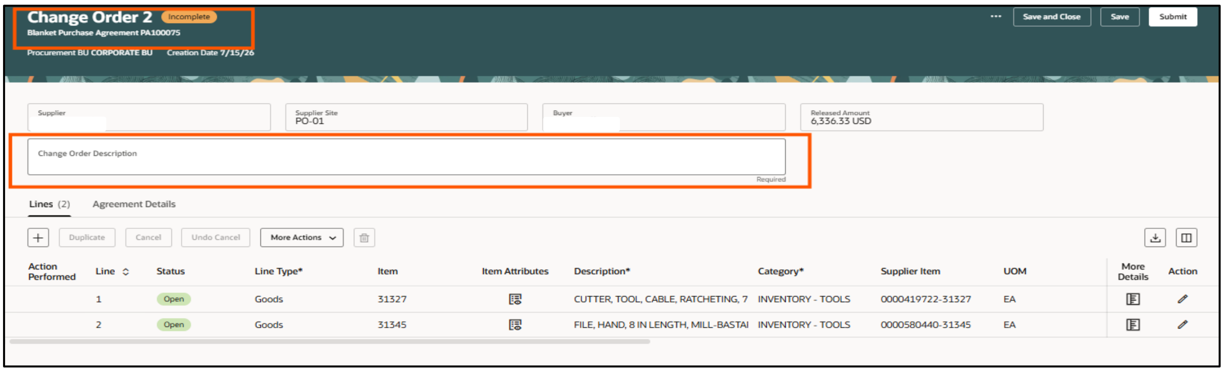
1. Click on Edit button on top right to edit or create change of the Agreement.



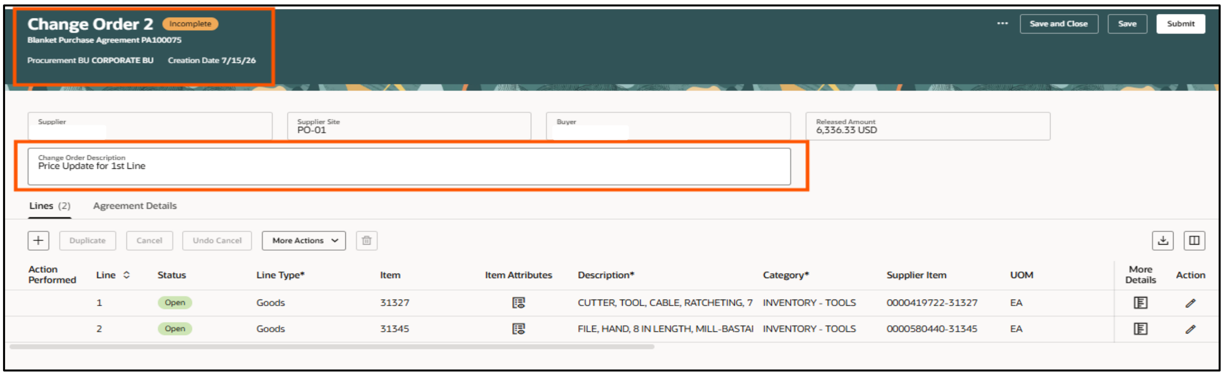
2. Click on Edit on Popup window to create the change order.



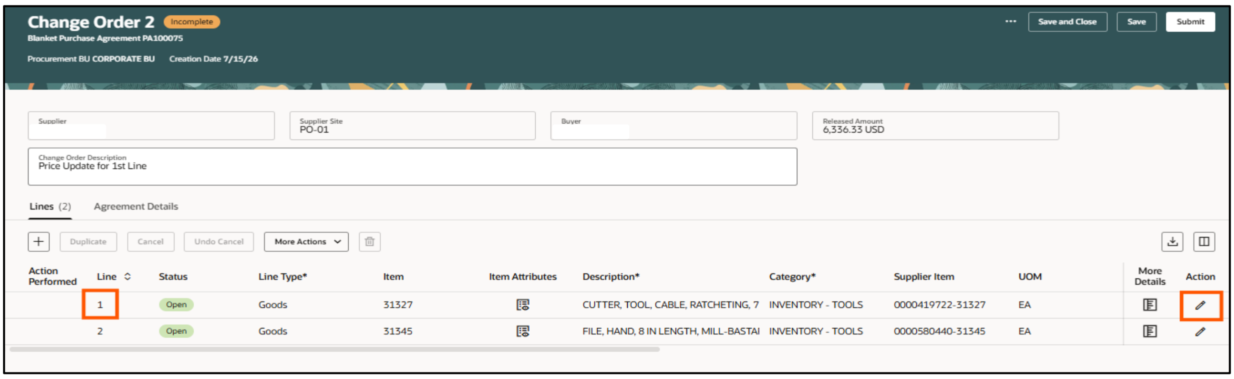
3. Provide the Change order description of the changes requested.



