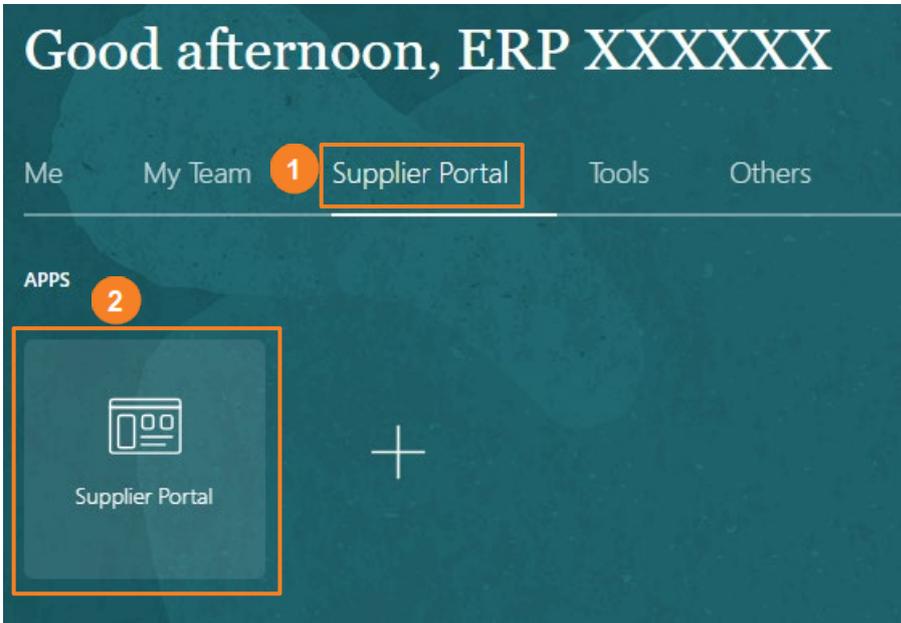
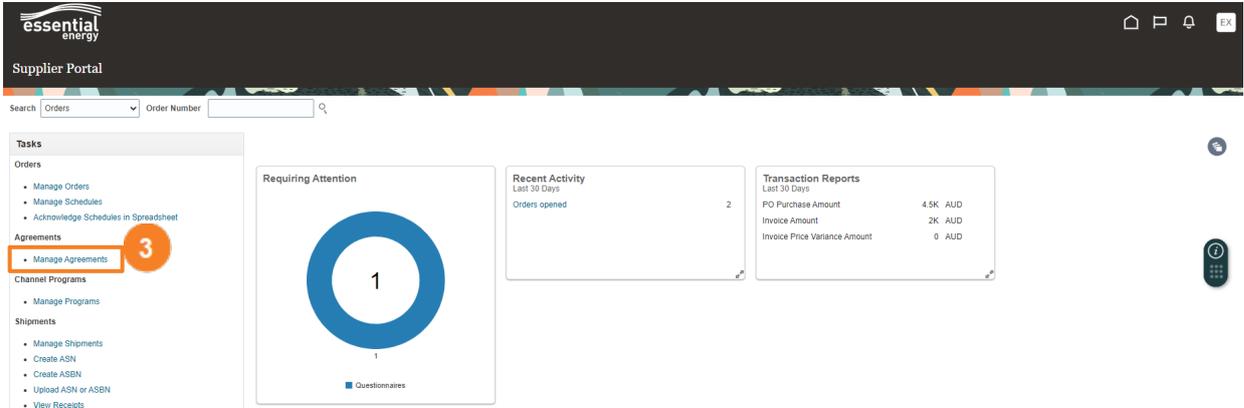
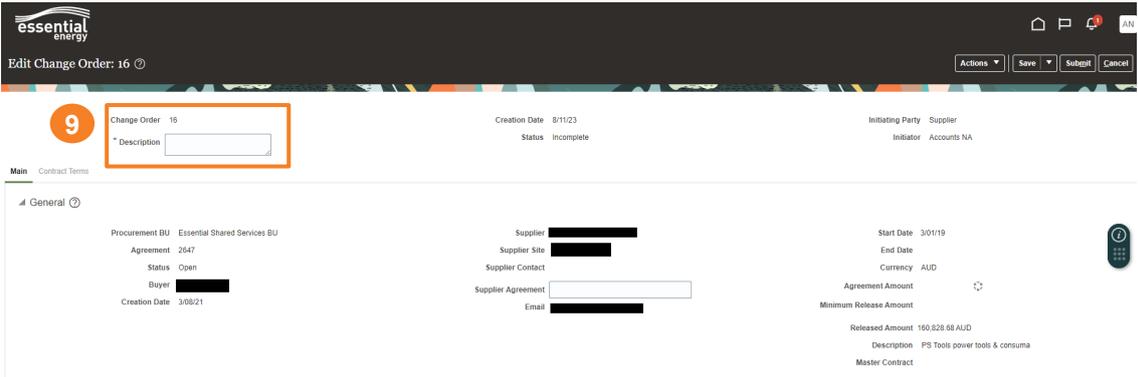
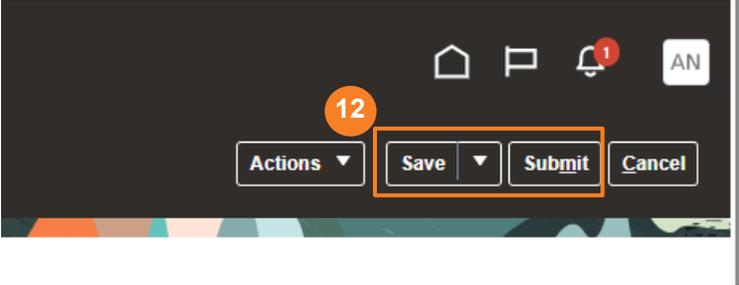


# How to Request Changes to an Agreement

<p><b>Why should I use this guide?</b></p>	<p>This guide provides information on how to request changes to an agreement.</p>
<p><b>Who might use this guide?</b></p>	<p>Suppliers needing to update information on an agreement.</p>

Step	Action
<p>1 2</p>	<p>Login to the system Navigate to the <b>Supplier Portal</b> tab. Click on the <b>Supplier Portal</b> app.</p> 
<p>3</p>	<p>From your Task bar, click on <b>Manage Agreements</b>.</p> 

Step	Action
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.
7	Click <b>Actions</b> and <b>Edit</b> .
8	A warning change order message will appear. To edit the document, click on <b>Yes</b> .
9	Enter a <b>Description</b> on the change. The description should include a clear justification for the change including effective date. <b>Note:</b> 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.

Step	Action
	
<p>10 11</p>	<p>Scroll down to the <b>Lines</b> section and update the relevant information. Example. Price Include a justification / change reason for each line that is changed.</p>  <p><b>Note:</b> 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>
<p>12</p>	<p>Scroll back up to the top and click on <b>Save</b> then <b>Submit</b>.</p> 
<p>13</p>	<p>Click on <b>OK</b> to the confirmation message. At this stage the document will be sent to Essential Energy for consideration.</p> 