

SUP.2.2 View Agreements

Role: Supplier Sales Representative

Objective: By completing this topic, you will learn how to view Agreements.

Navigation Hint: Home > Supplier Portal > Task > Agreements > Manage Agreements

Test Script Dependency:

Expected Result: User is able to view the Agreement.

Test Script Execution Duration: 5 Minutes

Step No.	Step Description	Navigation Path
1	Log into Oracle and click on the Supplier Portal icon.	Home Page -> Supplier Portal -> Supplier Portal
2	In the Tasks Panel, click the Manage Agreements link under the Agreements section.	Agreements • Manage Agreements
3	Click the Search button. Note : Blank search will display all agreements. Use Search/Filter options as needed to reduce search results.	Search

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
4	Click the desired Agreement number link from the displayed orders.	Agreement A200001
5	AGREEMENT	
6	Review all the Agreement sections. Clicking into the agreement will show the status, who created the agreement, start and end date, etc. If status states Pending Supplier Acknowledgement then it must be Acknowledged by clicking on the acknowledge button.	Agreement A20001 Status Open Buyer STACI CRUM Creation Date 04/19/2022 Start Date 02/16/2022 End Date 02/17/2023 Status Pending Supplier Acknowledgment Buyer Tamara Walski Acknowledge

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
		Warning X The document will be accepted. Do you want to continue? (PO-2055013) OK Cancel Click ok
7	Click View PDF to view the document in PDF version.	View PDF
8	Click Actions. Click the View Document History button. Note: This screen will show the document's history.	Actions Refresh Dor Edit
9	Click Done.	D <u>o</u> ne

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Step No.	Step Description	Navigation Path
10	Click Actions and select View Change History. Note: This screen will show any change orders that had been approved and implemented for the selected purchase order.	Actions Refresh Dor Edit
11	Click Done .	D <u>o</u> ne
12	Click Actions and select View Revision History . Note: This screen will show any document revisions.	Actions Refresh Dor Edit
13	Click Done.	D <u>o</u> ne
14	Click the blue hyperlink to see information related to the selected agreement's released amounts.	Released Amount 0.00 USD

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Step No.	Step Description	Navigation Path
	Clicking the hyperlink will open the Manage Orders page and will show any purchase orders tied to the selected agreement. Clicking into the PO hyperlink will open the purchase order details.	100001
15	To see the PO Lifecycle click View Details on the right below the graph.	Order Life Cycle Ordered Ordered Amount (USD) View Details
16	Click Done after reviewing details.	D <u>o</u> ne
17	Click Done.	D <u>o</u> ne