

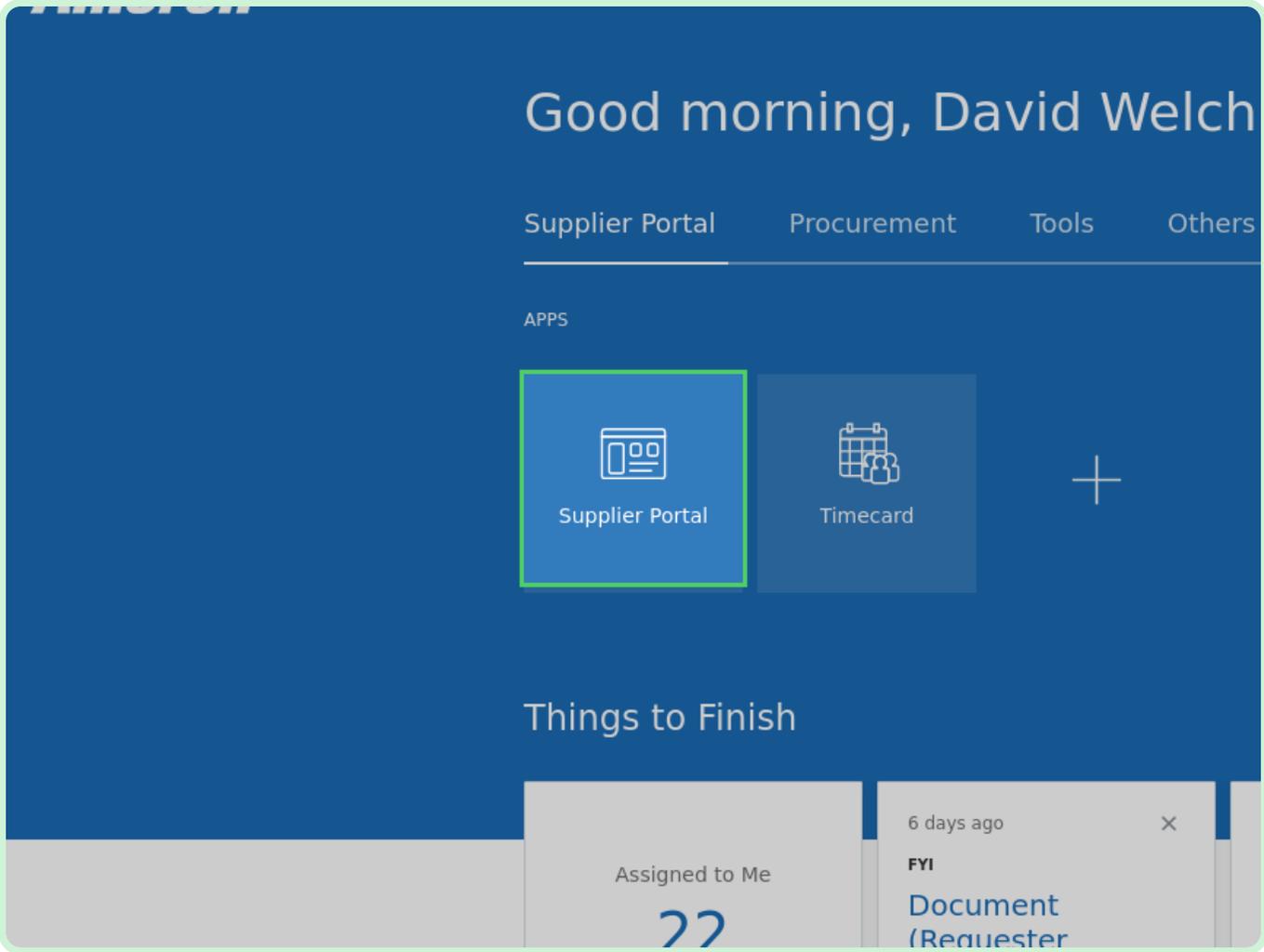
Create Rate Card BPA Change Orders via Supplier Portal

🕒 Time to Completion: **6 minutes**

Users will learn to create rate card changes.

Step 1

Select **Supplier Portal**.



Step 2

Select **Manage Agreements**.

Supplier P...

Search Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements**
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations**

Requiring Attention



Category	Count
Schedules Overdue or Due Today	867
Invoices Overdue	131
Orders to Acknowledge	23
Negotiations Closing Soon	26
Questionnaires	1

