Request Changes to a Blanket Purchase Agreement

DESCRIPTION

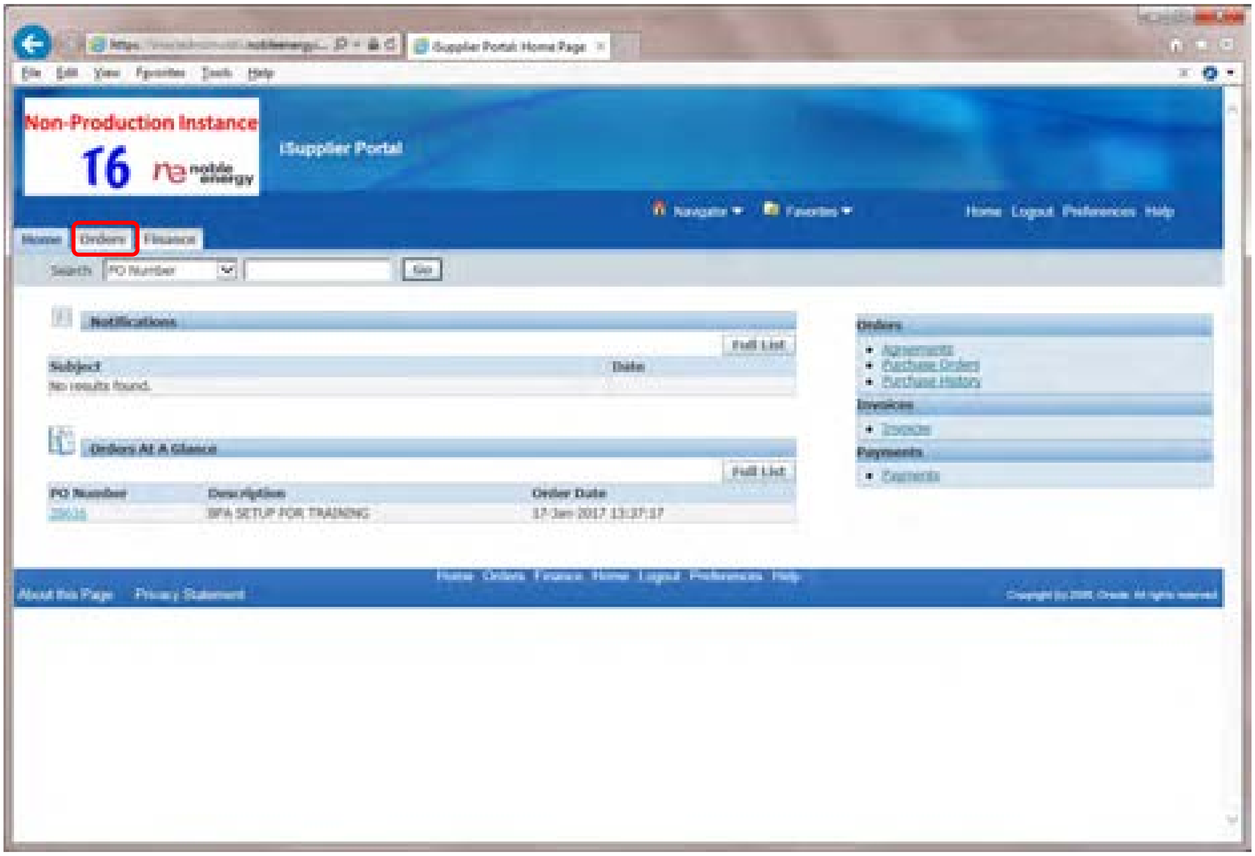
This process is used to request changes to an existing BPA. These changes can be price changes, or adding in supplier item numbers, etc. To add additional items to a BPA contact the Noble Buyer.

If you still have questions, please email PurchasingSupport@nblenergy.com.

