	Update a Blanket Purchase Agreement (QRG)

Applies to:	Ameren Supplier
Description:	Update a Blanket Purchase Agreement
Sub-Application	Oracle Cloud ERP
Prerequisites	None
Estimated Time to Completion	5 - 10 minutes

Introduction

This article can be used by Ameren Suppliers to update a Blanket Purchase Agreement pricing, description etc.

Complete these steps:

Step	Illustration
1. **Login to the Portal** **NOTE: if you do not know your password click on the Forgot Password link, put in your username (your email address) and the system will send you a code to use to login)**	
2. Click on the **Supplier Portal**	

3.	Under the **Agreements** section click on **Manage Agreements.**	
4.	Click the **Search** button. This will search for all Agreements. You can also put in search criteria to narrow down your search.	
5.	Click the **Agreement Number** that needs updating (This will open the Agreement).	
6.	Click the **Actions** dropdown and select **Edit**.	
7.	You will receive a Warning letting you know you are creating a change request. Click **Yes.**	
8.	Enter a Description of the change in the **Description** box**.**	

9.	At the lines level click the **Actions** dropdown select **Export to Excel** or click the **Export icon.**	**Lines** Actions ▼ View ▼ Format ▼ ⊞ Export to Excel Item Edit Cancel Line 2204152
10.	All the Lines will then export to an excel document. You will need this information for the upload. Click the **document** to open.	export (46).xls 3.7 KB • Done
11.	This is what a Time Card Blanket Lines will look like, Agreement type may vary what populates. Columns you will need to copy to the spreadsheet you will upload are Time Card Blanket: Line (Column C), Item (Column F), UOM (Column J), & Price (Column K) **Stock Blanket:** Line (Column C), Item (Column D) & Price (Column I) **12. Click Enable Editing** to copy column information**.**	Time Card Blanket Agreement Export Example: Stock Blanket Agreement Export Example:
