



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
<p>1. Login to the Portal</p> <p>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)</p>	<p>The illustration shows a worker in a white hard hat and safety vest working on a utility pole. To the right is a screenshot of the Ameren login page. The login form includes fields for 'UserID' (with the example 'process_performancegroup@ameren.cor') and 'Password' (with the example 'Welcome@2' and a 'HIDE' button). There are checkboxes for 'Remember Me' and a link for 'Forgot Password?'. A green 'Log In' button is at the bottom.</p>
<p>2. Click on the Supplier Portal</p>	<p>The illustration is a screenshot of the Ameren Supplier Portal dashboard. The header features the Ameren logo, a 'Need Help?' link, and navigation icons for home, profile, notifications, and a cart. The main content area greets the user as 'Good morning, CAROL CARPUNKY' and lists navigation options: 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Below this is an 'APPS' section with two tiles: 'Supplier Portal' (highlighted with a red box) and 'Timecard'. A plus sign icon is also visible.</p>



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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).

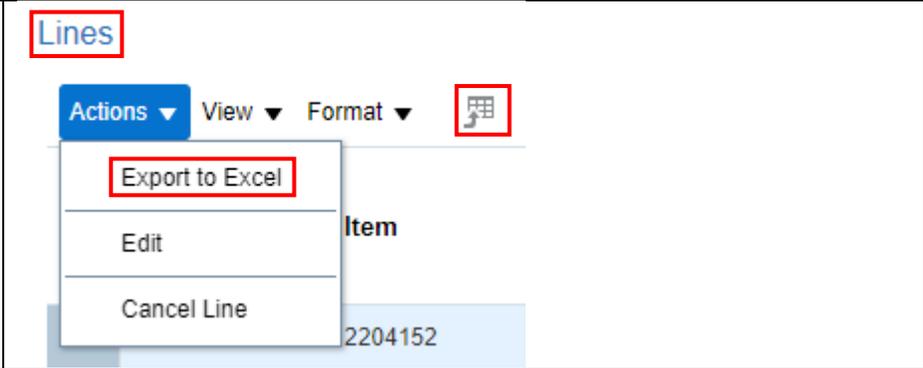
Procurement BU	Agreement	Agreement Date	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	Start Date	End Date	Change Order	Change Order C
AMS BU	A1000222	7/3/23	SMOKE TESTING TIMECAR...	01TESTONLYERS	Ward, Logan		0.00	USD	Open	1/1/23	7/3/24		
AMS BU	A1000221	7/3/23	SMOKE TESTING AGREEM...	01TESTONLYERS	Ward, Logan	400,000.00	1,463.89	USD	Open	1/1/23	7/3/24		

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**.

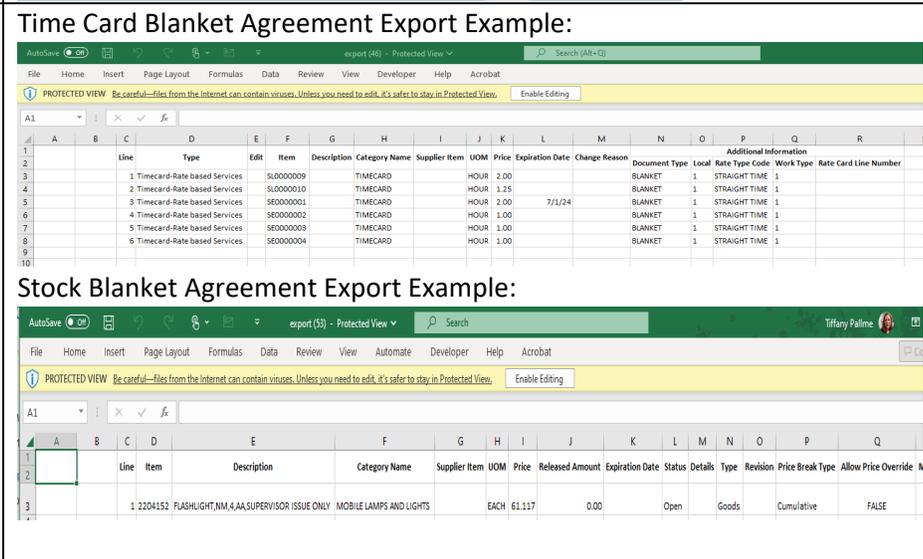


10. All the Lines will then export to an excel document. You will need this information for the upload. Click the **document** to open.

