
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.

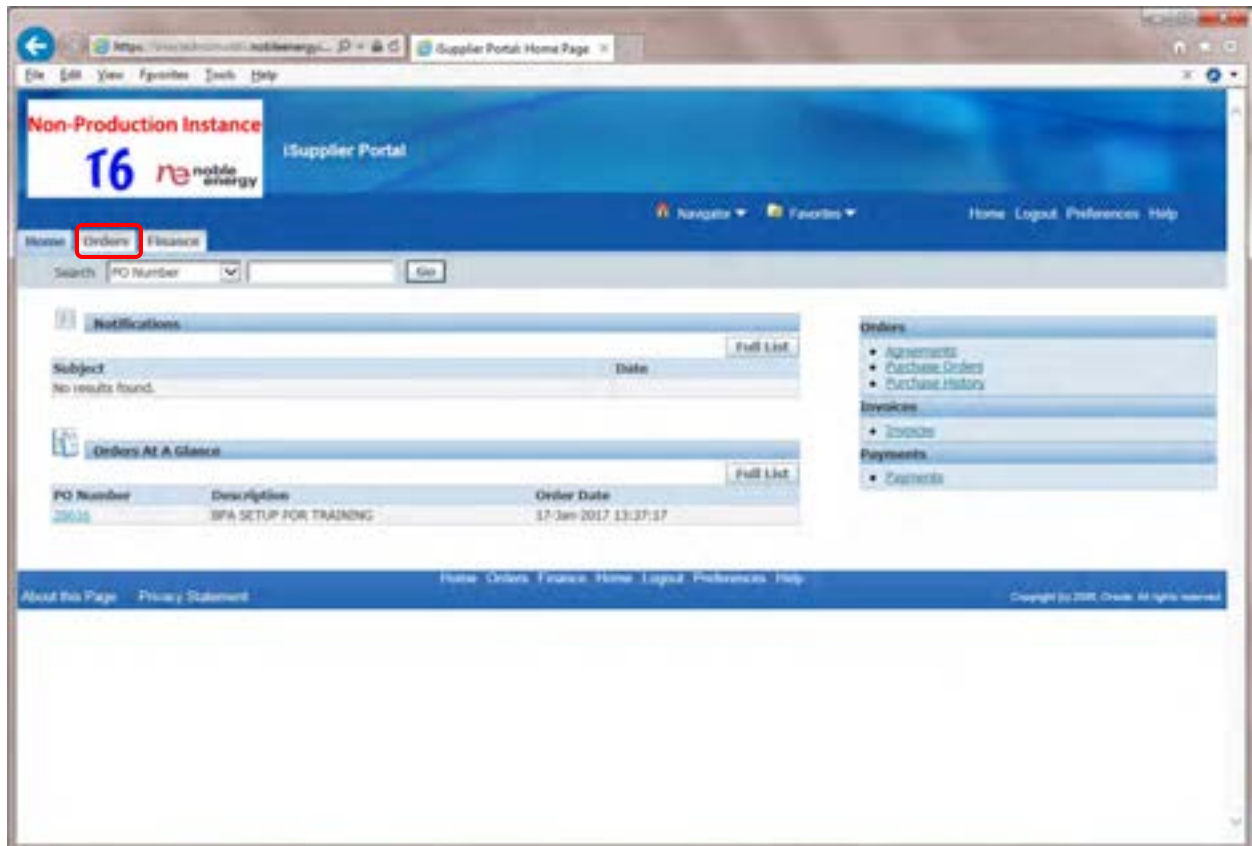
PROCEDURE

STEP 1: Login to Oracle