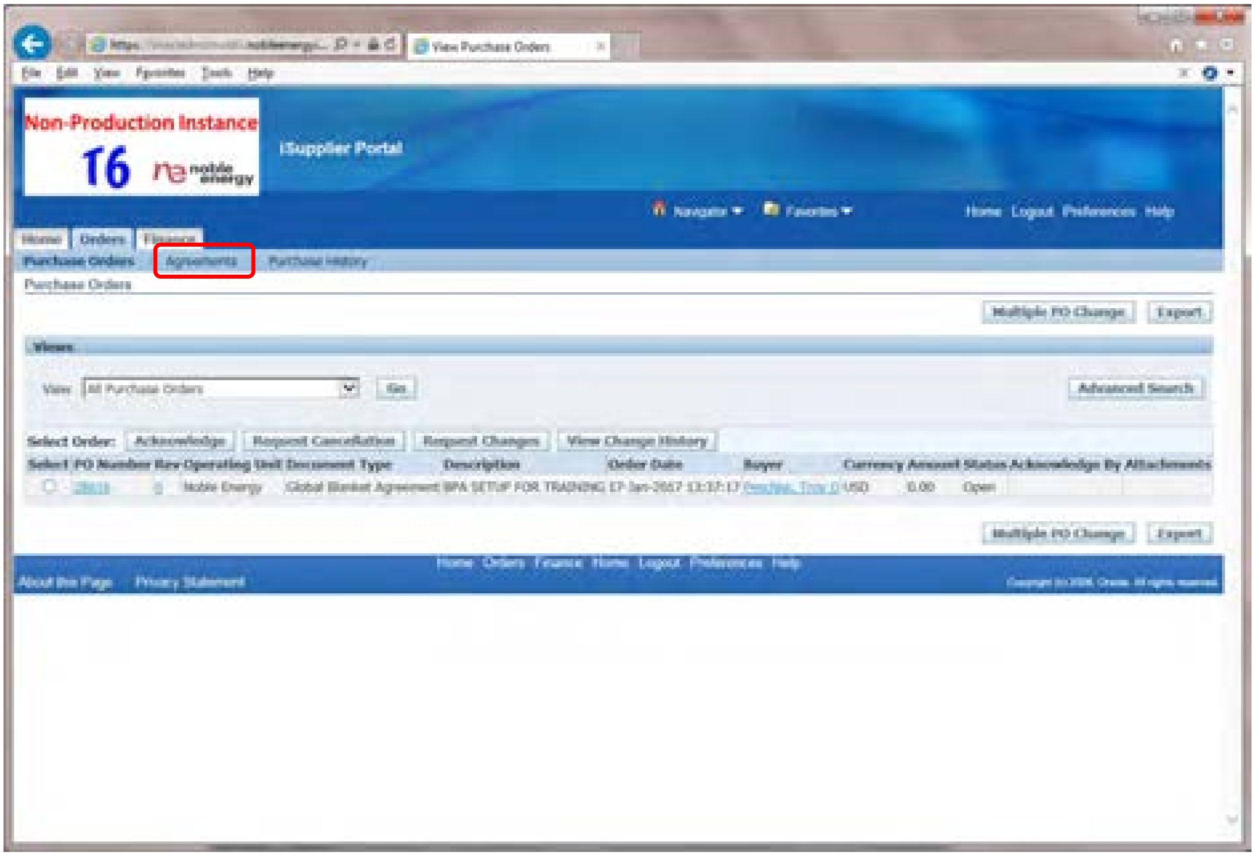
PROCEDURE

STEP 1: Login to Oracle (https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin)

STEP 2: Click the Orders tab.