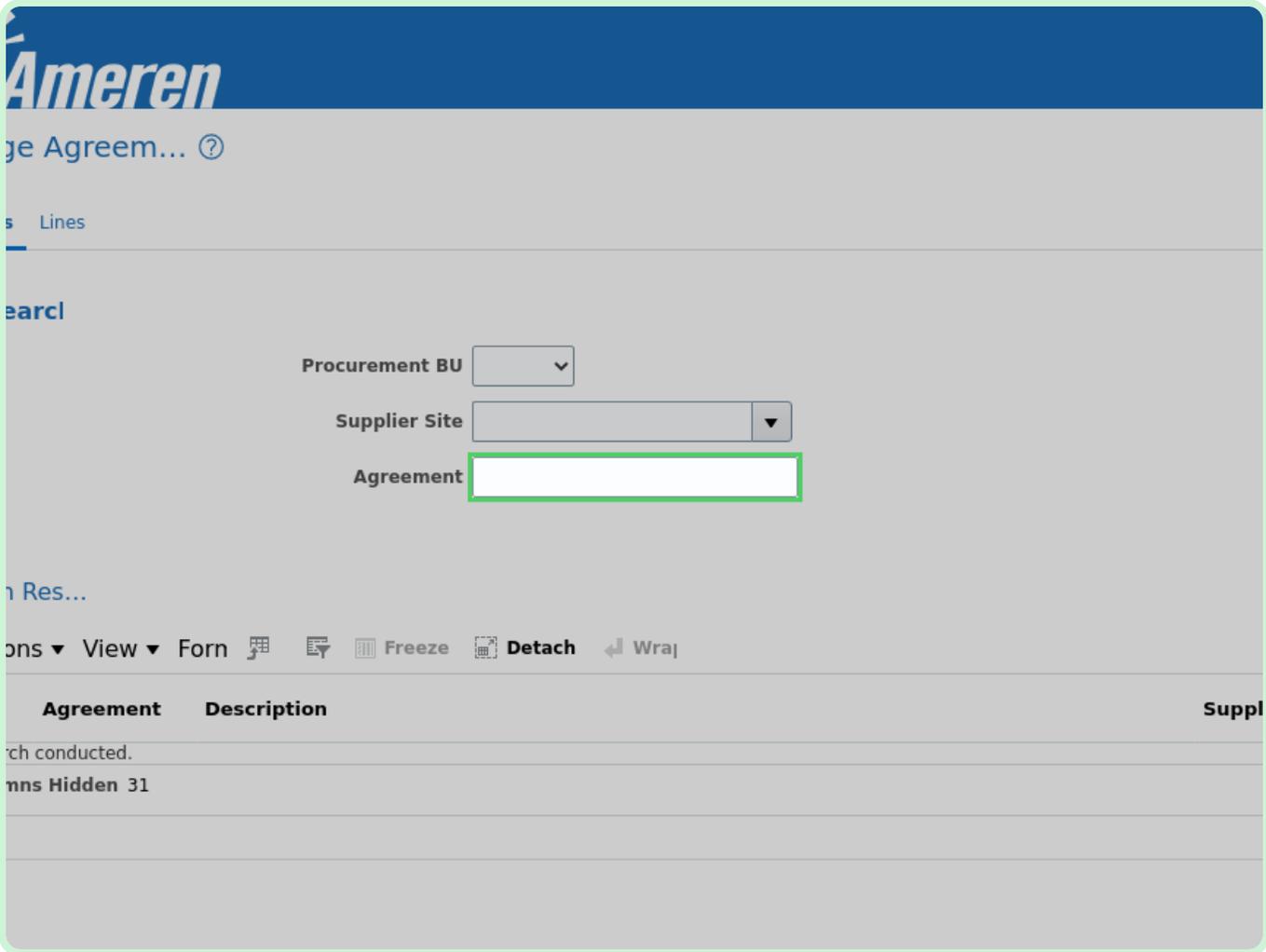
Recent Activity
Last 30 Days

- Negotiation invit
- Agreements cha
- Agreements ope
- Orders changed

Supplier News

Step 3

In the **Agreement** field, type **A1003203**.



Step 4

Select **Search**.

The screenshot shows a software interface with a search filter section and a table header. The search filter section includes a 'Done' button in the top right corner. Below it are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search', followed by a dropdown menu currently set to 'All Agreements'. There is a 'Status' dropdown menu and a checkbox labeled 'Include Closed and Expired Documents' with a 'No' dropdown. At the bottom right of the filter section are buttons for 'Search', 'Reset', and 'Save...'. The 'Search' button is highlighted with a green border. Below the filter section is a table header with the following columns: 'Agreement Amount', 'Released Amount', 'Currency Status', 'End Date', 'Change Order', and 'Creation Date'. The table body is currently empty.

Step 5

In the Search Results section, select **A1003203**.

The screenshot shows the Ameren 'Manage Agreements' interface. At the top left is the Ameren logo. Below it is the title 'Manage Agreements' with a help icon. A search bar is present with a 'Search' button. Below the search bar, the text 'Search Results' is visible. A toolbar contains various icons for actions: Actions, View, Form, Freeze, Detach, and Wrap. Below the toolbar is a table with two columns: 'Agreement' and 'Description'. The first row of the table has the value 'A1003203' in the 'Agreement' column, which is highlighted with a green border. Below the table, it says 'Columns Hidden 31'.

Step 6

View **Agreement**.

Make sure to review all of the details of the agreement.

