

## SUP.2.2 View Agreements

**Role:** Supplier Sales Representative

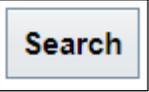
**Objective:** By completing this topic, you will learn how to view Agreements.

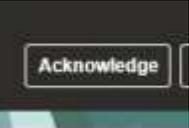
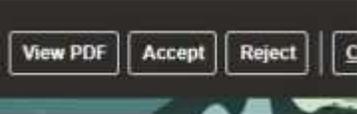
**Navigation Hint:** Home > Supplier Portal > Task > Agreements > Manage Agreements

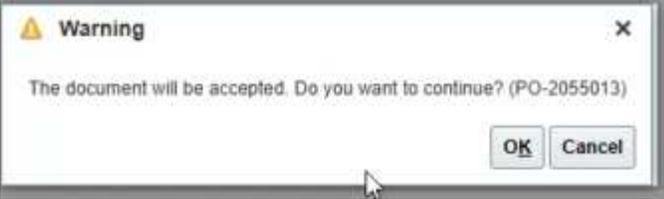
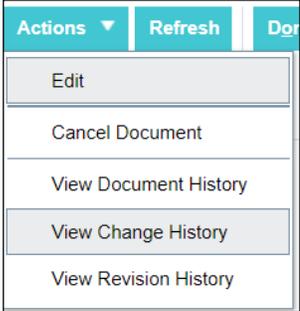
**Test Script Dependency:**

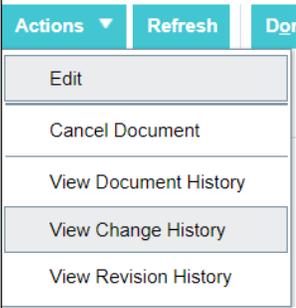
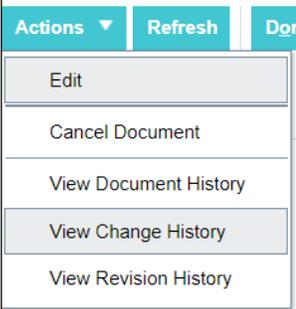
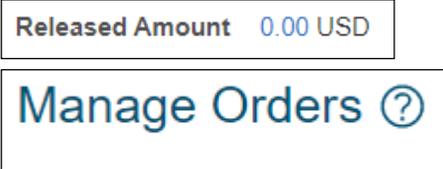
**Expected Result:** User is able to view the Agreement.

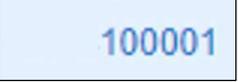
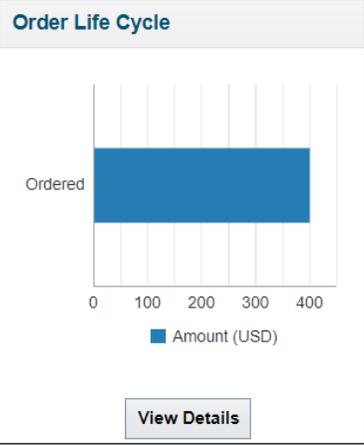
**Test Script Execution Duration :** 5 Minutes

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

Step No.	Step Description	Navigation Path
4	Click the desired <b>Agreement number</b> link from the displayed orders.	
5	AGREEMENT	
6	<p>Review all the <b>Agreement</b> sections. Clicking into the agreement will show the status, who created the agreement, start and end date, etc.</p> <p>If status states Pending Supplier Acknowledgement then it must be Acknowledged by clicking on the acknowledge button.</p>	    

Step No.	Step Description	Navigation Path
		 <p>Click ok</p>
7	Click <b>View PDF</b> to view the document in PDF version.	
8	Click <b>Actions</b> . Click the <b>View Document History</b> button. <b>Note:</b> This screen will show the document's history.	
9	Click <b>Done</b> .	

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

Step No.	Step Description	Navigation Path
	Clicking the hyperlink will open the <b>Manage Orders</b> page and will show any purchase orders tied to the selected agreement. Clicking into the PO hyperlink will open the purchase order details.	
15	To see the <b>PO Lifecycle</b> click <b>View Details</b> on the right below the graph.	
16	Click <b>Done</b> after reviewing details.	
17	Click <b>Done</b> .	