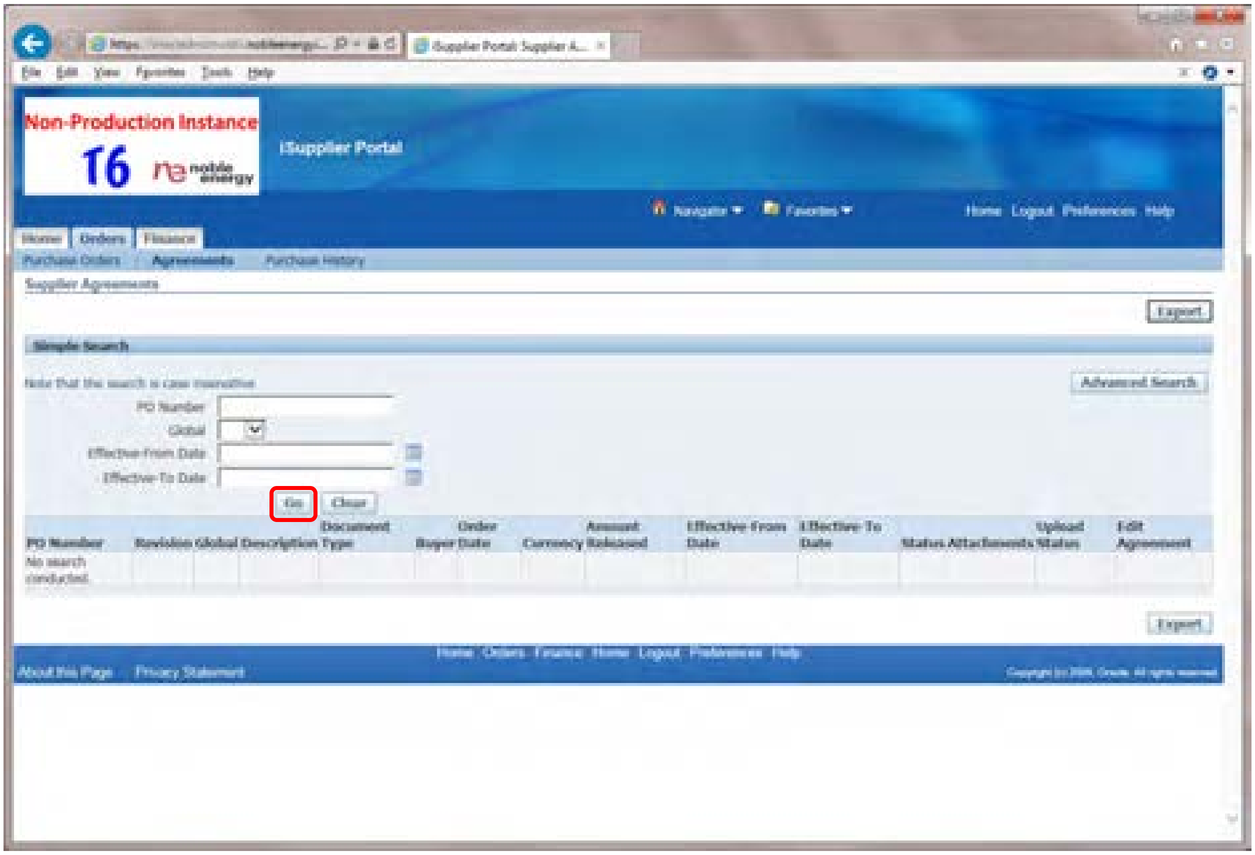


STEP 3: Click the Agreements link.

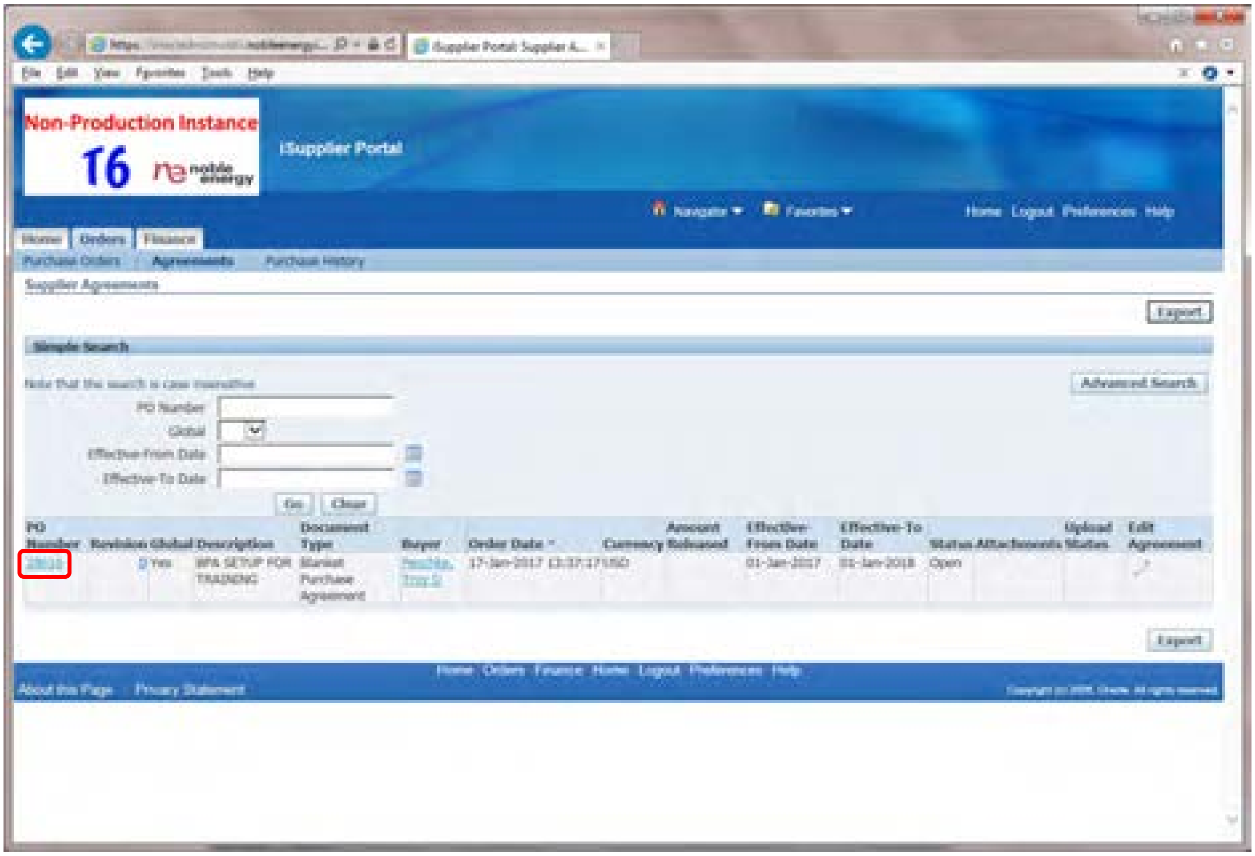


STEP 4: Click the Go button.