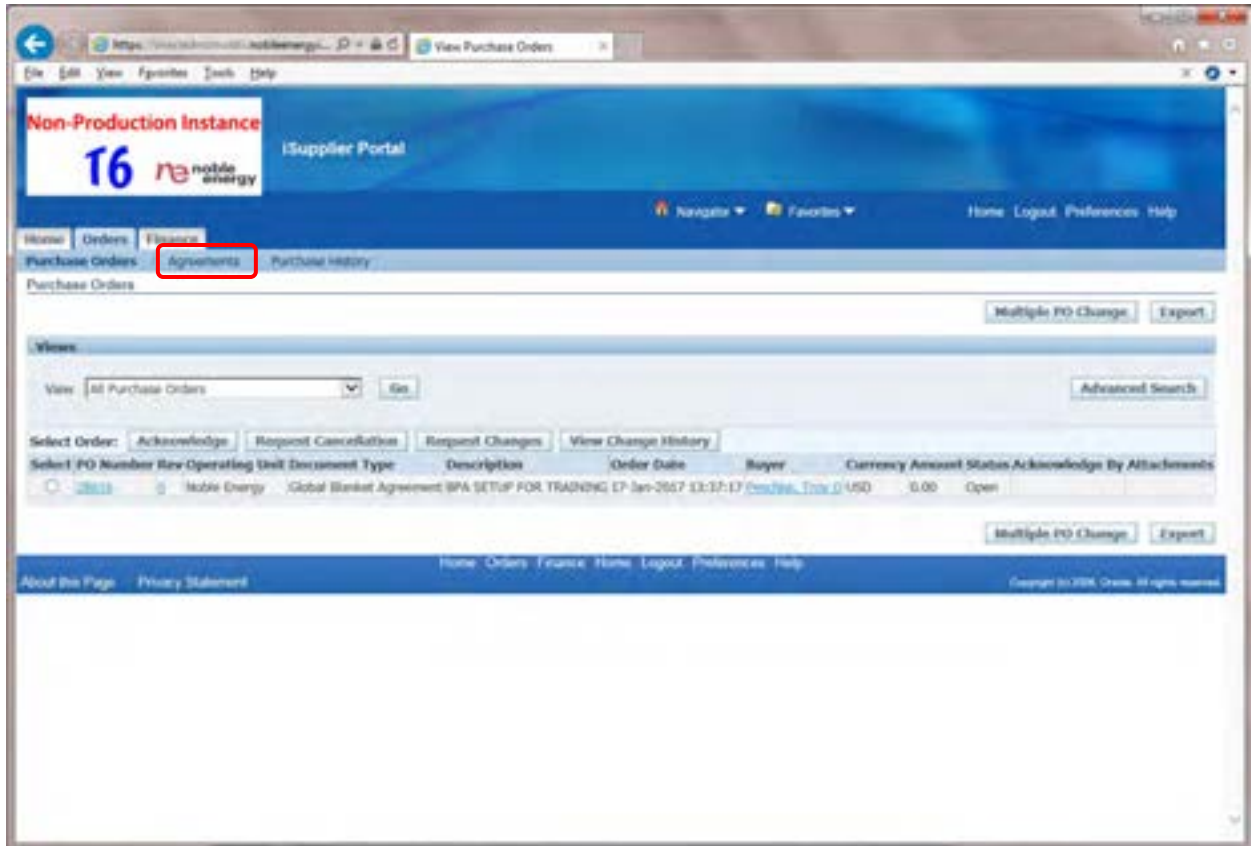
(https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin)



STEP 2: Click the **Orders** tab.

