

1. Click the **Manage Agreements** hyperlink.

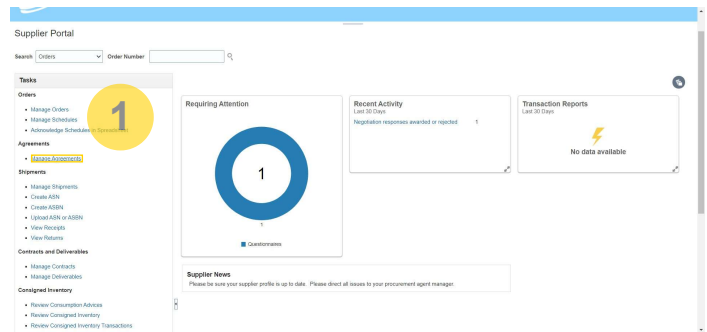
[Manage Agreements](#)

Important Information!

Navigation: Oracle
Home > Supplier Portal

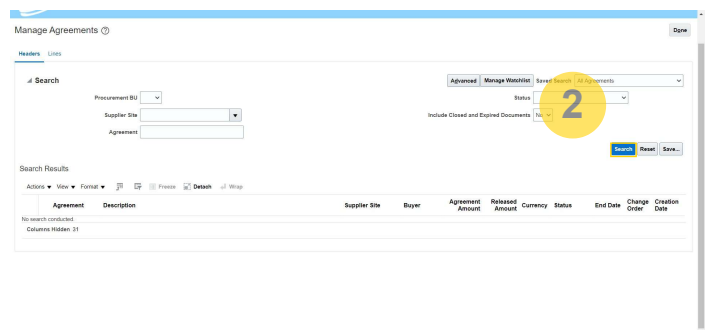
NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.

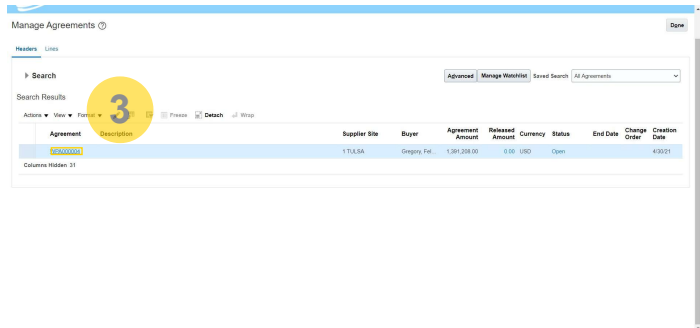


2. Click the **Search** button.

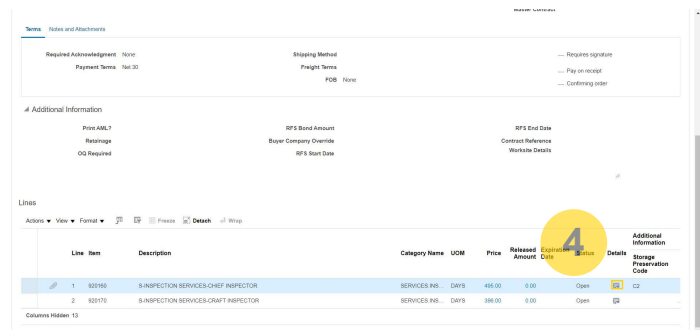
Search



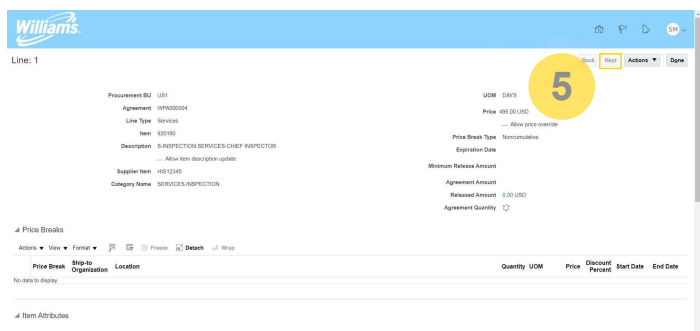
3. Click the **WPA000004** hyperlink. [WPA000004](#)



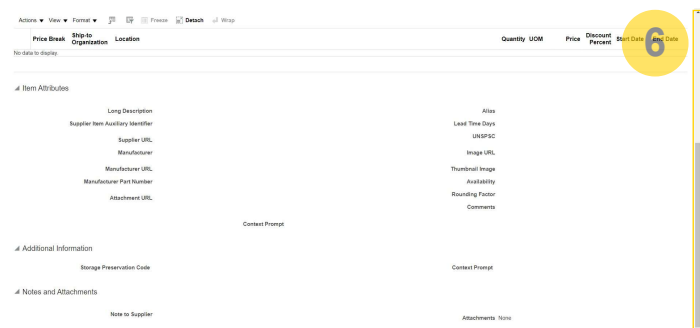
4. Click the **Details** icon for Line 1.