Main

▲ **General**

Procurement BU	AMS BU	
Agreement	A1003203	
Status	Open	
Buyer	Tiffany Pallme	
Creation Date	1/5/23	

Terms [Notes and Attachments](#)

Required Acknowledgment	Document	
Payment Terms	NET 30	

▲ **Additional Information**

Policy Deviation		
Document Type	BLANKET	

Step 7

Select **Actions**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, bell with '22' notifications, and user initials 'JR'). Below the header is a light gray area with four buttons: 'Acknowledge', 'View PDF', 'Actions' (highlighted with a green box), and 'Done'. The main content area is a light gray card with the following details:

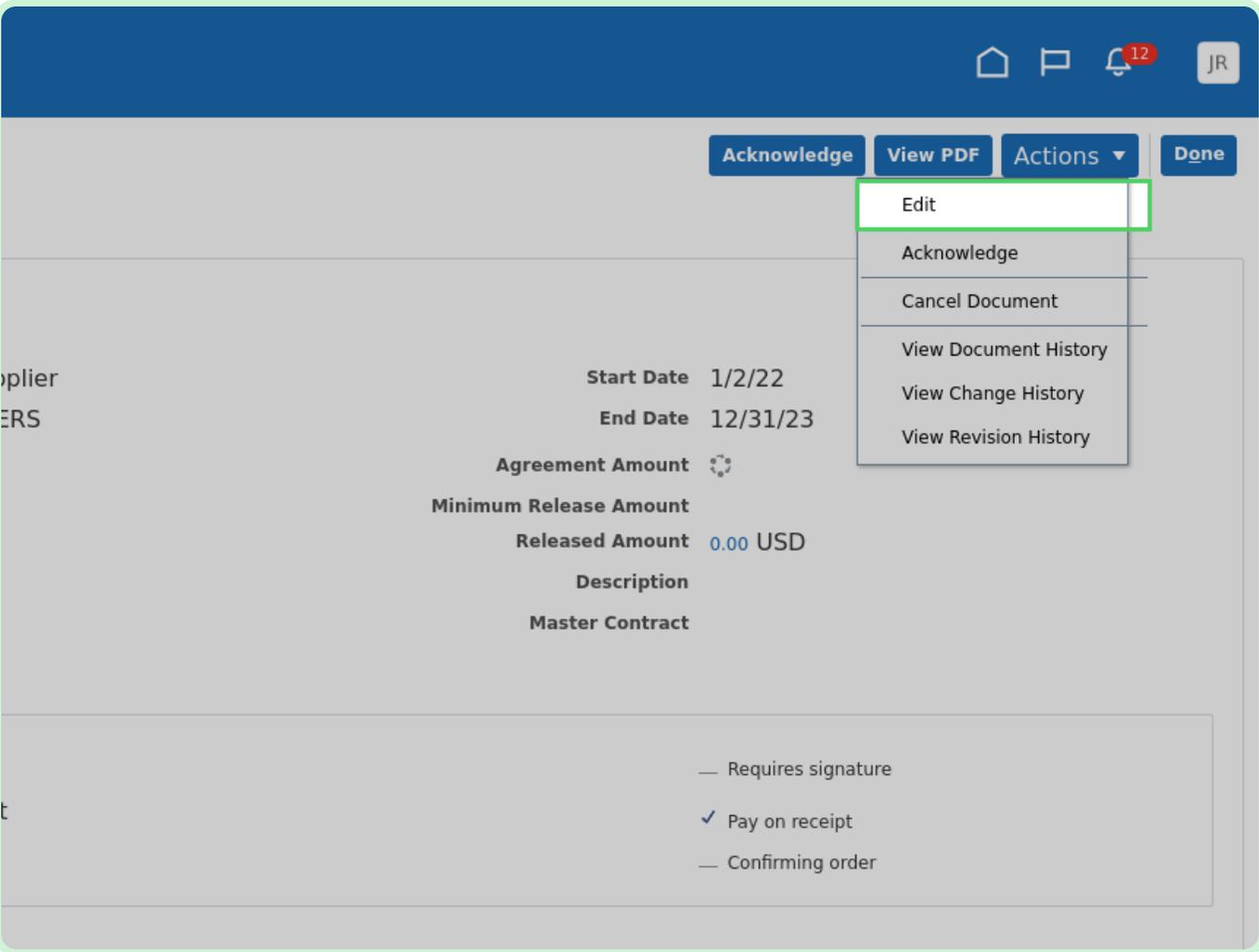
- Supplier: [partially visible]
- Start Date: 1/2/22
- End Date: 12/31/23
- Agreement Amount: [loading icon]
- Minimum Release Amount: [loading icon]
- Released Amount: 0.00 USD
- Description: Master Contract

At the bottom of the card, there is a list of terms with checkboxes:

- Requires signature
- Pay on receipt
- Confirming order

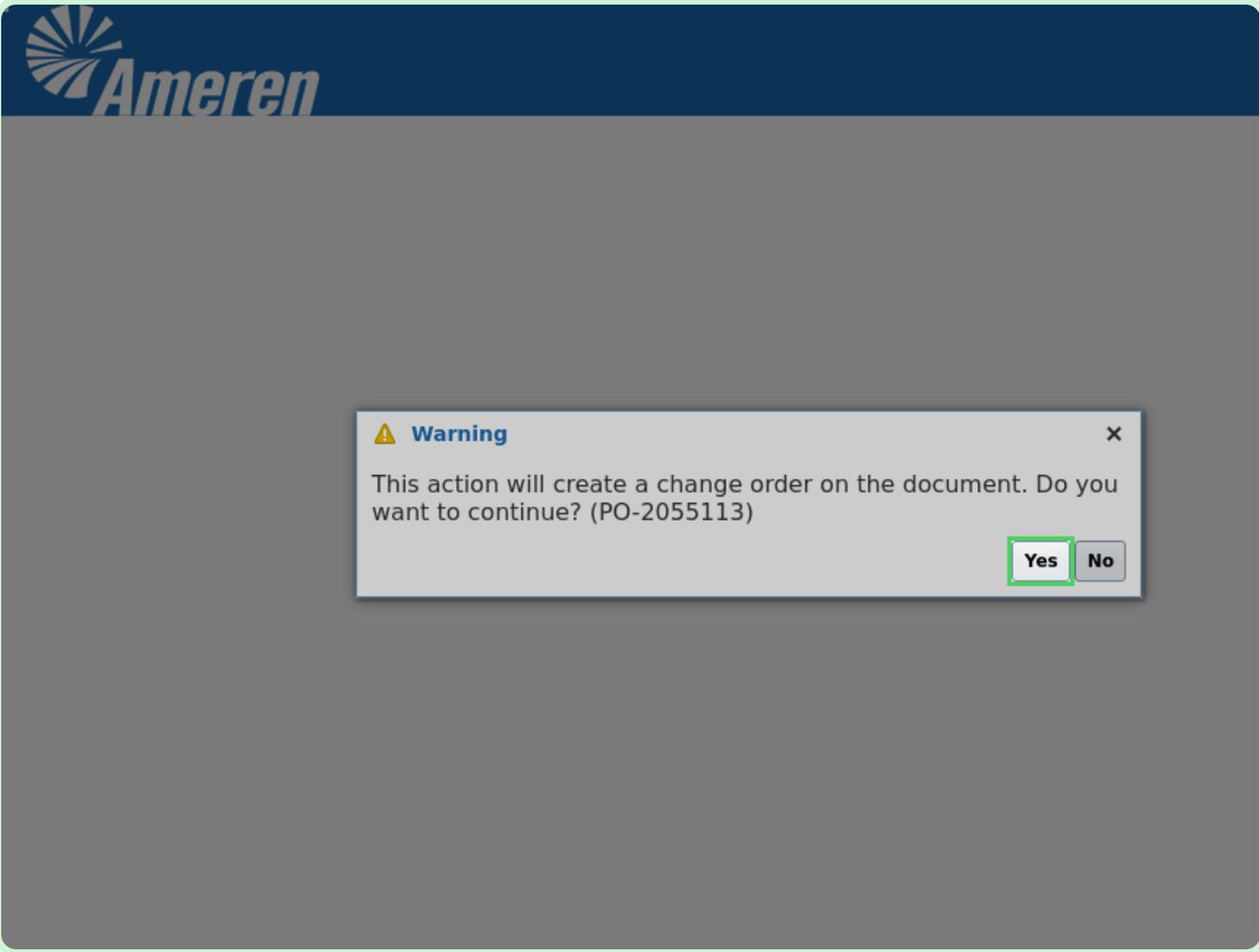
Step 8

In the **Actions** drop-down list, select **Edit**.



Step 9

Select **Yes**.



Step 10

In the **Description** field, type **Test**.

Ameren

Edit Change Ord... ?

Change Order 5 Creati

* Description

Main Contract Terms

▲ **Genera** ?

Procurement BU AMS BU !

Agreement A1003203 Supp

Status Open Supplier

Buyer Tiffany Pallme Supplier Agr

Creation Date 1/5/23

Terms Notes and Attachments

Step 11

Select **Add Row**.

Payment Terms NET 30 Shipping
Freight

Additional Information

Policy Deviation Associat

Document Type BLANKET Original Agreement A

Li...