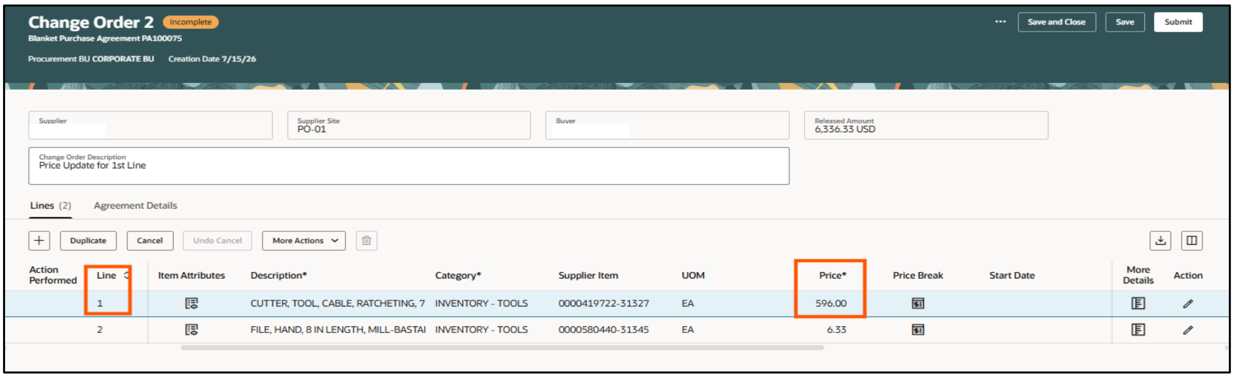
4. Example "Price Update for 1st Line"