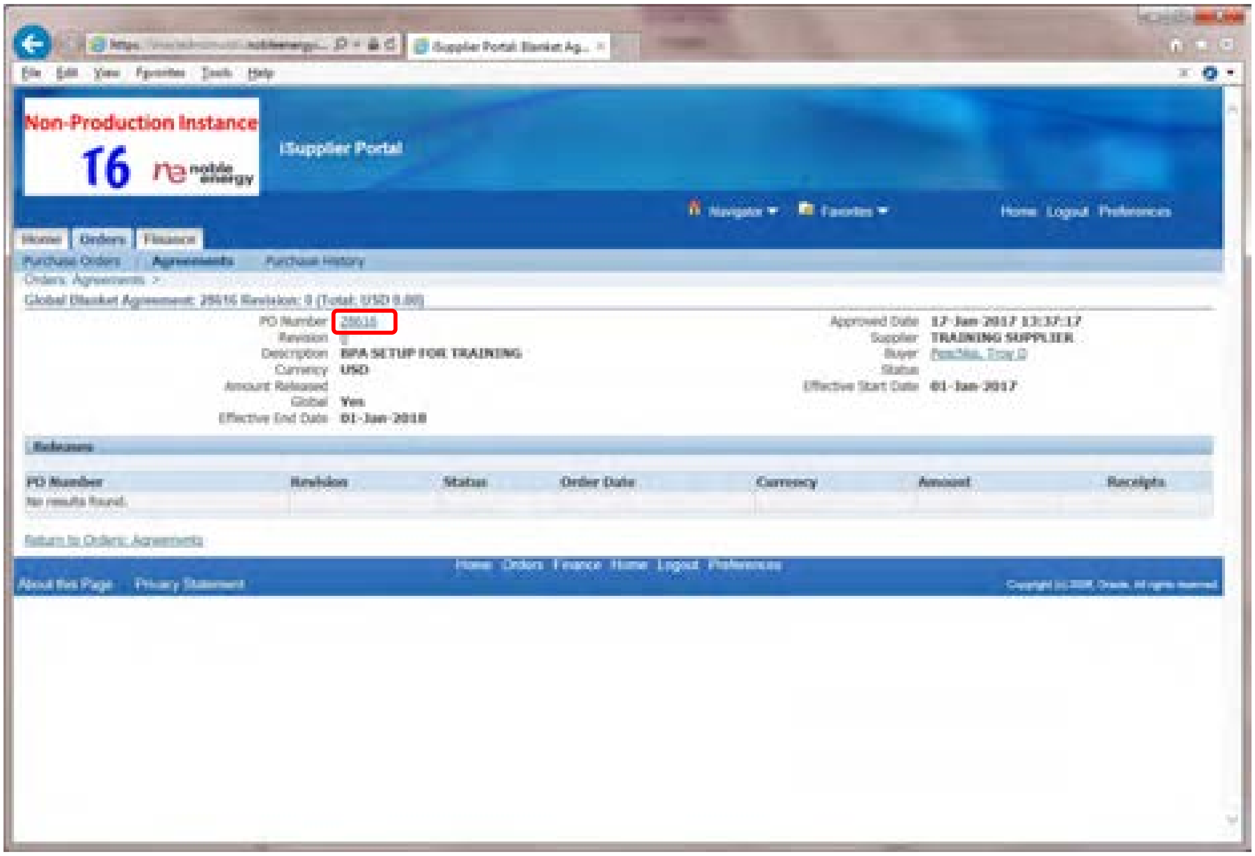
Note: If more than one agreement has been created, enter the number in the PO Number field before clicking Go.



STEP 5: Click on the PO Number hyperlink.