13.	Go back into the Blanket Purchase Agreement **Actions** dropdown and select **Upload Lines.**	Lines Actions ▼ View ▼ Forma Add Row Duplicate Edit Delete Export to Excel Cancel Line Upload Lines Review Changes
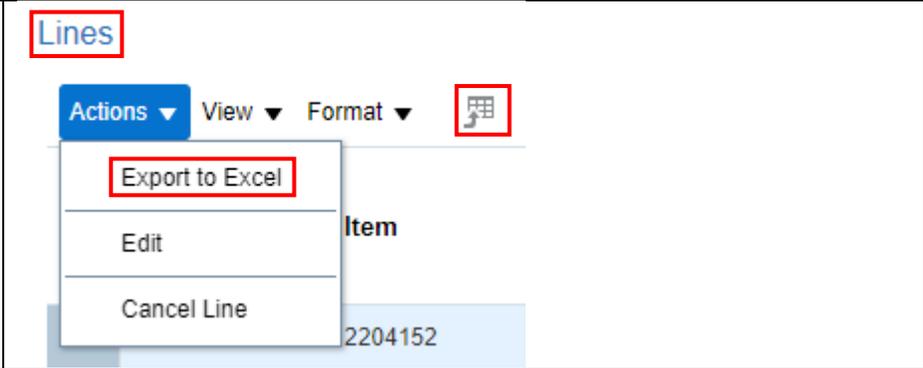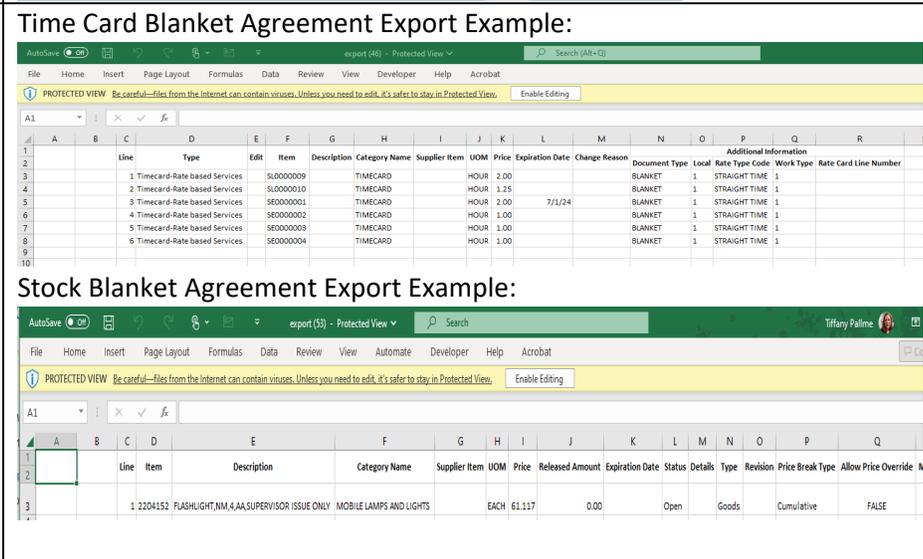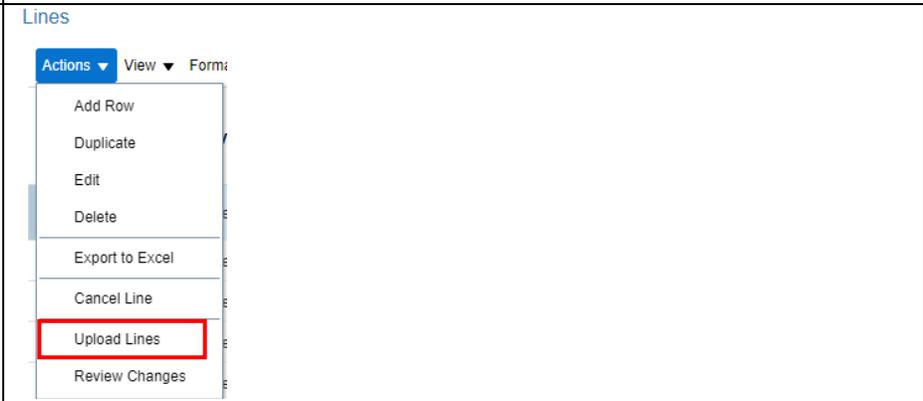
14. Click on the **Download Resources** button. This will download the spreadsheet where you will copy and paste what you want updated on the line level of the Blanket Purchase Agreement.		
15. Open the **zip file.**		
16. Pick **Text Template** document and open it in Excel. You May need to save it to your computer open Excel then open the document where you saved it.		
17. When opening the text delimited file in Excel you will get this window. Click **Finish** and the Excel document will open.		
18. A blanket Excel document will open with only the headers. You will then copy and paste the information from the spreadsheet in step 11.		
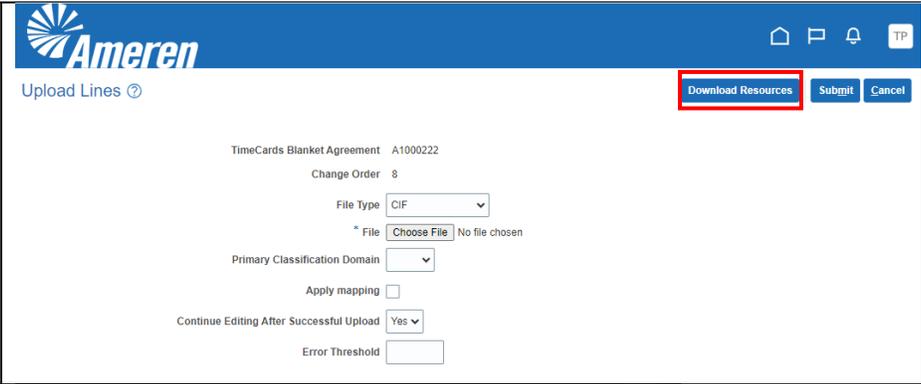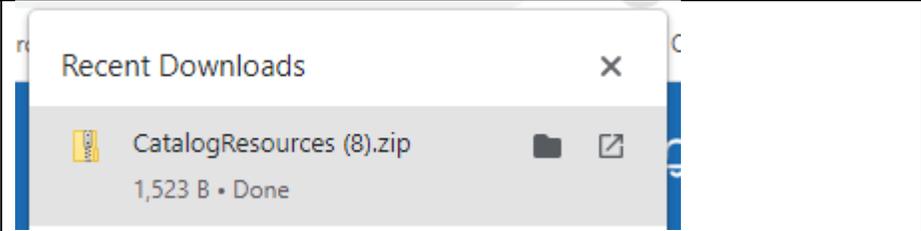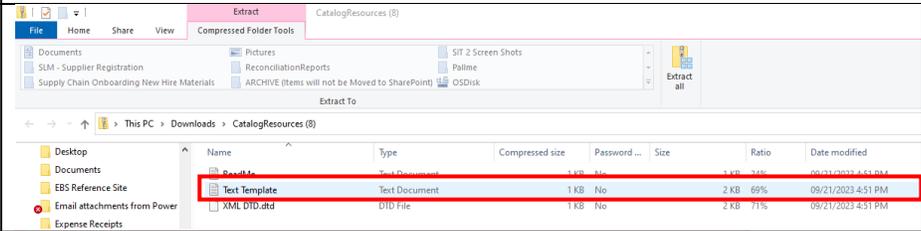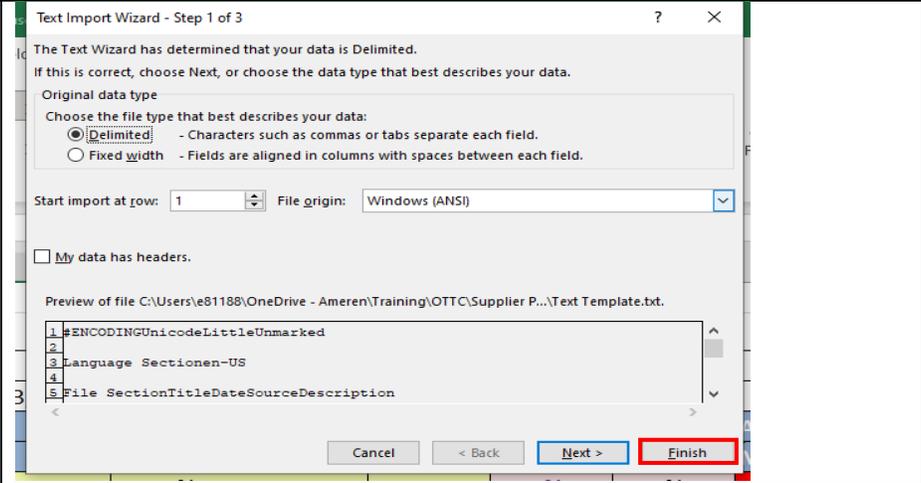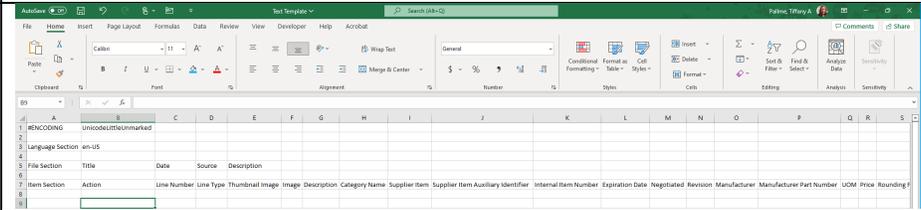
19. **Time Card Blanket Agreement**: Fill in the following columns: **Line Number** (Column C) **Line Type** (Column D) **Description** (Column G) **Supplier Item** (if in the spreadsheet exported in step 11.) (Column I) **UOM** (Column Q) **Price** (Column R) **Stock Blanket Agreement**: Fill in the Following Columns: **Action** (Column B) Must have **SYNC** on each line **Line Number** (Column C) **Line Type** (Column D) Must have **Goods** on each line **Interna Item Number** (Column K) This comes from Column D in Step 11) **Price** (Column R) 20. Save the document as a Unicode Text file.	Time Card Blanket Agreement: Stock Blanket Agreement:
21. When you are ready to upload the lines. Go back into the Blanket Purchase Agreement (follow steps 1-6 if needed). Under the Lines **Actions** dropdown click the **Upload Lines** and you will be on this Page. Click the **File Type** of **Tab-delimited Text**.	
22. Click **Choose File** and then go to where you saved your spreadsheet in step 19.	

23. Click **Submit**	
24. You will get a **Confirmation** that your upload has been submitted this does not mean that the change has been submitted to Ameren. **You will still need to go into your Blanket Purchase Agreement and submit the change request.** Click **OK**

Confirmation

Process 2352130 was submitted for draft TimeCards Blanket Agreement A1000222, Change Order 8. Check the upload status column for its status.

OK |
| **25.** **Repeat Steps 3 & 4**

26. You will see that your Change Request is in **INCOMPETE** status. Click on the **Agreement Number** to open the Agreement up to submit the change request to Ameren for approval. | |
| **27.** If the upload was successful, you will see blue dots next to the lines that were changed, and the change will show.

If the upload was not successful, you will see a triangle with an exclamation point in it. You can click the Actions dropdown and select view errors to see what needs to be fix. Repeat steps 20 – 25 until you have blue dots next to the lines you updated. | |
| **28.** Click the **Actions** dropdown and select **Edit.** | |

29. Click **Submit.**		

30. You will get a **Confirmation** statement that the change request has been submitted to Ameren for Approval. Click **OK**.	

31. You will now see that your Change request is in **Pending Approval** Status**.**	

Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	09/28/2023	Document Creation	Tiffany Pallme