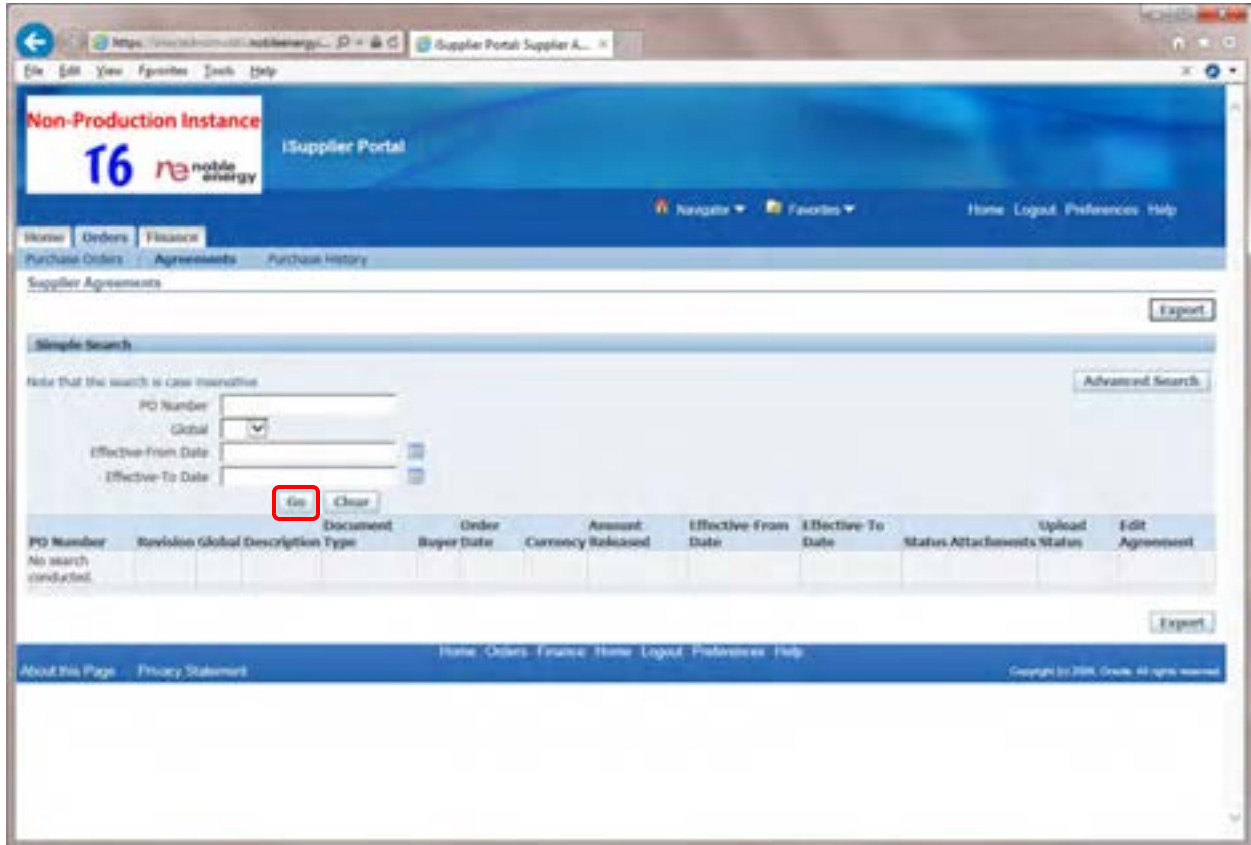


STEP 3: Click the **Agreements** link.



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.

The screenshot shows the Noble Energy Supplier Portal interface. At the top, there is a header with the text "Non-Production Instance" and "16 noble energy". Below this is a navigation bar with "Supplier Portal" and links for "Home", "Logout", "Preferences", and "Help". The main content area is titled "Supplier Agreements" and includes a search section with fields for "PO Number", "Global", "Effective From Date", and "Effective To Date". Below the search section is a table of search results. The first row in the table has the PO Number "28025" highlighted with a red box. The table columns include PO Number, Revision, Global, Description, Document Type, Buyer, Order Date, Currency, Amount, Effective From Date, Effective To Date, Status, Attachments, and Actions (Upload, Edit Agreement).

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount	Effective From Date	Effective To Date	Status	Attachments	Upload	Edit Agreement
28025	0	Yes	WFS SETUP FOR TRADING	Standard Purchase Agreement	Proxima, Inc.	17-Jan-2017 13:37:17:50			01-Jan-2017	01-Jan-2018	Open			

STEP 6: Click the **PO Number**.

The screenshot shows a web browser window displaying the 'Supplier Portal' for 'noble energy'. The page title is 'Non-Production Instance' and '16'. The main content area shows a 'Global Blanket Agreement: 25016 Revision: 9 (Total: 0120 8.00)'. The PO Number '25016' is highlighted with a red box. Other details include: Description: 'BPA SETUP FOR TRAINING', Currency: 'USD', Amount Released: 'Yes', Global: 'Yes', Effective End Date: '01-Jan-2018', Approved Date: '17-Jan-2017 13:37:17', Supplier: 'TRAINING SUPPLIER', Buyer: 'ProcMktg, Tony D', and Status: 'Active'. Below this is a 'Releases' section with a table that has no results found. The table headers are: PO Number, Revision, Status, Order Date, Currency, Amount, Receipts. At the bottom, there are navigation links for 'Home', 'Orders', 'Finance', 'Home', 'Logout', 'Preferences', 'About this Page', and 'Privacy Statement'. The copyright notice is 'Copyright © 2008, Oracle. All rights reserved.'

