

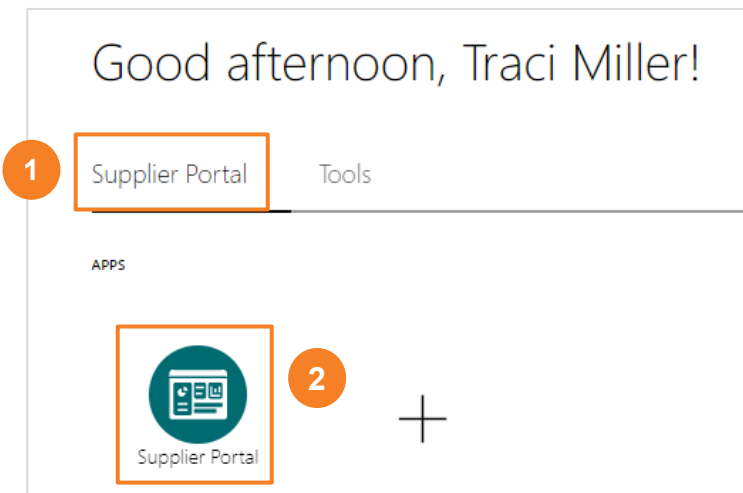
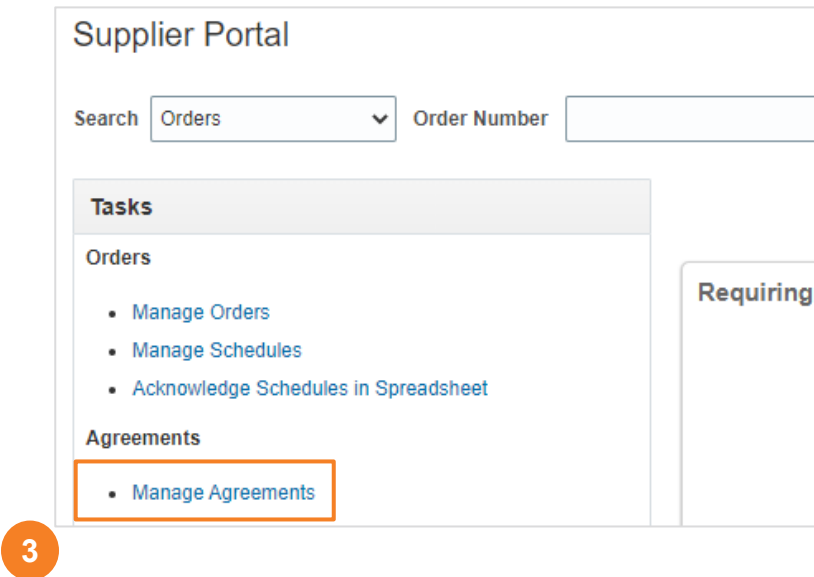


How to Request Changes to an Agreement

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

Step	Definition
1 2	<p>Login to the system.</p> <p>Navigate to the Supplier Portal tab.</p> <p>Click on the Supplier Portal app.</p> <div data-bbox="828 853 1568 1348">  </div>