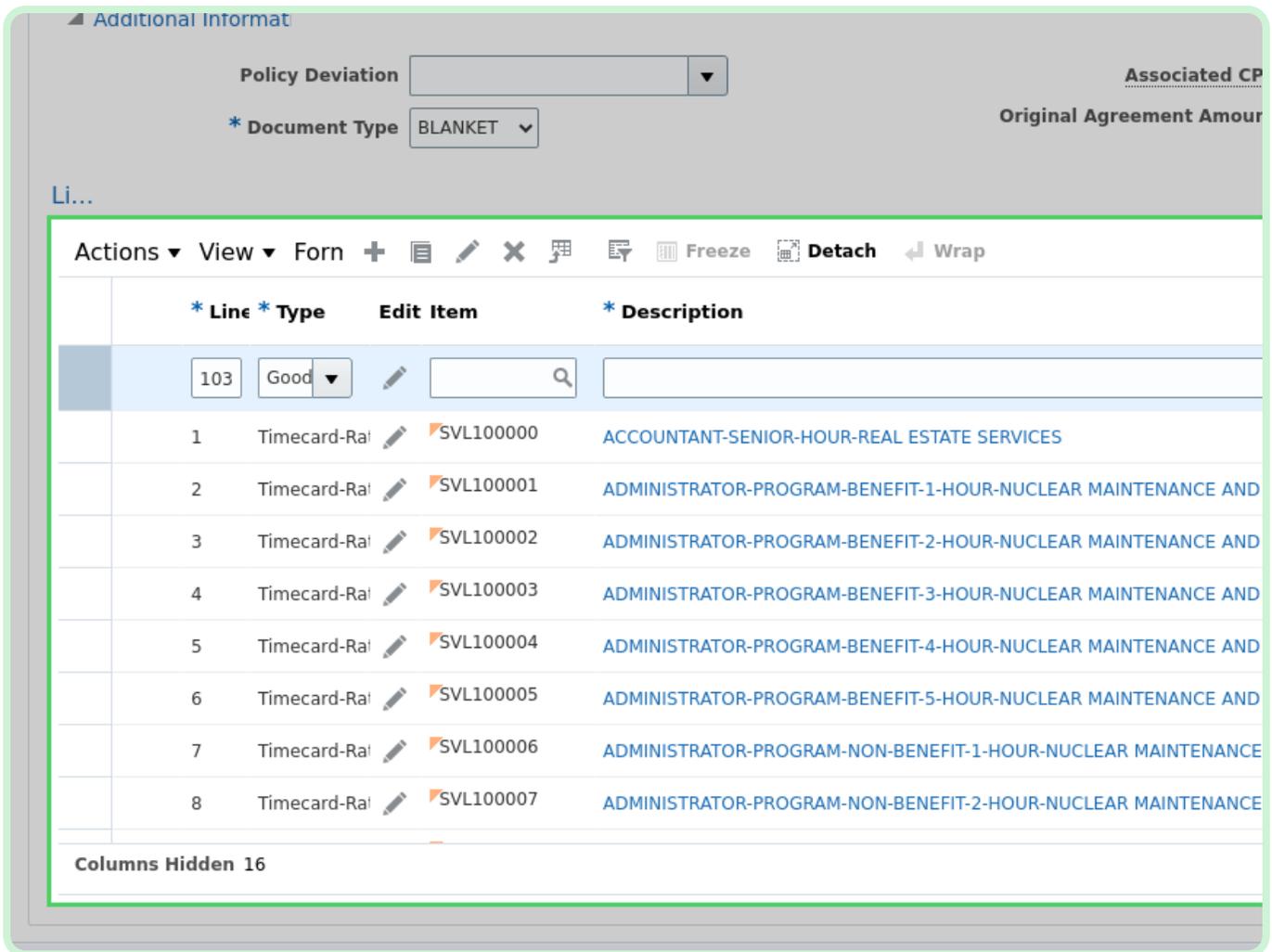
Actions ▾ View ▾ Form **+**      Freeze  Detach  Wrap

* Line	* Type	Edit Item	* Description
1	Timecard-Rai	 SVL100000	
2	Timecard-Rai	 SVL100001	
3	Timecard-Rai	 SVL100002	
4	Timecard-Rai	 SVL100003	
5	Timecard-Rai	 SVL100004	
6	Timecard-Rai	 SVL100005	
7	Timecard-Rai	 SVL100006	
8	Timecard-Rai	 SVL100007	

Step 12

View **Lines**.

After selecting **Add Row**, you can add a new line to the Blanket Purchase Agreement (BPA).



Additional Informat

Policy Deviation

* Document Type BLANKET

Associated CP

Original Agreement Amour

Li...

Actions View Form + Freeze Detach Wrap

* Line *	* Type *	Edit Item	* Description *
103	Good		<input type="text"/>
1	Timecard-Ra	SVL100000	ACCOUNTANT-SENIOR-HOUR-REAL ESTATE SERVICES
2	Timecard-Ra	SVL100001	ADMINISTRATOR-PROGRAM-BENEFIT-1-HOUR-NUCLEAR MAINTENANCE AND
3	Timecard-Ra	SVL100002	ADMINISTRATOR-PROGRAM-BENEFIT-2-HOUR-NUCLEAR MAINTENANCE AND
4	Timecard-Ra	SVL100003	ADMINISTRATOR-PROGRAM-BENEFIT-3-HOUR-NUCLEAR MAINTENANCE AND
5	Timecard-Ra	SVL100004	ADMINISTRATOR-PROGRAM-BENEFIT-4-HOUR-NUCLEAR MAINTENANCE AND
6	Timecard-Ra	SVL100005	ADMINISTRATOR-PROGRAM-BENEFIT-5-HOUR-NUCLEAR MAINTENANCE AND
7	Timecard-Ra	SVL100006	ADMINISTRATOR-PROGRAM-NON-BENEFIT-1-HOUR-NUCLEAR MAINTENANCE
8	Timecard-Ra	SVL100007	ADMINISTRATOR-PROGRAM-NON-BENEFIT-2-HOUR-NUCLEAR MAINTENANCE

Columns Hidden 16

Step 13

Select **Delete**.