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.

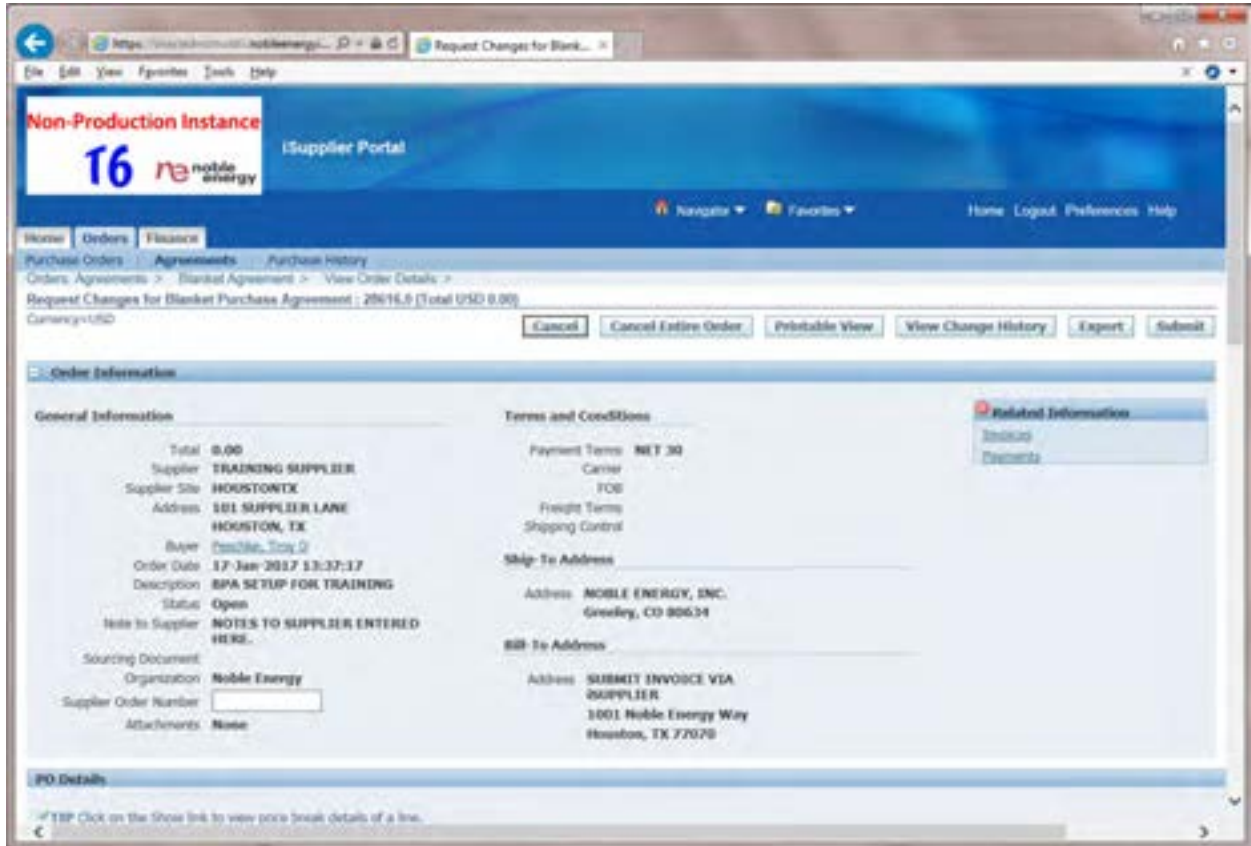
The screenshot shows a web application interface for viewing a purchase order. At the top, there are navigation tabs for 'Home', 'Orders', and 'Finance'. Below these, there are links for 'Purchase Orders', 'Agreements', and 'Purchase History'. The main content area is titled 'Blanket Purchase Agreement: 29516, \$ (Total USD 0.00)' and 'Currency: USD'. On the right side, there is an 'Actions' dropdown menu with 'Request Changes' selected, and a 'Go' button next to it, both highlighted with a red box. Below the actions, there is a section for 'Order Information' with sub-sections for 'General' and 'Ship-To Address'. The 'General' section includes fields for Total, Supplier, Supplier Site, Address, Buyer, Order Date, Description, Status, Note to Supplier, Operating Unit, Sourcing Document, Supplier Order Number, and Attachments. The 'Ship-To Address' section includes fields for Address and City. Below the order information, there is a section for 'PO Details' with a table of line items. The table has columns for Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The table contains five rows of data, each with a 'Show' button next to the line number.