Step	Definition
3	<p>From your Task bar, click on Manage Agreements.</p> 

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

Manage Agreements ② Done

Headers Lines

Search

Advanced Manage Watchlist Saved Search All Agreements

Procurement BU

Supplier Site

Agreement PA00000106

Status

Include Closed and Expired Documents No

4 Search Reset Save...

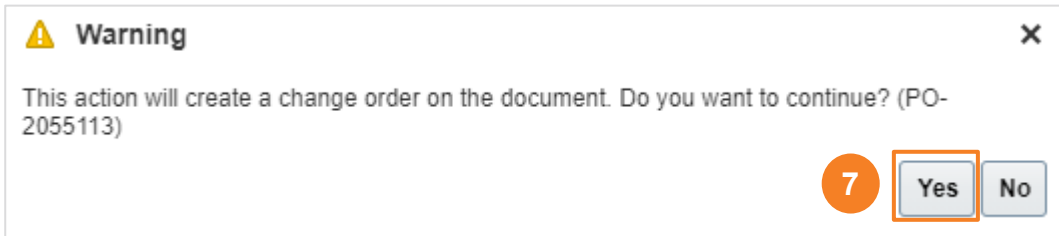

Search Results

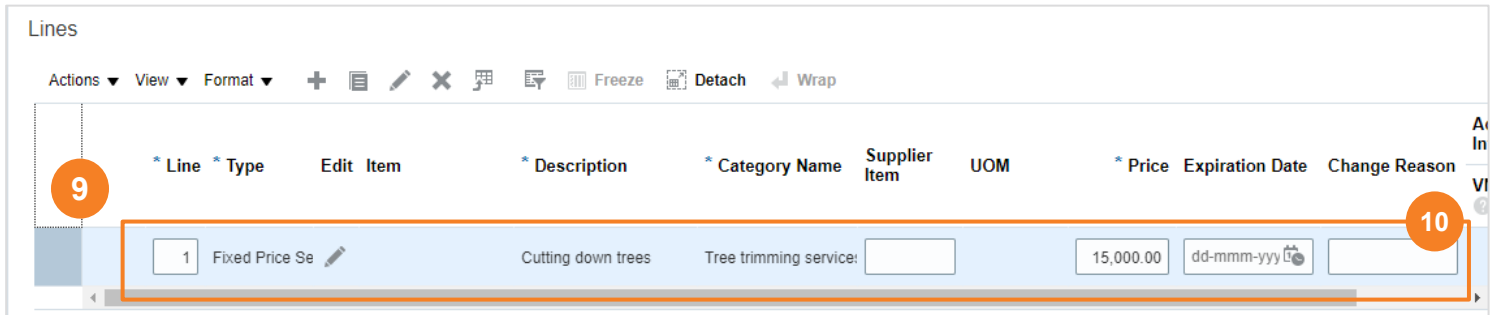

6 ✎

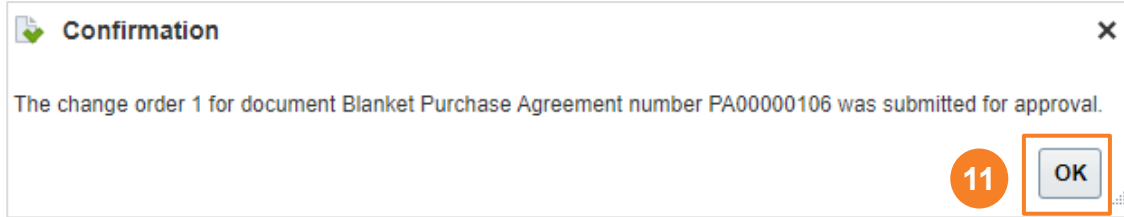
Actions View Format ✎ 📄 📄 Freeze Detach Wrap

	Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
5 	PA00000106	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 Yes.</p> <div data-bbox="687 459 1742 695">  <p>A warning dialog box with a yellow triangle icon and the text: "Warning. This action will create a change order on the document. Do you want to continue? (PO-2055113)". At the bottom right, there are two buttons: "Yes" (highlighted with an orange box and a circled 7) and "No".</p> </div>
8	<p>Enter a Description on the change. The description should include a clear justification for the change including effective date.</p> <p>NOTE: Please allow sufficient time between submitting the changes and the effective date for Essential Energy approvals to occur and any other implementation requirements to be put in place.</p> <div data-bbox="591 954 1841 1260">  <p>The "Edit Change Order: 1" form. It includes a circled 8 next to the "Description" field, which is highlighted with an orange box. Other fields include "Change Order 1", "Creation Date 16-Aug-2021", and "Status Incomplete".</p> </div>

Step	Definition
9	Scroll down to the Lines section and update the relevant information e.g. Price .
10	<p>Include a justification/change reason for each line that is changed.</p>  <p>NOTE: It is not possible to attach any documentation to the change order in Oracle. If you have spreadsheets or other documents showing justification for the price change, please email them separately to the Essential Energy Buyer listed on the agreement.</p>
11	<p>Scroll back up to the top and click on Save and then on Submit.</p> 

Step	Definition
12	<p>Click on Ok to the confirmation message. At this stage the document will be sent to Essential Energy for consideration.</p> <div data-bbox="649 330 1769 547">  <p>A confirmation dialog box titled "Confirmation" with a green checkmark icon. The text inside reads: "The change order 1 for document Blanket Purchase Agreement number PA00000106 was submitted for approval." At the bottom right, there is an orange circle with the number "11" and a button labeled "OK" which is highlighted with an orange border.</p> </div>