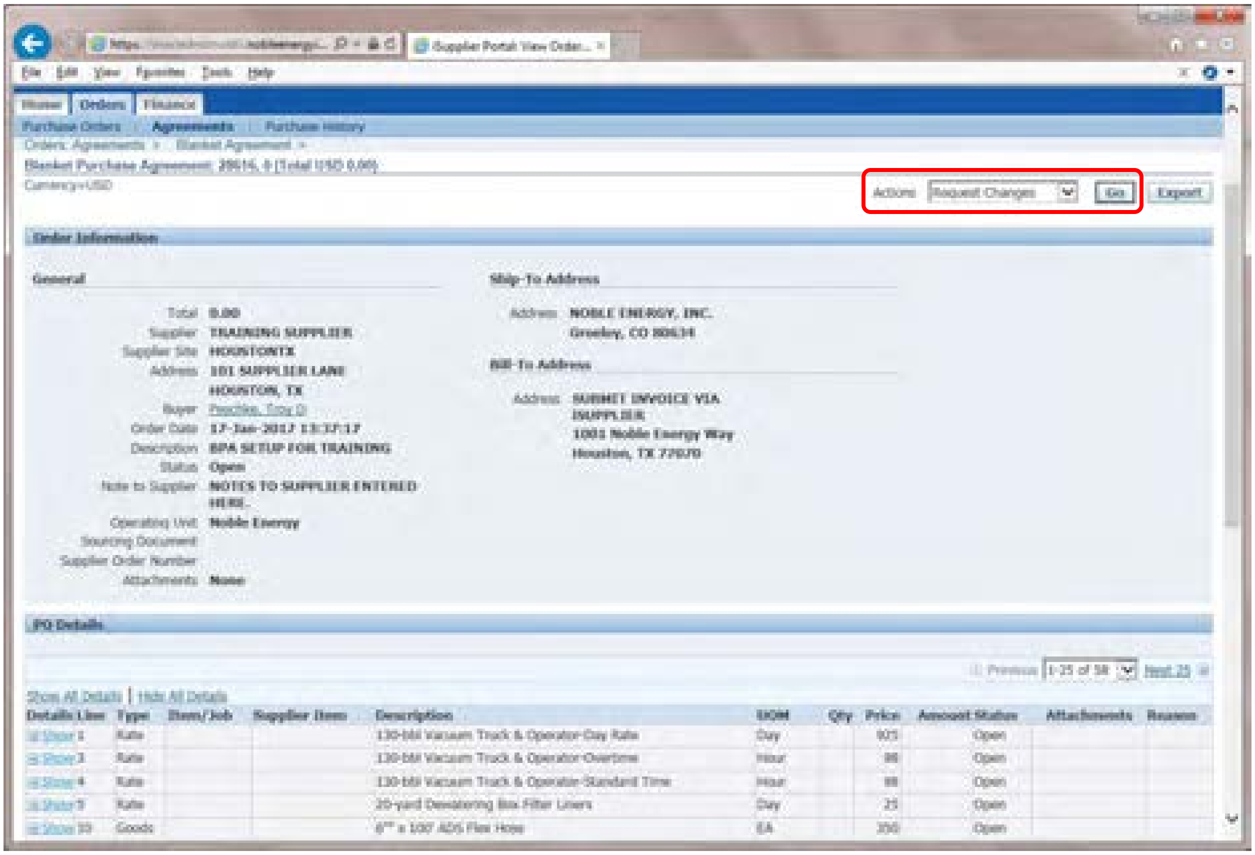


STEP 6: Click the PO Number.



STEP 7: Click the Go button next to the Actions: Request Changes.