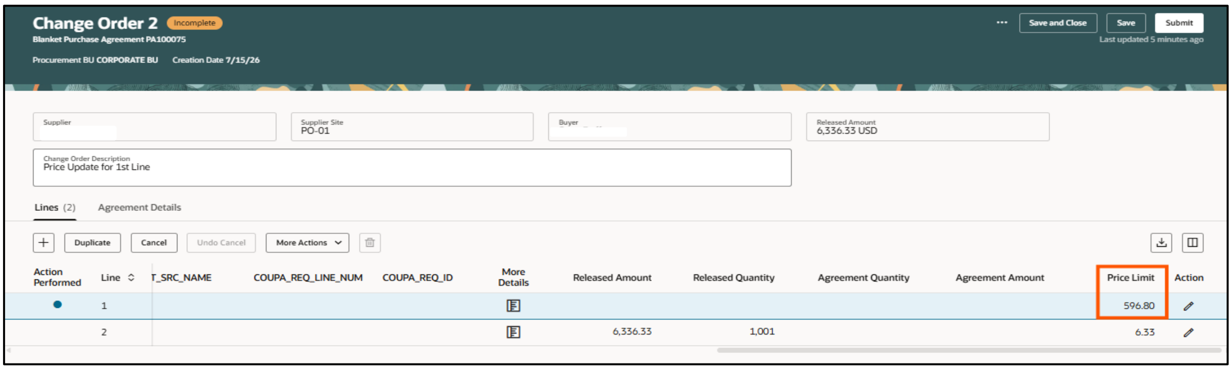


5. Select the line and Click on Action icon at line level.

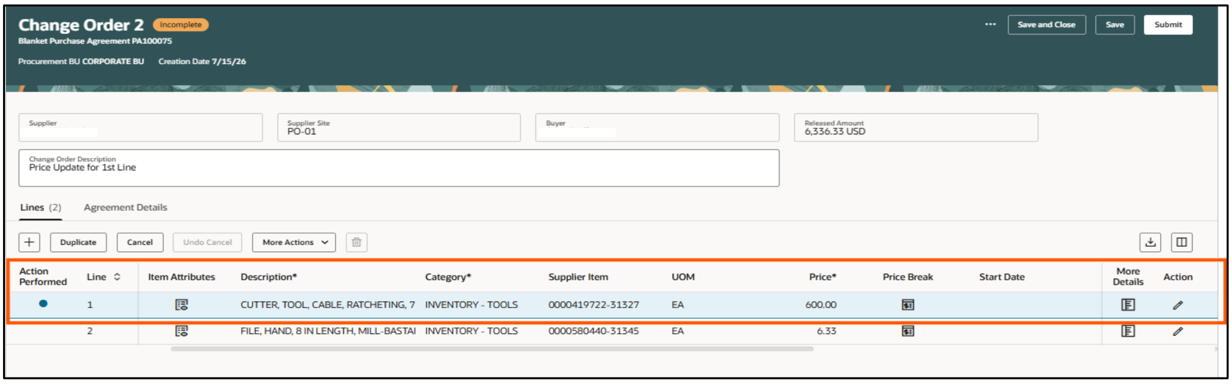


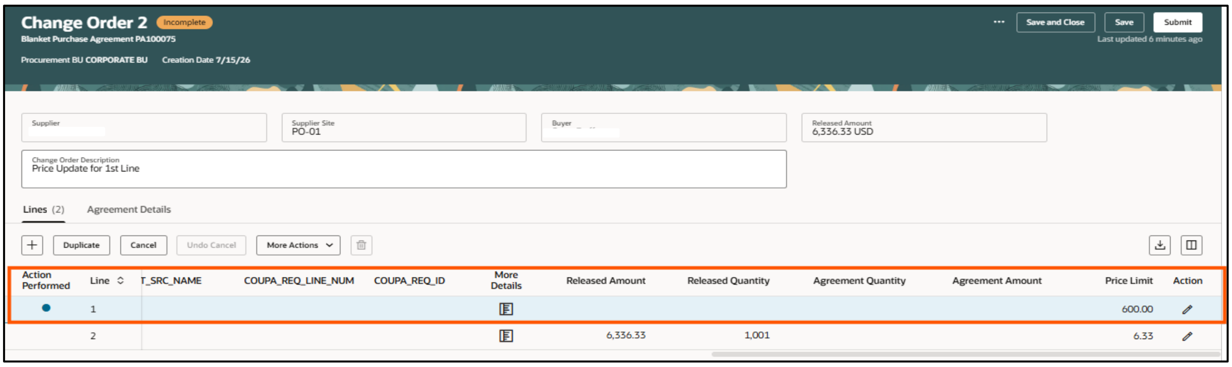
6. Editable fields will be highlighted and update with the required details (Example Price).



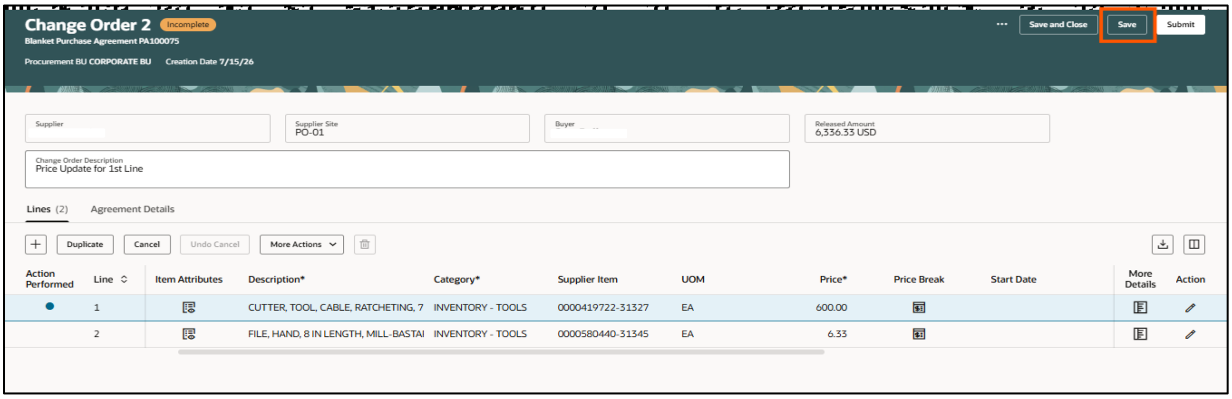


7. Update the Price and Price Limit.

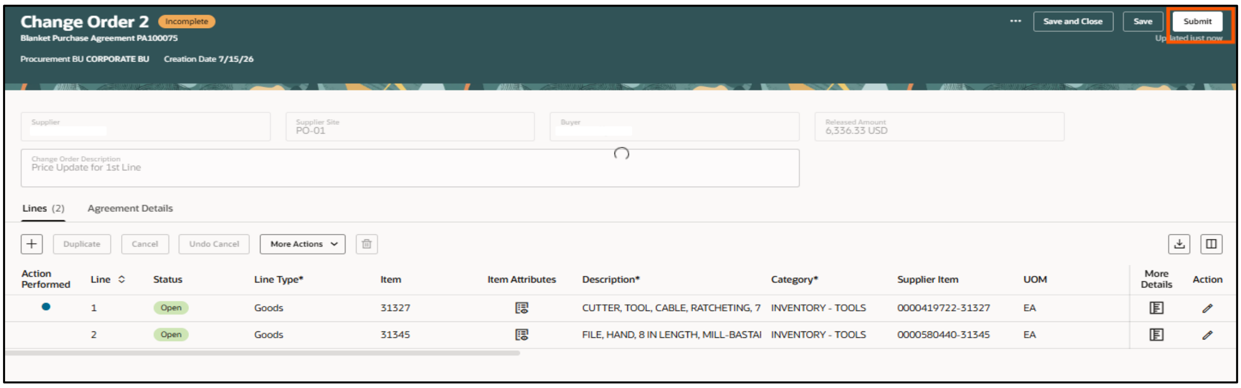




8. Click on Save and changes will be saved.



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



10. Change order is submitted for approval.