The **Delete** button will delete a selected line.

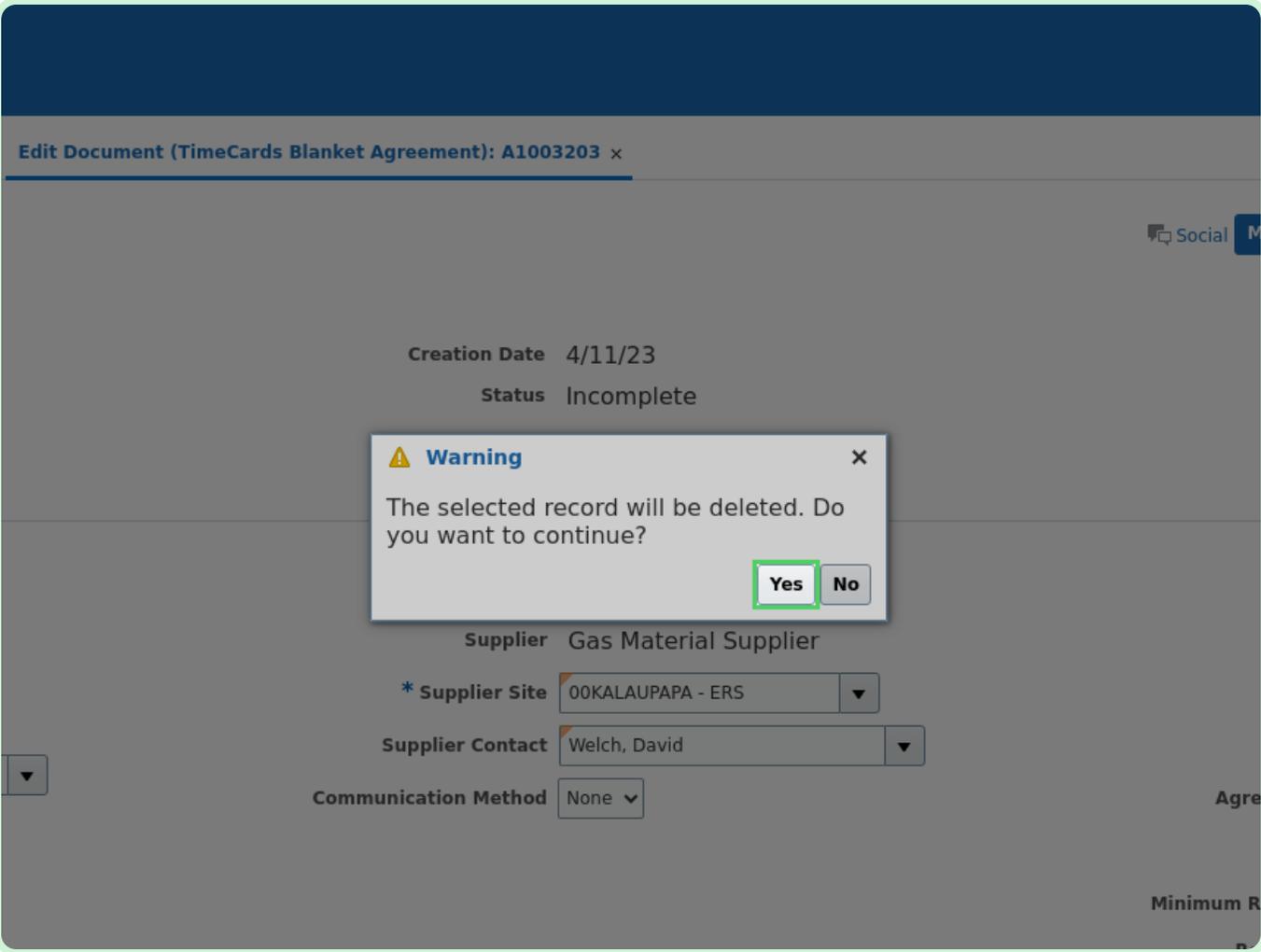
The screenshot displays a software interface with several sections:

- Required Acknowledgment**: Document (dropdown), * Acknowledge Within Days (10), Payment Terms (NET 30 dropdown).
- Shipping Me** and **Freight T** (partially visible).
- Additional Informat** (collapsed): Policy Deviation (dropdown), * Document Type (BLANKET dropdown).
- Associated** and **Original Agreement Am** (partially visible).
- Li...** (partially visible).
- Actions** menu: View, Form, +, [icon], [icon], **Delete** (highlighted with a green box), [icon], [icon], Freeze, Detach, Wrap.
- Table** with columns: * Line, * Type, Edit Item, * Description.