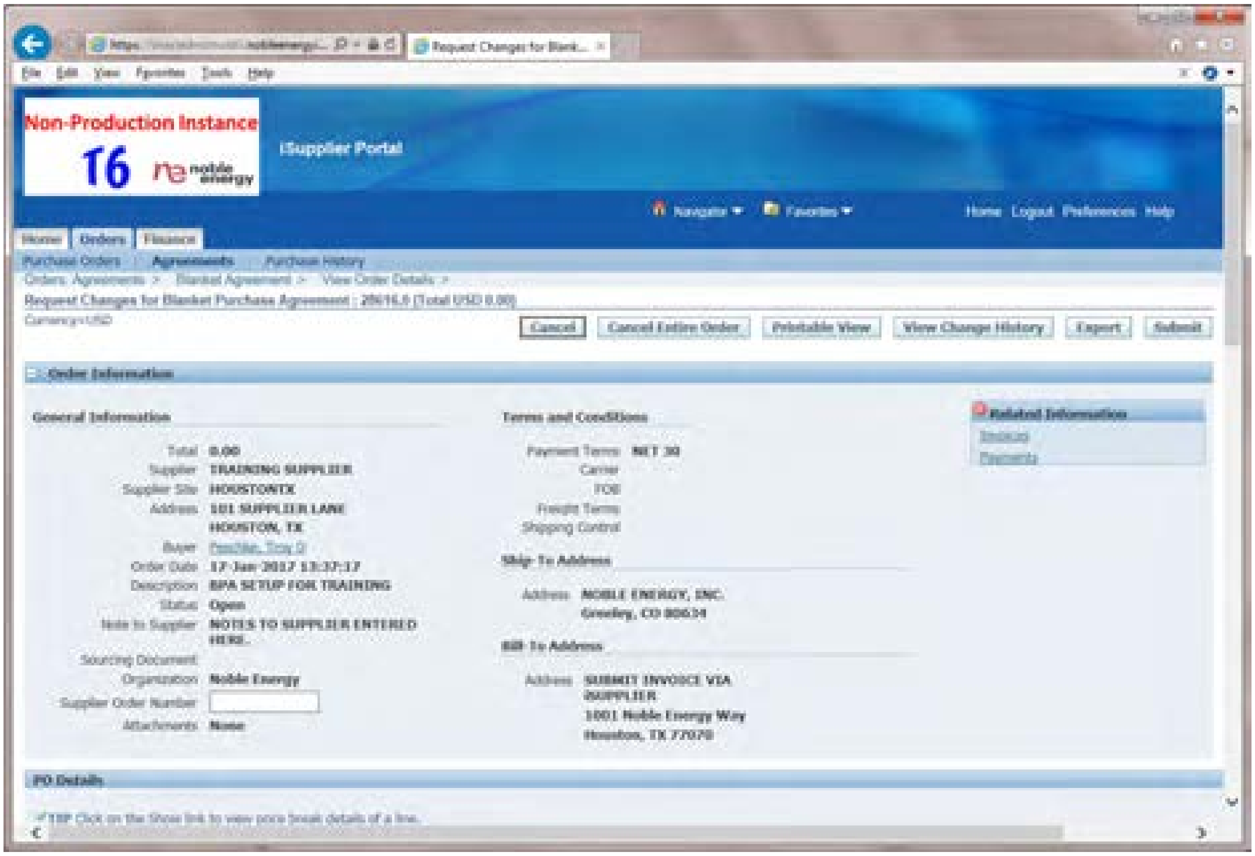
Note: Other options in the Actions Drop down include: Request Cancellation, View Change History, View PDF, View Invoices, and View Payments.



STEP 8: Scroll down to the PO Details section.

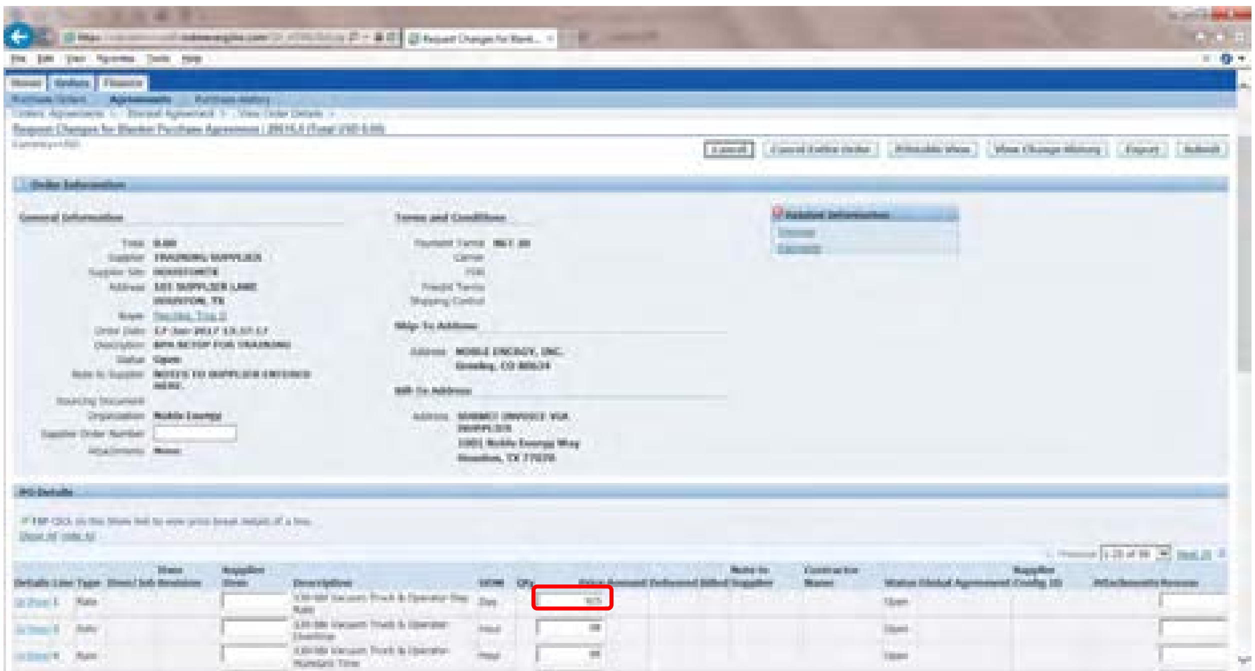
Note: The options than can be requested for Noble Buyer approval are located at the top.

