

SUP.2.14 Submit Agreement Change Request

Role: Supplier Sales Representative

Objective: By completing this topic, you will learn how to submit an Agreement Change Request.

Navigation Hint: Home > Supplier Portal > Task > Agreements

Test Script Dependency:

Expected Result: Supplier submits an Agreement change request.

Test Script Execution Duration : 4 Minutes

| Step No. | Step Description | Navigation Path |
|----------|--|--|
| 1 | <p>Within the Home Page functional area, click on the Supplier Portal icon.</p> <p>Note: You can access the functional files by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.</p> |  |
| 2 | <p>Click the Tasks icon, then click the Manage Agreement link.</p> |  |