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Rate			130-MI Vacuum Truck & Operator-Day Rate	Day		925		Open		
Show	2	Rate			130-MI Vacuum Truck & Operator-Overtime	Hour		98		Open		
Show	4	Rate			130-MI Vacuum Truck & Operator-Standard Time	Hour		98		Open		
Show	5	Rate			20-yard Dewatering Box Filter Liners	Day		25		Open		
Show	10	Goods			6" x 100' ADS Flex Hose	EA		300		Open		

STEP 8: Scroll down to the PO Details section.

Note: The options that 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.

The screenshot displays a web application interface for managing a Request Changes for BPA. The main content area is divided into several sections:

- Order Information:** Contains a sub-section for General Information with fields for Title (0.00), Supplier (TRAINING SUPPLIER), Supplier Site (MOBILE/STATE), Address (101 SUPPLIER LANE, HOUSTON, TX), Item (00000), Order Date (LP-Item 2017 10.01 LP), Description (BPA SETUP FOR TRAINING), Status (Open), Note to Supplier (NOTE TO SUPPLIER ENROLLED HERE), Billing Document (Mobile Energy), and Supplier Order Number.
- Terms and Conditions:** Includes fields for Payment Terms (NET 30), Currency (USD), Freight Terms, Shipping Method, and Bill To Address (MOBILE ENERGY, INC., Greeley, CO 80634).
- Additional Information:** A small pop-up window with fields for Item and Quantity.

Below these sections is a table of order lines:

Default Line Type	Status	Supplier	Description	UNIT	QTY	Price Amount	Deferred Inflow	Supplier	Contract No	Status	Contract Agreement	Contract ID	Ref/Invoice Number
000001	Rate		0.00-000 Invoiced Truck & Operator Time	Day		1025				Open			
000002	Rate		0.00-000 Invoiced Truck & Operator	Hour		00				Open			
000003	Rate		0.00-000 Invoiced Truck & Operator	Hour		00				Open			

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

The screenshot shows a web application interface for managing orders. The main heading is "Request Changes for Order...". Below this, there are several sections:

- Order Information:** Contains general information (Title: 0.00, Supplier: FURNISHING SUPPLIES, Supplier Site: MOBILEENERGY, Address: 822 SUPPLIER LANE, JOHNSON, TX, State: TEXAS, ZIP 2, Order Date: 12-28-2012 10:57:47 AM, Description: 822 SUPPLIER FOR TRAINING, Status: Open, Note to Supplier: NOTES TO SUPPLIER: 822222), Terms and Conditions (Payment Terms: NET 30, Currency: USD, Freight Terms, Shipping Control), and Supplier Information (Supplier Name: MOBILE ENERGY, INC., Address: 2001 Mobile Energy Way, Houston, TX 77025).
- Rate Details:** A table with columns: Rate Type, Rate, Description, Unit, Price, and Status. The table contains three rows of data. A red box highlights the "Reason" field in the first row.