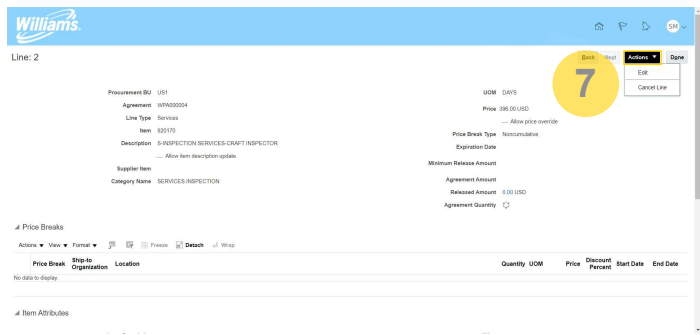
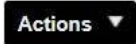
5. Click the **Next** button.



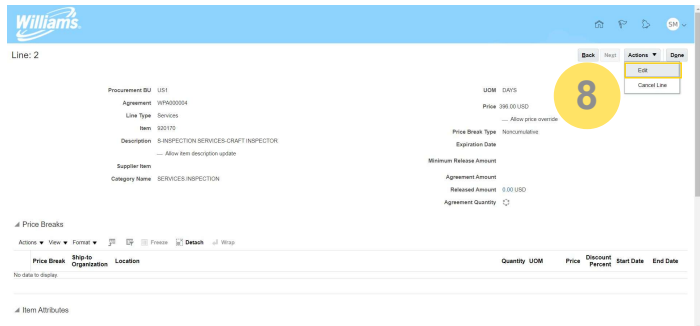
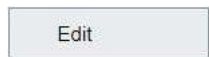
6. Click the vertical scroll bar.



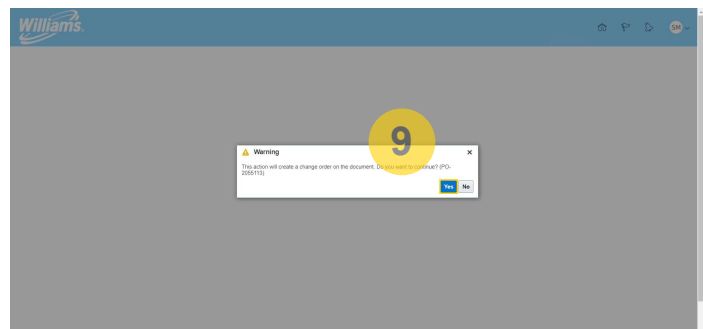
7. Click the **Actions** Dropdown Menu.



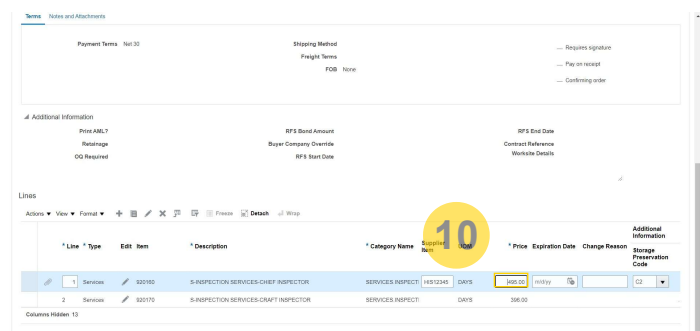
8. Click the **Edit** menu item.