* Line	* Type	Edit Item	* Description
103	Good	[edit icon]	[search icon]
1	Timecard-Rai	[edit icon] SVL100000	ACCOUNTANT-SENIOR-HOUR-REAL ESTATE SERVICES
2	Timecard-Rai	[edit icon] SVL100001	ADMINISTRATOR-PROGRAM-BENEFIT-1-HOUR-NUCLEAR MAINTENANCE A
3	Timecard-Rai	[edit icon] SVL100002	ADMINISTRATOR-PROGRAM-BENEFIT-2-HOUR-NUCLEAR MAINTENANCE A
4	Timecard-Rai	[edit icon] SVL100003	ADMINISTRATOR-PROGRAM-BENEFIT-3-HOUR-NUCLEAR MAINTENANCE A
5	Timecard-Rai	[edit icon] SVL100004	ADMINISTRATOR-PROGRAM-BENEFIT-4-HOUR-NUCLEAR MAINTENANCE A
6	Timecard-Rai	[edit icon] SVL100005	ADMINISTRATOR-PROGRAM-BENEFIT-5-HOUR-NUCLEAR MAINTENANCE A

Step 14

Select **Yes**.



Step 15

In the REAL ESTATE SERVICES row, select **Edit**.

Additional Information

Policy Deviation
Document Type BLANKET

Associated
Original Agreement #

Li...

Actions View Form + [Icons] Freeze Detach Wrap

* Line	* Type	Edit Item	* Description
1	Timecard-Rai	 SVL100000	
2	Timecard-Rai	 SVL100001	
3	Timecard-Rai	 SVL100002	
4	Timecard-Rai	 SVL100003	
5	Timecard-Rai	 SVL100004	
6	Timecard-Rai	 SVL100005	
7	Timecard-Rai	 SVL100006	
8	Timecard-Rai	 SVL100007	
9	Timecard-Rai	 SVL100008	
10	Timecard-Rai	 SVL100009	

Step 16

Clear the **Price** field.

The screenshot shows a software interface with a dark blue header bar containing icons for home, flag, and notifications (with a '22' badge). Below the header is a navigation bar with buttons for 'Back', 'Next Actions', and 'OK'. The main content area is a form with the following fields:

- UOM**: HOUR
- * Price**: 1.00 USD (This field is highlighted with a green border)
- Allow price override
- Price Break Type**: Cumulative (dropdown menu)
- Expiration Date**: m/d/yy (calendar icon)
- Minimum Release Amount**: [] USD
- Agreement Amount**: [] USD
- Released Amount**: 0.00 USD
- Agreement Quantity**: [] (refresh icon)
- Released Quantity**: []
- Change Reason**: []
- Change Status**: []

Step 17

In the **Price** field, type **2.00**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, notification) and a notification badge with the number '22'. Below the header is a grey panel with a navigation bar at the top right containing 'Back', 'Next Actions', and 'OK' buttons. The main form area contains the following fields and controls:

- UOM**: HOUR
- * Price**: A text input field with a green border, currently empty, followed by 'USD'.
- Allow price override
- Price Break Type**: A dropdown menu showing 'Cumulative'.
- Expiration Date**: A date picker showing 'm/d/yy'.
- Minimum Release Amount**: A text input field followed by 'USD'.
- Agreement Amount**: A text input field followed by 'USD'.
- Released Amount**: 0.00 USD
- Agreement Quantity**: A text input field with a refresh icon.
- Released Quantity**: A text input field.
- Change Reason**: A text input field.
- Change Status**: A text input field.

Step 18

View **Expiration Date**.

If applicable, you can enter the rate's **Expiration Date** here.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, bell with '22' notification) and buttons for 'Back', 'Next Actions', 'OK', and 'Cancel'. The main content area is a light gray form with the following fields:

- UOM**: HOUR
- * Price**: [input field] USD
- Allow price override
- Price Break Type**: Cumulative (dropdown)
- Expiration Date**: m/d/yy (input field, highlighted with a green border)
- Minimum Release Amount**: [input field] USD
- Agreement Amount**: [input field] USD
- Released Amount**: 0.00 USD
- Agreement Quantity**: [input field] (with refresh icon)
- Released Quantity**: [input field]
- Change Reason**: [input field]
- Change Status**: [input field]

Step 19

View **Additional Information**.

If you want to change any of your Descriptive Flexfields (DFF) attributes such as **Rate Type Code**, **Work Type**, or **Local**, contact your sourcing analyst.

Do not change **Document Type**.