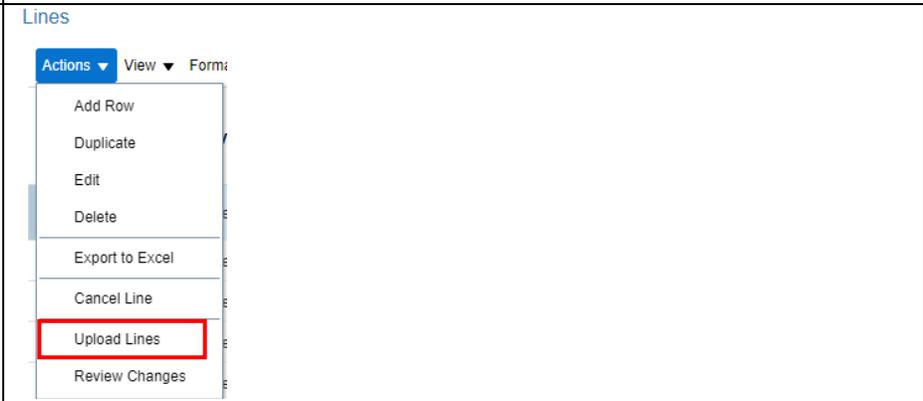


11. This is what a Time Card Blanket Lines will look like, Agreement type may vary what populates. Columns you will need to copy to the spreadsheet you will upload are
 Time Card Blanket:
 Line (Column C), Item (Column F), UOM (Column J), & Price (Column K)
Stock Blanket:
 Line (Column C), Item (Column D) & Price (Column I)

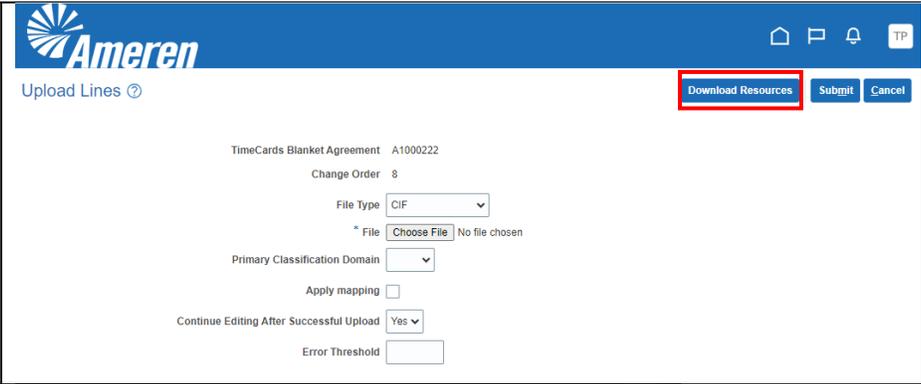
12. **Click Enable Editing** to copy column information.



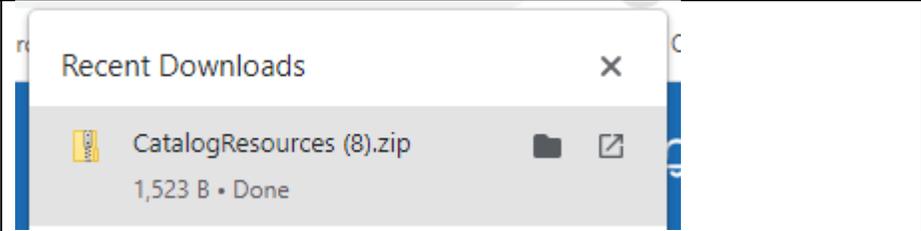
13. Go back into the Blanket Purchase Agreement **Actions** dropdown and select **Upload Lines**.