Cancel, Cancel Entire Order, Printable View, View Change History, Export and Submit

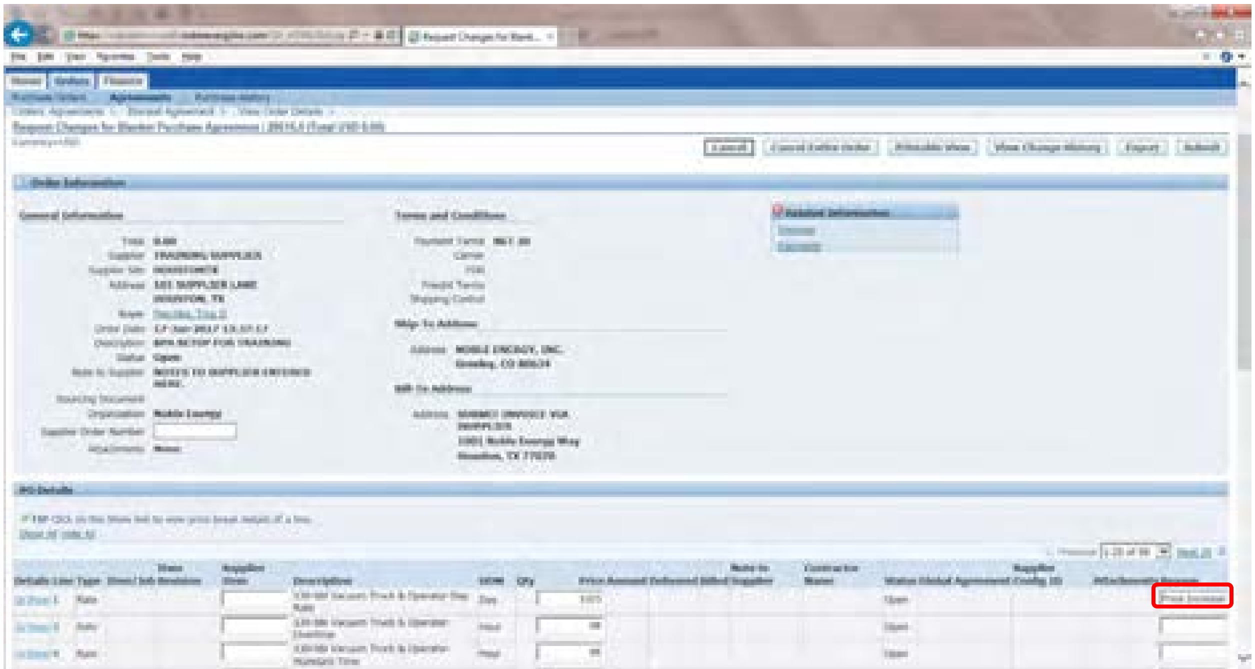


STEP 9: Update any lines as needed. Update the Price in line 1 to 1025 for this example.

