

	Why should I use this guide?	This guide provides information on how to request changes to an agreement.
ß	Who might use this guide?	Suppliers needing to update information on an agreement.
Stop	Action	
1 2	Login to the system Navigate to the Supplier Portal Click on the Supplier Portal app	tab.
	Good afternoo	n, ERP XXXXXXX lier Portal Tools Others
3	From your Task bar, click on Mar	nage Agreements.

Q



Step	Action							
4 5 6	Enter an Agreement Number and click on Search. Alternatively, click on Search and all your agreements will appear. Highlight the relevant Agreement. Click on the Pencil icon to edit.							
	essential energy Manage Agreements (?) Headers Lines	-					ΔP	LO AN
	✓ Search Procurement BU Supplier Site Agreement	In	iclude Closed and	Advanced I Sta	Aanage Watchiist Save	d Search All Ag	reements	et Sa
5	Search Results Actions • View • Format • IF Freeze If Detach ell Wrap Agreement Description PM0000054 Cleveland Inventory	Supplier Site	Buyer	Agreement Amount	Released Amount Currency 113,703.47 AUD	Status Open	End Date Change Order	Creation Date 6/08/21
	2647 PS Tools power tools & consuma 2647A PS Tools power tools & consuma NV	Noninv Clevelan Cleveland			160,828.68 AUD 4,245.70 AUD	Open Open		3/08/21 3/08/21
7	Click Actions and Edit.			A(Minimum I	Start Date 3/01. End Date preement Amount © Release Amount 160. Description P ST Master Contract	Acknowl dge 7 19 128 68 AUD 228 68 AUD 228 68 AUD	Consuma	
8	A warning change order message will appear. To edit the document, click on Yes . A warning This action will create a change order on the document. Do you want to co	× 13) Io						
9	Enter a Description on the change. The description should including effective date. Note: Please allow sufficient time between submitting the ch Energy approvals to occur and any other implementation red	include hanges a quireme	a clea and th nts to	ar just ne effe be pu	ification ective da ut in plac	for th ate for ce.	ne chang r Essent	ge tial



Step	Action							
	Charge Order: 16 Ceston Date 19123 Initiality Party Suppler							
	Contract Terms A General ① Excertify Share Secrets B1 Excertify Share Secr							
	Agreement 247 Supplier Site End Date Image: Site							
10 11	Scroll down to the Lines section and update the relevant information. Example. Price Include a justification / change reason for each line that is changed.							
	1 0 cods Y \$100031 Peg Bakelle With Spring Suits Test Lamp. Pack of 5 Electrical charge sens. TM12276 Each 125.00 dofmmyr Celebration							
	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.							
12	Scroll back up to the top and click on Save then Submit.							
13	Click on Ok to the confirmation message. At this stage the document will be sent to Essential Energy free consideration.							
	Change order 16 for document (Blanket Purchase Agreement) 2647 was submitted for approval.							