1. Click the **Manage Agreements** hyperlink.

   **Important Information!**
   
   Navigation: Oracle Home > Supplier Portal
   
   NOTES:
   
   - Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
   - For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.

2. Click the **Search** button.
3. Click the **WPA000004** hyperlink.

4. Click the **Details** icon for Line 1.

5. Click the **Next** button.

6. Click the **vertical scroll bar**.
7. Click the **Actions** dropdown menu.

8. Click the **Edit** menu item.

9. Click the **Yes** button.

10. Click in the **Price** field for Line 1.
11. Change the **Price** field to **485.00**.

![Image of the price field being changed to 485.00]

12. Click the **Expiration Date Select Date** icon.

![Image of the expiration date select date icon being clicked]

13. Click in the **Year** field.

![Image of the year field being clicked]

14. Change the **Year** field to **2022**.

![Image of the year field being changed to 2022]
15. Click the 30 item.

16. Click in the **Change Reason** field.

17. Type **Reduction in price** in the **Change Reason** field.

18. Press the Tab key.
19.) Click the vertical scroll bar.

20.) Type **Reduction in Line 1 due to change in labor costs.** in the **Description** text box.

21.) Click the **Save** button.

22.) Click the **Submit** button.
23. Click the **OK** button.

24. Click the **Done** button.