9. Click the **Yes** button.



10. Click in the **Price** field for Line 1.



11. Change the **Price** field to **485.00**.

485.00

The screenshot shows a software interface with a table of items. The table has columns: Line, Type, Item, Description, Category Name, Supplier Item, UOM, Price, and Expiration Date. Line 1 is selected, and its Price field is highlighted with a yellow circle and the number 11. The Price field contains the value 485.00. Other columns for line 1 include Type: Services, Item: 920180, Description: S-INSPECTION SERVICES-CHIEF INSPECTOR, Category Name: SERVICES INSPECT, Supplier Item: 14512345, and UOM: DAYS. Line 2 is also visible with a Price of 396.00.

12. Click the **Expiration Date Select Date** icon.



The screenshot shows the same software interface as in step 11. A yellow circle highlights the 'Select Date' icon (calendar) next to the Expiration Date field for line 1. The date field currently shows 10/10/21. The number 12 is placed over the icon.

13. Click in the **Year** field. **2021**

2021

The screenshot shows the software interface with a date picker calendar open. A yellow circle highlights the year 2021 in the year selection dropdown. The number 13 is placed over the year 2021.

14. Change the **Year** field to **2022**. **2022**

2022

The screenshot shows the software interface with the date picker calendar open. A yellow circle highlights the year 2022 in the year selection dropdown. The number 14 is placed over the year 2022.

15. Click the **30** item. **30**

The screenshot shows a software interface with a table of items. A yellow circle highlights the value '30' in the 'Price' column of the first row. The table has columns for Line, Type, Item, Description, Category Name, Supplier Item, UOM, Price, and Expiration Date. The first row is selected and highlighted in blue.

* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date
1	Services		820180	S INSPECTION SERVICES-CHIEF INSPECTOR	SERVICES INSPECT	14512345	DAYS	485.00	17/03/22
2	Services		820170	S INSPECTION SERVICES-CRAFT INSPECTOR	SERVICES INSPECT		DAYS	396.00	

16. Click in the **Change Reason** field.

The screenshot shows the same software interface as before, but with a yellow circle highlighting the 'Change Reason' dropdown menu in the first row. The dropdown menu is open, showing options like 'Additional Information' and 'Storage Preservation Code'.

* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date	Change Reason
1	Services		820180	S INSPECTION SERVICES-CHIEF INSPECTOR	SERVICES INSPECT	14512345	DAYS	485.00	17/03/22	Additional Information
2	Services		820170	S INSPECTION SERVICES-CRAFT INSPECTOR	SERVICES INSPECT		DAYS	396.00		Storage Preservation Code

17. Type **Reduction in price** in the **Change Reason** field.

eduction in price

The screenshot shows the same software interface as before, but with a yellow circle highlighting the 'Change Reason' dropdown menu. The dropdown menu is open, and the text 'Reduction in price' is entered in the search field.

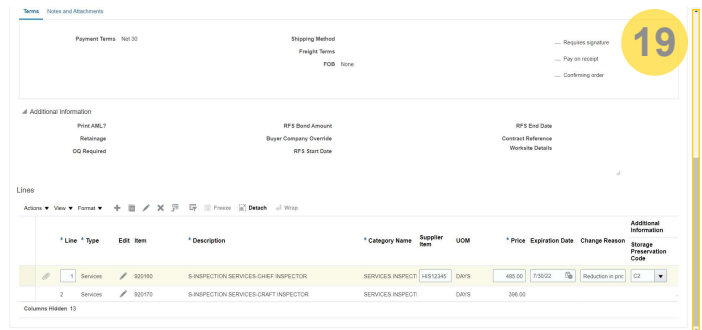
* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date	Change Reason
1	Services		820180	S INSPECTION SERVICES-CHIEF INSPECTOR	SERVICES INSPECT	14512345	DAYS	485.00	17/03/22	Reduction in price
2	Services		820170	S INSPECTION SERVICES-CRAFT INSPECTOR	SERVICES INSPECT		DAYS	396.00		

18. Press the Tab key.

The screenshot shows the same software interface as before, but with a yellow circle highlighting the 'Change Reason' field. The text 'Reduction in price' is now entered in the field, and the dropdown menu is closed.

