

**Purpose:** This job aid provides the steps for making changes to your agreements in the Supplier Portal. Agreements refer to CPAs or BPAs with Republic. MSAs are contracts in the Supplier Portal.

# MAKE AGREEMENT CHANGES IN SUPPLIER PORTAL

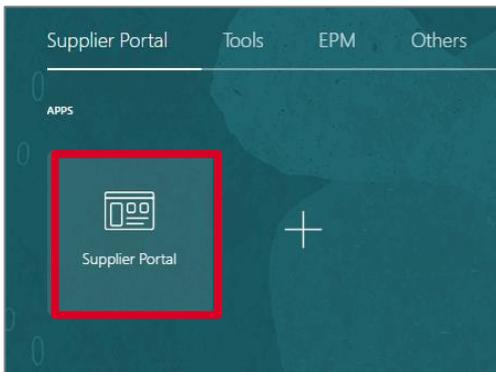
[Initiate Changes to Agreements in Supplier Portal](#)

[Update Supplier Products and Services Information](#)

## Initiate Changes to Agreements in Supplier Portal

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1. From the Oracle Homepage, click **Supplier Portal**.



2. Click **Manage Agreements** from the Tasks List.



3. Search for the Agreement by entering the known parameters and clicking **Search**.

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

Search Reset Save...

4. Click the correct **agreement number** from the Agreement column in the Search Results section.

Search Results

Actions ▼ View ▼ Format ▼ ✎ 📄 📄 📄 Freeze 📄 De

Agreement	Description
40000267	

Columns Hidden 30

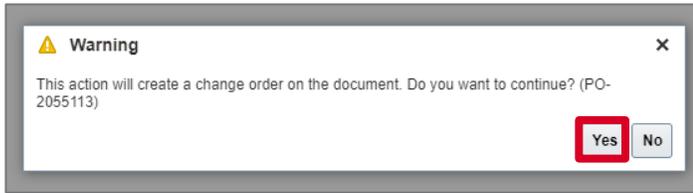
5. Click **Actions** and then **Edit**.

Acknowledge View PDF Actions ▼ Done

- Edit
- Acknowledge
- Cancel Document
- View Document History
- View Change History
- View Revision History

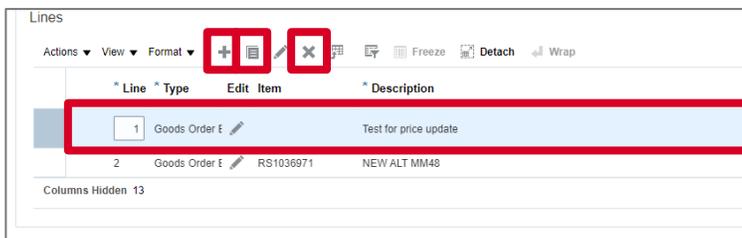
t Date  
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6. Click **Yes** in the Warning pop-up.

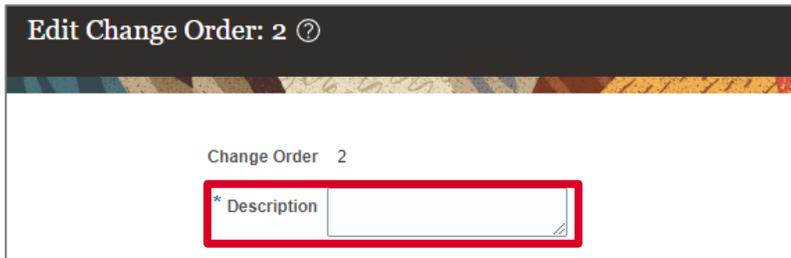


7. Make the edits to the Lines Section.

- a. Click the **plus sign icon** to add additional line items.
- b. Select a row and click the **Duplicate icon** to duplicate a line.
- c. Select a row and click the **Delete icon** to delete line items.