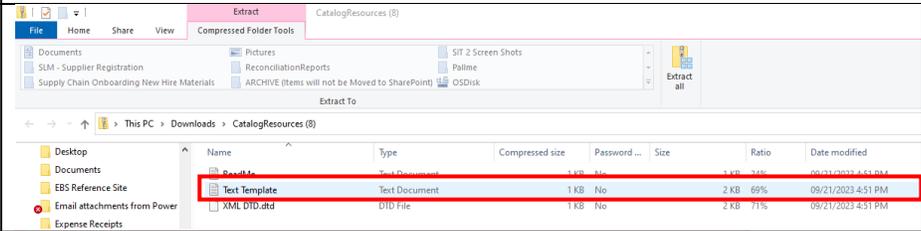
14. Click on the **Download Resources** button.
This will download the spreadsheet where you will copy and paste what you want updated on the line level of the Blanket Purchase Agreement.



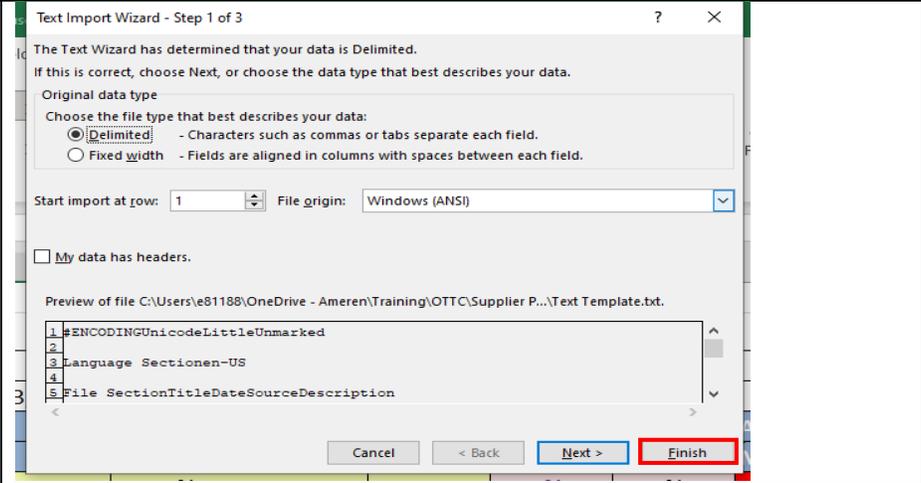
15. Open the zip file.



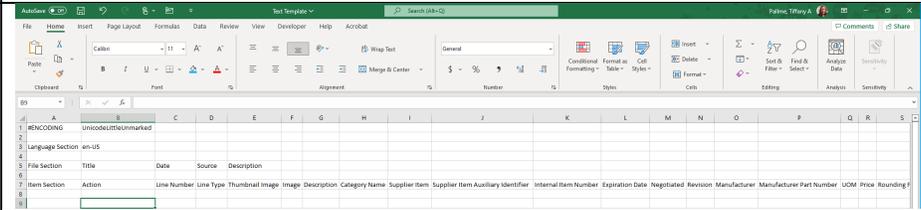
16. Pick **Text Template** document and open it in Excel.
You May need to save it to your computer open Excel then open the document where you saved it.



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

Internal 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:

J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	#ENCODING	UnicodeLittleUnmarked																	
2																			
3	Language Section	en-US																	
4																			
5	File Section	Title	Date	Source	Description														
6																			
7	Item Section	Action	Line Number	Line Type	Thumbnail Image	Image	Description	Category Name	Supplier Item	Supplier Item	Auxiliary Identifier	Internal Item Number	Expiration Date	Negotiated	Revision	Manufacturer	Manufacturer Part	UOM	Price
8			1	Timecard-Rate based Services			ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH		1256038						HO	3.00
9			2	Timecard-Rate based Services			ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH	ADMINISTRATOR-NON-BEH		4109033						HO	1.50
10			3	Timecard-Rate based Services			ANALYZER-NEGATIVE-1.000	ANALYZER-NEGATIVE-1.000	ANALYZER-NEGATIVE-1.000	ANALYZER-NEGATIVE-1.000		4109037						HO	2.50
11			4	Timecard-Rate based Services			ANALYZER-NEGATIVE-2.000	ANALYZER-NEGATIVE-2.000	ANALYZER-NEGATIVE-2.000	ANALYZER-NEGATIVE-2.000		4109037						HO	1.50
12			5	Timecard-Rate based Services			ANALYZER-BATTERY-TIMECARD	ANALYZER-BATTERY-TIMECARD	ANALYZER-BATTERY-TIMECARD	ANALYZER-BATTERY-TIMECARD		4109037						HO	1.75
13			6	Timecard-Rate based Services			ANALYZER-CABLE-TIMECARD	ANALYZER-CABLE-TIMECARD	ANALYZER-CABLE-TIMECARD	ANALYZER-CABLE-TIMECARD		4109037						HO	1.55
14																			

Stock Blanket Agreement:

J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
1	#ENCODING	UnicodeLittleUnmarked																		
2																				
3	Language Section	en-US																		
4																				
5	File Section	Title	Date	Source	Description															
6																				
7	Item Section	Action	Line Num	Line Type	Thumbnail Image	Image	Description	Category Name	Supplier Item	Supplier Item	Auxiliary Identifier	Internal Item Number	Expiration Date	Negotiate	Revision	Manufact	Manufact	UOM	Price	Rc
8		SYNC	1	Goods								4109033							0.79	
9		SYNC	2	Goods								4109033							32	
10		SYNC	3	Goods								4109037							45	
11																				

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.

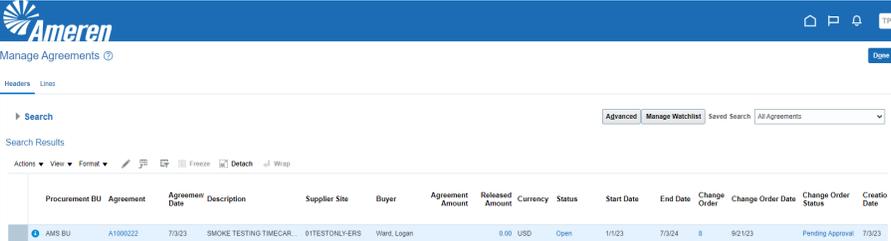
23. Click **Submit**

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**

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**.

<p>29. Click Submit.</p>																																	
<p>30. You will get a Confirmation statement that the change request has been submitted to Ameren for Approval. Click OK.</p>																																	
<p>31. You will now see that your Change request is in Pending Approval Status.</p>	 <table border="1"> <thead> <tr> <th>Procurement BU</th> <th>Agreement</th> <th>Agreement Date</th> <th>Description</th> <th>Supplier Site</th> <th>Buyer</th> <th>Agreement Amount</th> <th>Released Amount</th> <th>Currency</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Change Order</th> <th>Change Order Date</th> <th>Change Order Status</th> <th>Change Order Create Date</th> </tr> </thead> <tbody> <tr> <td>AMS BU</td> <td>A1000222</td> <td>7/3/23</td> <td>SMOKE TESTING TIMECAR...</td> <td>01TESTONLY-ERS</td> <td>Ward, Logan</td> <td></td> <td></td> <td>0.00 USD</td> <td>Open</td> <td>1/1/23</td> <td>7/3/24</td> <td>8</td> <td>9/21/23</td> <td>Pending Approval</td> <td>7/3/23</td> </tr> </tbody> </table>	Procurement BU	Agreement	Agreement Date	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	Start Date	End Date	Change Order	Change Order Date	Change Order Status	Change Order Create Date	AMS BU	A1000222	7/3/23	SMOKE TESTING TIMECAR...	01TESTONLY-ERS	Ward, Logan			0.00 USD	Open	1/1/23	7/3/24	8	9/21/23	Pending Approval	7/3/23
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Version Control

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