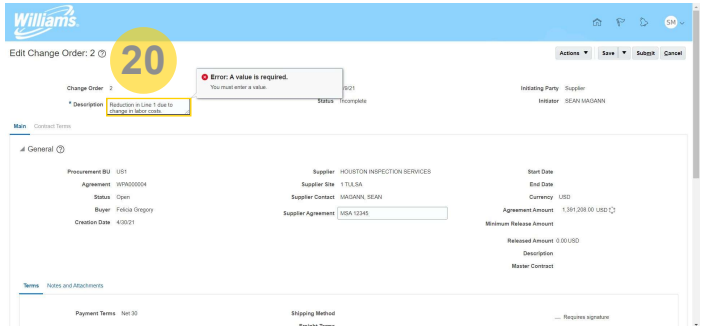
* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date	Change Reason
1	Services		820180	S INSPECTION SERVICES-CHIEF INSPECTOR	SERVICES INSPECT	14512345	DAYS	485.00	17/03/22	Reduction in price
2	Services		820170	S INSPECTION SERVICES-CRAFT INSPECTOR	SERVICES INSPECT		DAYS	396.00		

19. Click the vertical scroll bar.

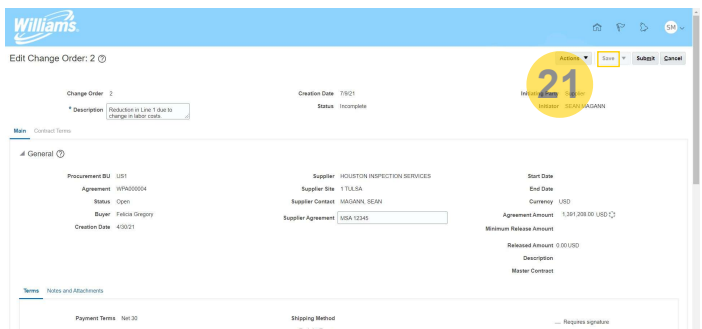


20. Type Reduction in Line 1 due to change in labor costs. in the Description text box.

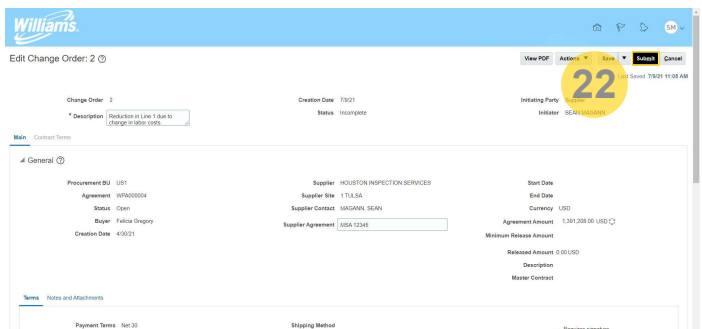
Reduction in Line 1 due to change in labor costs.



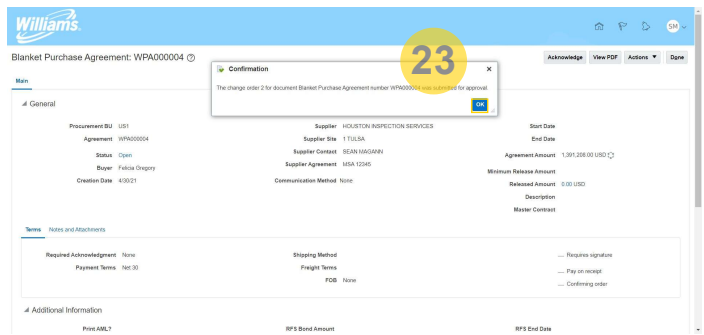
21. Click the Save button.



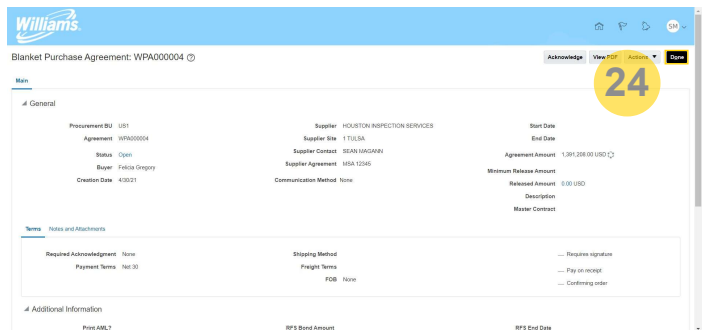
22. Click the Submit button.



23. Click the **OK** button. **OK**



24. Click the **Done** button. **Done**



OC - Supplier Portal - Supplier (SC) - Reviewing and Changing an Agreement
Last changed on: 07/13/2021 02:04 PM

Version: 1.0