▲ Item Attributes

Long Description

Supplier Item Auxiliary Identifier

Supplier URL

Manufacturer

Manufacturer URL

Manufacturer Part Number

Attachment URL

Context Prompt

▲ Additional Information

Document Type

Local

▲ Notes and Attachments

Note to Supplier

Step 20

Select **OK**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, notification with '22', and user 'JR'). Below the header is a light gray area with a toolbar containing 'Back', 'Next Actions', 'OK' (highlighted with a green box), and 'Cancel' buttons. The main form area contains the following fields and labels:

- UOM** HOUR
- * Price** 2.00 USD
- Allow price override
- Price Break Type** Cumulative (dropdown)
- Expiration Date** m/d/yy (calendar icon)
- Minimum Release Amount** USD
- Agreement Amount** USD
- Released Amount** 0.00 USD
- Agreement Quantity** (refresh icon)
- Released Quantity**
- Change Reason** (text input)
- Change Status**

Step 21

Select **Submit**.

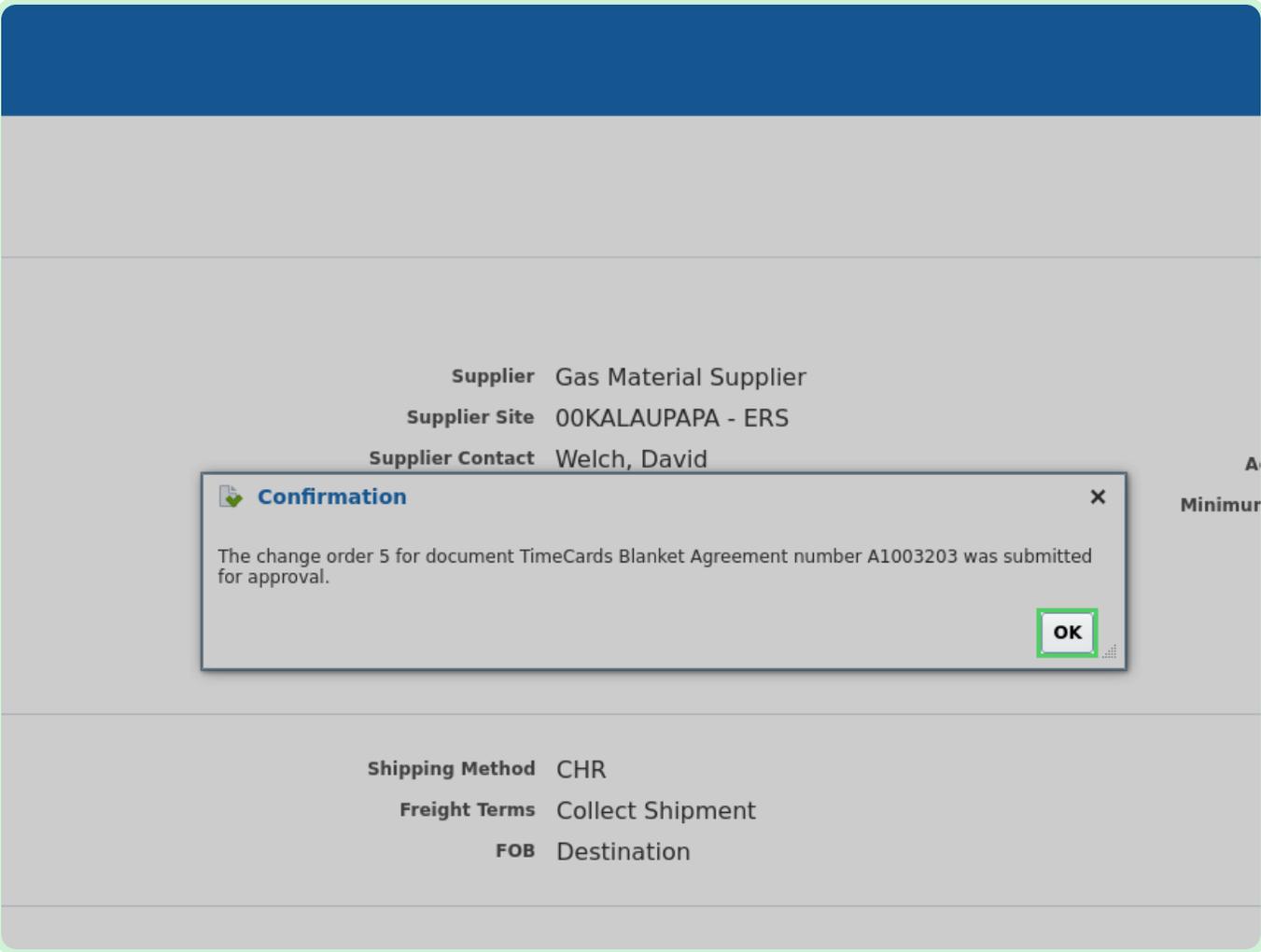
Supplier

ERS

Start Date	1/2/22
End Date	12/31/23
Currency	USD
Agreement Amount	
Amount Limit	
Minimum Release Amount	
Released Amount	0.00 USD
Description	
Master Contract	

Step 22

Select **OK**.



Step 23

Select **Home**.

This will be reviewed by your sourcing analyst and they will get back to you when it's approved.

