

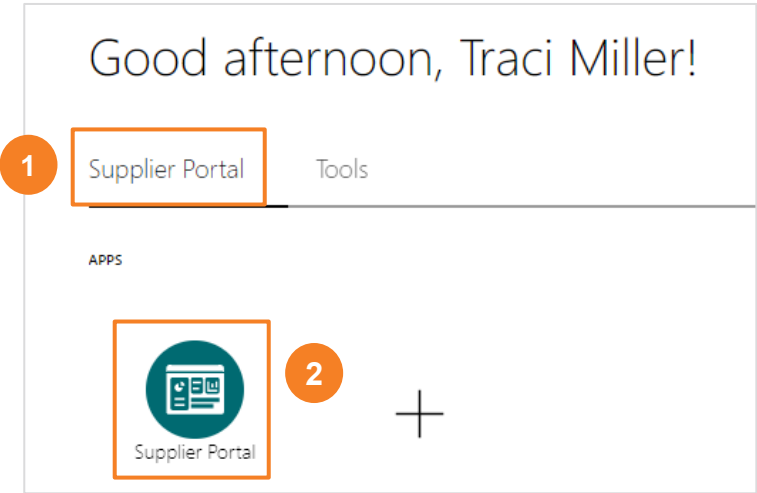
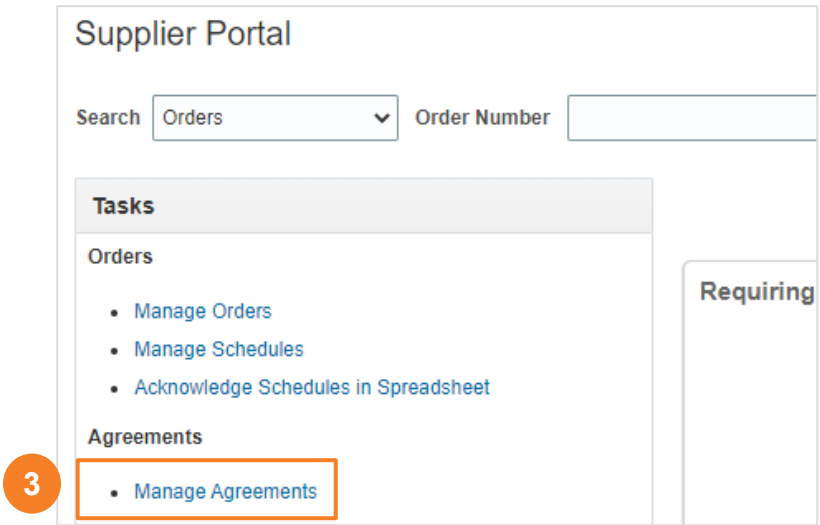


# How to Request Changes to an Agreement

 <b>Why should I use this guide?</b>	This guide provides information on how to request changes to an agreement.
 <b>Who might use this guide?</b>	<ul style="list-style-type: none"> <li>• Suppliers needing to update information on an agreement.</li> </ul>

Step	Definition
1	Login to the system.
2	Navigate to the <b>Supplier Portal</b> tab.
	Click on the <b>Supplier Portal</b> app. <div data-bbox="831 858 1585 1353" style="text-align: center; margin: 20px 0;">  <p>Good afternoon, Traci Miller!</p> <p>1 Supplier Portal Tools</p> <hr/> <p>APPS</p> <p>2 Supplier Portal +</p> </div>

Step	Definition
3	<p>From your Task bar, click on <b>Manage Agreements</b>.</p>  <p>The screenshot shows the 'Supplier Portal' interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. Below this, there are two main sections: 'Tasks' and 'Agreements'. The 'Tasks' section includes 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The 'Agreements' section includes 'Manage Agreements', which is highlighted with an orange box and a circled number 3. To the right of these sections, there is a 'Requiring' button.</p>

Step	Definition
4	Enter an <b>Agreement Number</b> and click on <b>Search</b> . Alternatively, click on <b>Search</b> and all your agreements will appear.
5	Highlight the relevant Agreement.
6	Click on the <b>Pencil</b> icon to Edit.

Manage Agreements Done

Headers Lines

**Search** Advanced Manage Watchlist Saved Search All Agreements ▼

Procurement BU ▼ Status ▼

Supplier Site ▼ Include Closed and Expired Documents No ▼


Agreement PA00000106 4 Search Reset Save...

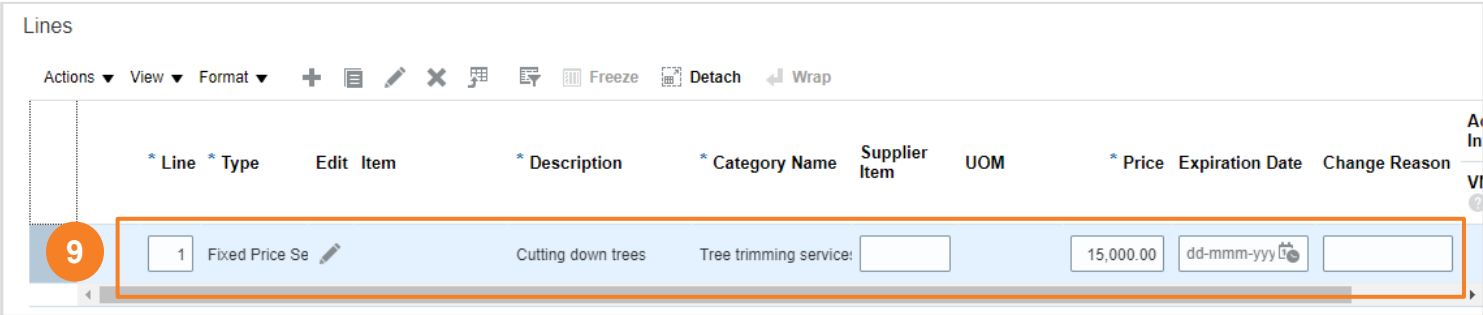
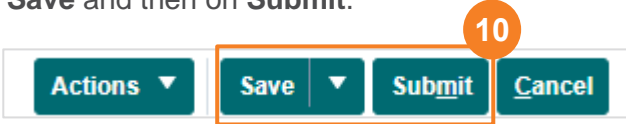
Search Results 6

Actions ▼ View ▼ Format ▼ ✎ 📄 📄 Freeze 📄 Detach ↩ Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
<span>5</span> <span>PA00000106</span>	Tree Removal - MdeB	PO LIGHT HOUSE	de Boer, Mic...	20,000.00	0.00	AUD	Open	16-Jun-2...		17-Jun-2...

Columns Hidden 30

Step	Definition
7	<p>A Warning Change Order message will appear.</p> <p>To edit the document, click on <b>Yes</b>.</p> <div data-bbox="689 464 1742 695" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> <b>Warning</b></span> <span>✕</span> </div> <p>This action will create a change order on the document. Do you want to continue? (PO-2055113)</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="border: 2px solid orange; border-radius: 50%; padding: 2px 6px;">7</span> <span style="border: 2px solid orange; padding: 2px 10px;">Yes</span> <span style="padding: 2px 10px;">No</span> </div> </div>

Step	Definition
9	<p>Scroll down to the <b>Lines</b> section and update the relevant information e.g. <b>Price</b>.</p> 
10	<p>Scroll back up to the top and click on <b>Save</b> and then on <b>Submit</b>.</p> 
11	<p>Click on <b>Ok</b> to the confirmation message. At this stage the document will be sent to Essential Energy for consideration.</p> 