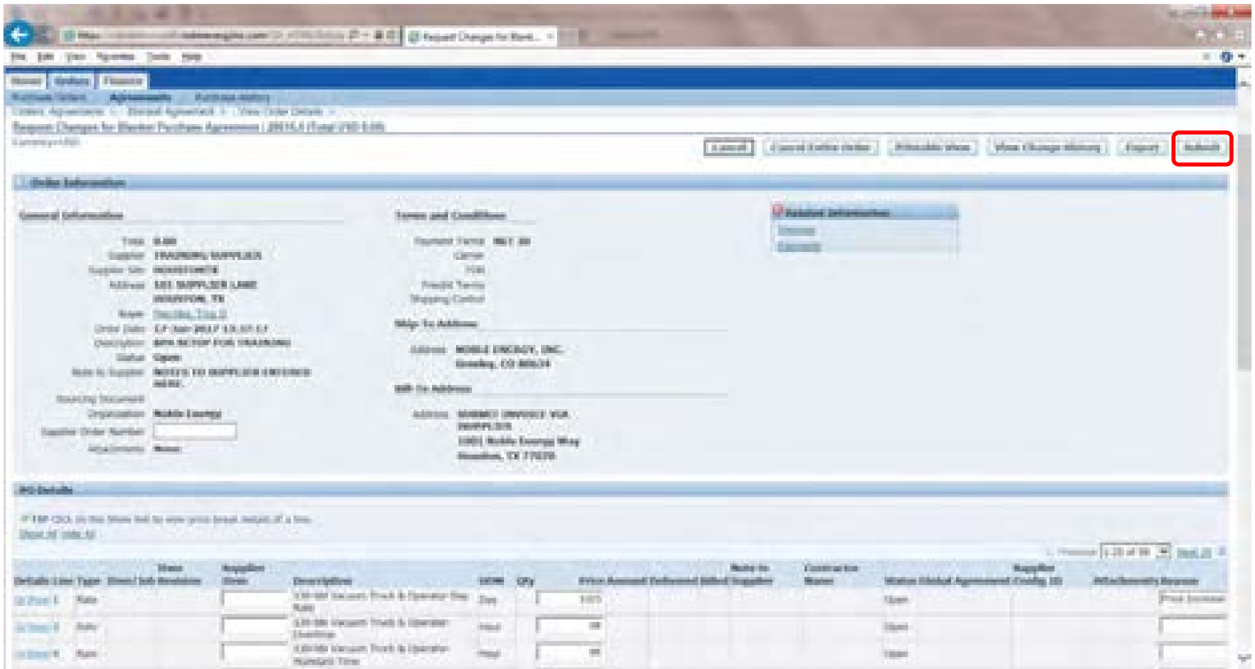
> ***Note: You can also add / update the Supplier Order Number, or Supplier Item numbers.***
>
> ***Note: To request additional items or to have items removed on the BPA click the Buyer name hyperlink and send email with the request.***



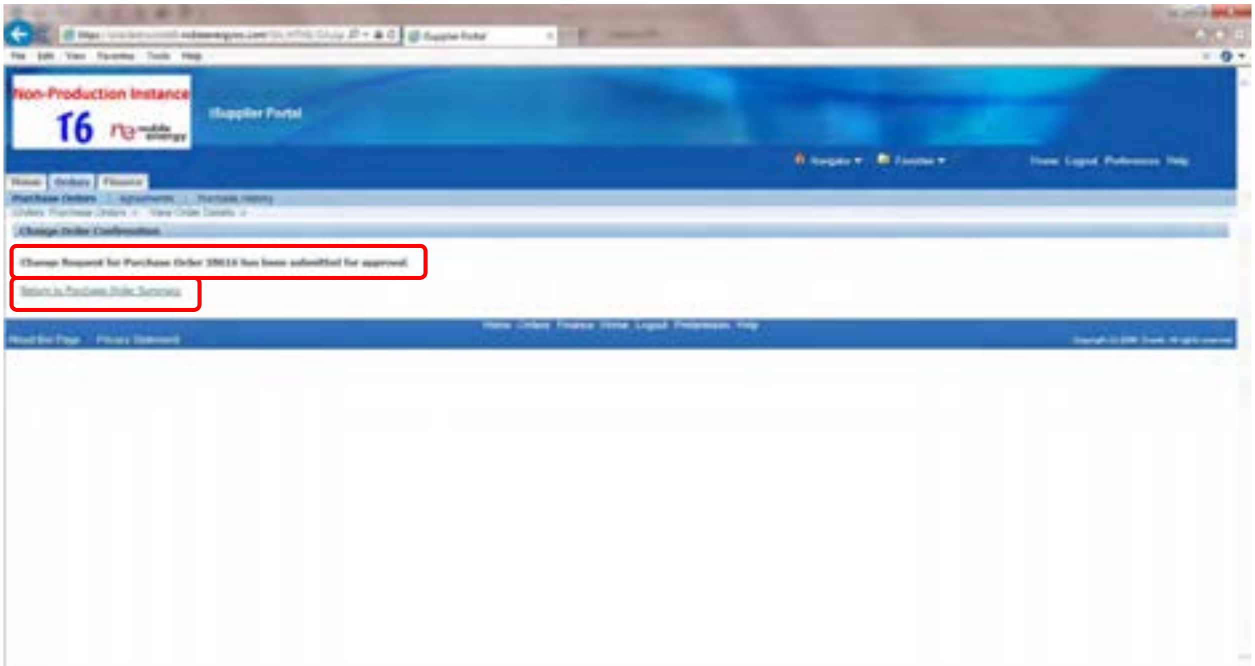
STEP 10: Enter a valid reason for the change in the Reason field.



STEP 11: Click the Submit button.



STEP 12: A Confirmation message will appear that the request has been submitted for Noble Buyer approval. Click on the Return to Purchase Order Summary link.



STEP 13: The status can be seen while pending approval, Supplier Change Pending.