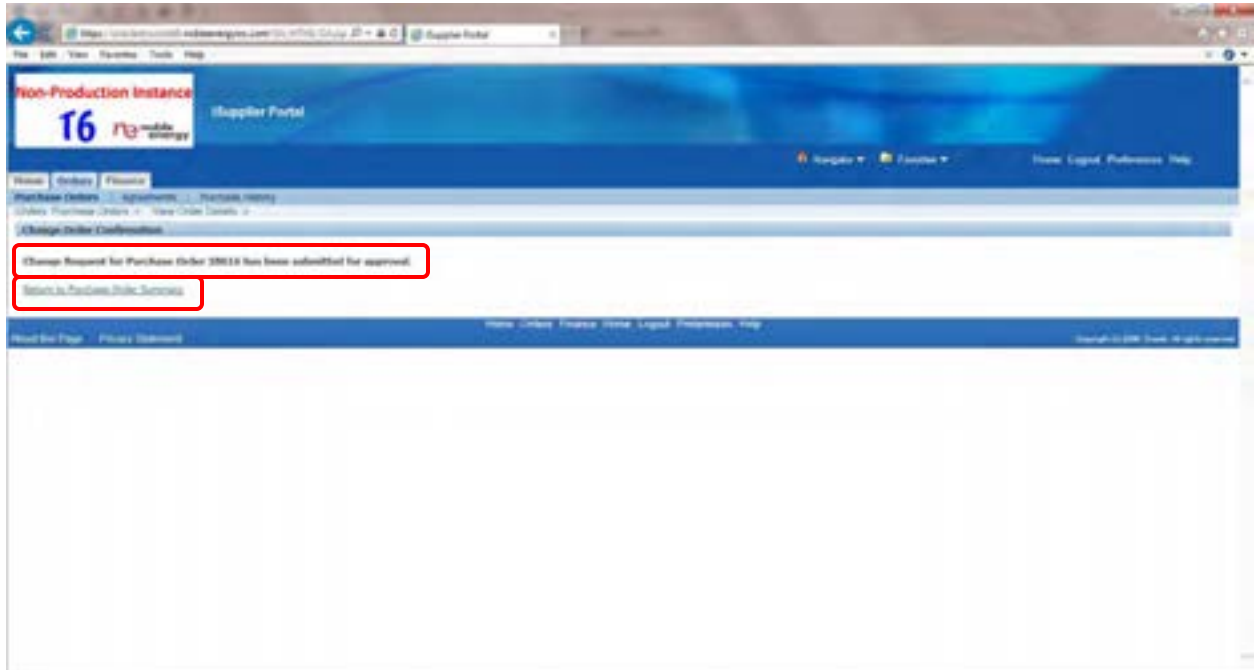
Rate Type	Rate	Description	Unit	Price	Status	Reason
02-2012-1	Rate	0.00-000 Incentive Truck & Operator Time Rate	Day	0.00	Open	Change Reason
02-2012-2	Rate	0.00-000 Incentive Truck & Operator Standtime	Hour	0.00	Open	
02-2012-3	Rate	0.00-000 Incentive Truck & Operator Normal Time	Hour	0.00	Open	

STEP 11: Click the **Submit** button.

The screenshot shows a web application interface for managing orders. At the top, there are navigation tabs for 'Home', 'Orders', and 'Requests'. Below this, there are several buttons: 'Cancel', 'Cancel Entire Order', 'Editable view', 'View Change History', 'Export', and 'Submit'. The 'Submit' button is highlighted with a red box. The main content area is divided into sections: 'Order Information', 'General Information', 'Terms and Conditions', and 'Related Information'. The 'General Information' section contains fields for 'Type', 'Supplier', 'Address', 'Ship To Address', 'Order Date', 'Description', 'Status', and 'Notes to Supplier'. The 'Terms and Conditions' section contains fields for 'Payment Terms', 'Currency', 'Product Terms', 'Shipping Control', 'Ship To Address', and 'Bill To Address'. The 'Related Information' section contains a 'Status' dropdown menu. Below these sections, there is a table with columns for 'Details Line Type', 'Status', 'Supplier', 'Description', 'SQM', 'Qty', 'Price Amount', 'Delivered', 'Status', 'Supplier', and 'Attachment Request'. The table contains three rows of data.

Details Line Type	Type	Status	Supplier	Description	SQM	Qty	Price Amount	Delivered	Status	Supplier	Attachment Request
02	Truck	Open		120-180 In-coum Truck & Operator One Hour	Day		1.00		Open		
02	Truck	Open		120-180 In-coum Truck & Operator One Hour	Hour		98		Open		
02	Truck	Open		120-180 In-coum Truck & Operator Multiple Time	Hour		98		Open		

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**.