8. Add a description in the Description field.



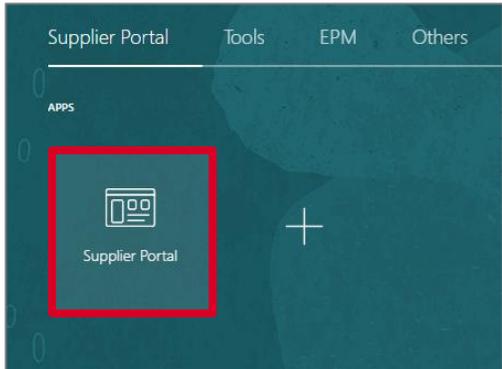
9. Click **Submit** in the upper right. An approver from the buying organization approves the change order.



# Update Supplier Products and Services Information

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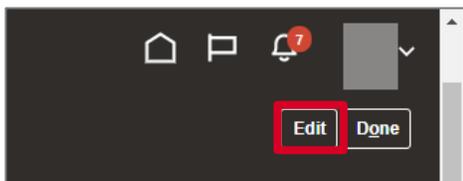
1. From the Oracle Homepage, click **Supplier Portal**.



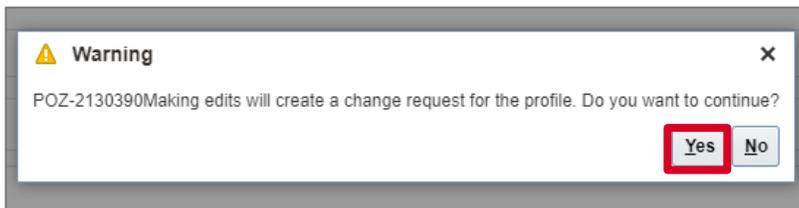
2. Click **Manage Profile** in the Tasks list.



3. Click **Edit** in the top right.



4. Click **Yes** in the Warning pop-up.

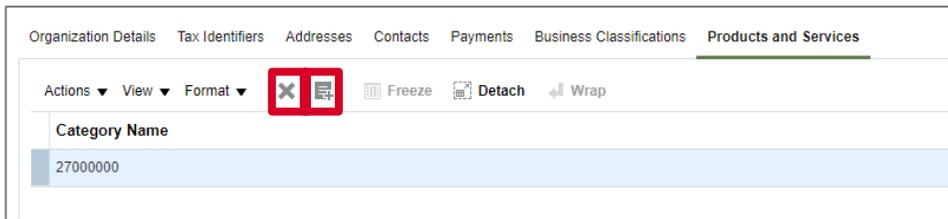


5. Click the **Products and Services** tab.



6. Make edits to the Categories of your Products and Services.

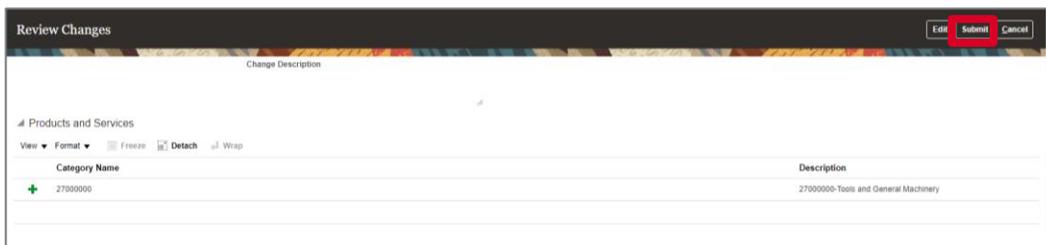
- a. Click the **Select and Add icon** to add more. In the pop-up, select the correct category and click **Apply**, then **OK**.
- b. Select a row and click the **Delete icon** to delete a row.



7. Once you have made all of your changes, click **Review Changes**.



8. Review the changes you have made to your Products and Services Categories and click **Submit**.



9. A category manager for the buying organization approves the changes.