

## Maintain Blanket Purchase Agreements Including Change Orders

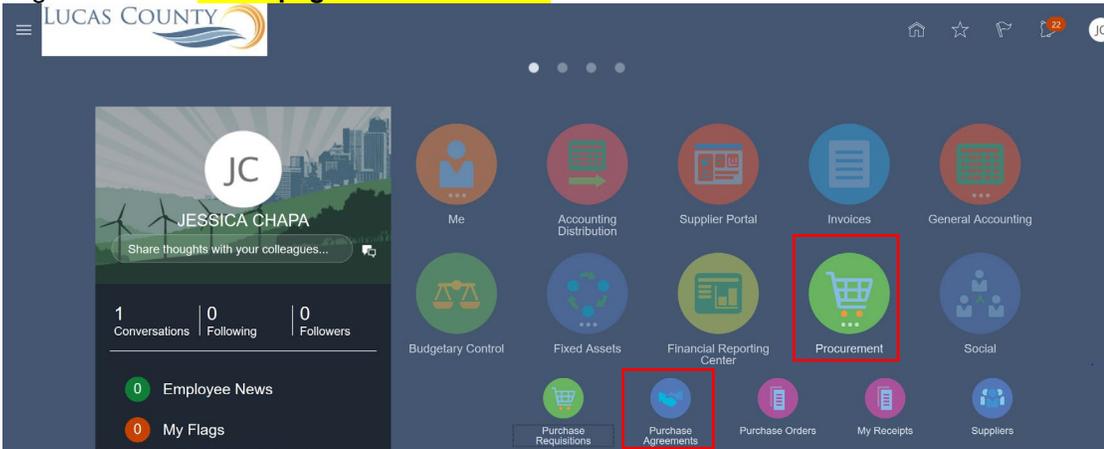
**Audience:** Procurement Agent, Catalog Administrator, Supplier

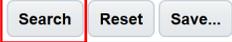
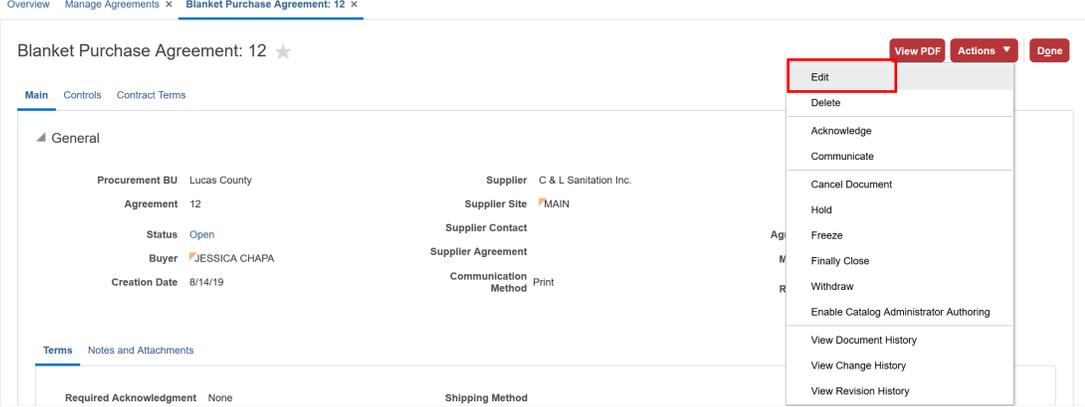
**Purpose:** Managing the supplier agreement life cycle enables all key stakeholders of the supplier agreement; the procurement agent, the catalog administrator, and the supplier to track and monitor the execution cycle of the agreement and initiate and manage changes to the agreement including cancellations.

Supplier Agreement Life Cycle Tasks include:

- Open agreement for release once approved and accepted
- Track agreement execution status
- Reassign agreement ownership from one agent to another
- Control downstream activities
- Control amendment activities
- Notify agent when agreement nears expiration
- Finally close the document

This job aid provides steps to maintain blanket purchase agreements, including change orders.

Step	Action
1	Log into Oracle. <b>Home page -&gt; Procurement.</b> 
2	Click the <b>Purchase Agreements</b> icon.
3	Click on the <b>Tasks</b> icon. 
4	Click the <b>Manage Agreements</b> link.

	<p><b>Requisitions</b></p> <ul style="list-style-type: none"> <li>Process Requisitions</li> <li>Import Requisitions</li> <li>View Requisition Lines</li> </ul> <p><b>Orders</b></p> <ul style="list-style-type: none"> <li>Manage Orders</li> <li>Create Order</li> <li>Generate Orders</li> <li>Import Orders</li> </ul> <p><b>Agreements</b></p> <ul style="list-style-type: none"> <li><b>Manage Agreements</b></li> <li>Create Agreement</li> </ul>
5	<p>Click the <b>Search</b> button.</p> 
6	<p>Highlight the <b>Agreement</b> row and click the <b>Agreement Number</b> link for the Blanket Purchase Agreement in Open Status.</p> 
7	<p>Click the <b>Actions</b> menu and select <b>Edit</b>.</p> 
8	<p>Message displays. Click the <b>Yes</b> button to continue.</p> 
9	<p>Click in the mandatory <b>Description</b> field and enter a description for the Change. For example, "Make an update to Line item price."</p>

10	<p>Navigate to the <b>Lines</b> area and highlight the Line.</p>
11	<p>Click in the <b>Price</b> field and change the price.</p>
12	<p>Click the <b>Save</b> button.</p>
13	<p>Click the <b>Submit</b> button.</p>
14	<p>Message displays. Click the <b>OK</b> button.</p>
15	<p>Click the <b>Done</b> button.</p>
16	<p>Click the <b>Search</b> button to re-query the Agreements.</p>
17	<p>Highlight the changed Agreement row and click on <b>Agreement Number</b> line.</p>
18	<p>Note: A Change Order must be approved before you can review changes. Click the <b>Actions</b> menu.</p>
19	<p>Note: A Change Order must be approved before you can review changes. Click on <b>View Change History</b>. Review the Change Orders that have been created.</p>

20	<p>Click the <b>Done</b> button.</p> <table border="1"> <thead> <tr> <th>Change Order</th> <th>Description</th> <th>Resulting Revision</th> <th>Creation Date</th> <th>Initiating Party</th> <th>Initiator</th> <th>Type</th> <th>Agreement Amount Changed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Make an update to Line item price.</td> <td></td> <td>8/14/19</td> <td>Buyer</td> <td>JESSICA CHAPA</td> <td>Internal</td> <td>0.00</td> <td>Processed</td> </tr> </tbody> </table>	Change Order	Description	Resulting Revision	Creation Date	Initiating Party	Initiator	Type	Agreement Amount Changed	Status	1	Make an update to Line item price.		8/14/19	Buyer	JESSICA CHAPA	Internal	0.00	Processed														
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