

The Change Button Disappeared from My BPO

If you click the **Change** button on a BPO, it immediately creates a new version of the **Contract Request (CR)** in the **Composing** status with a version number appended to the end. For example, if the first version of the BPO is **BPO221**, when you click **Change**, the new version of the **CR** is **CR221-V2**. After the changes are submitted and the **CR** is fully approved, a new version of the **BPO** is created. In this example, **BPO221-V2** would be created once the **CR** is fully approved. If the same BPO is changed and approved again, then there will be a **CR221-V3** and the associated **BPO221-V3**.

If you click **Change** and then

- **Exit** and **Save** without finishing the changes, or
- Close the browser window without exiting or logging off (not recommended)

the new version of the **CR** is saved in the **Composing** status. The system removes the **Change** button from the **BPO** because a new version of the **CR** already exists. The **Change** button will not reappear on the **CR** or the **BPO** until

- The changes are completed, submitted and approved so that there is a new version of the BPO as well. Or,
- The new version is deleted if you did not intend to make the changes.

To delete the new version:

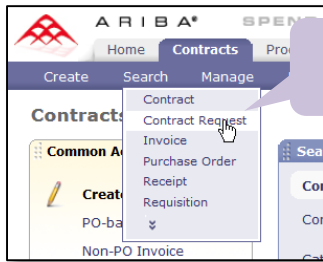
- Search for the new version of the **CR** by using the eProcurement **Search**. Be sure to search for the **Contract Request (CR)**, not the Contract (BPO).
- When you locate the new version that is in the **Composing** status, click on the **CR ID** or the **Title** to open it up.
- Click the **Undo Change** button.

After you undo the changes, the **Change** button should be visible again. When you click the **Back** link in eProcurement, the old Search Results will still have the **Composing** version. Click the **Search** button again, and the new results will only display the current (unchanged) version.

See subsequent pages for guidance.

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1. Log into eProcurement.
2. On the upper left-hand corner of your screen, click **Search** and choose **Contract Request** on the drop down menu:



Click **Search** and select **Contract Request**

3. There are a lot of BPOs in the system, so it is best if you filter out only the ones for which you are the contact. If you don't see the **Contact** field in the Search Filters area, you can make it visible. Click on the Search Options in the upper right hand corner of the **Search Filters** section:

A screenshot of the 'Search' page in the Ariba SPEND application. The 'Type' dropdown is set to 'Contract Request'. The 'Search Filters' section is visible, containing various filter fields like 'CR Title', 'CR ID', 'Commodity Code', 'Date Approved', 'Effective Date', 'Final Invoice Date', 'Is Blanket Purchase Order', 'Preparer', 'Related Contract ID', 'Status', and 'Supplier'. A callout bubble points to the 'Search Options' link in the top right corner of the 'Search Filters' section.

Click Search Options

4. Find **Contact** in the list. If there is no checkmark next to it, click on it to select it as a filter:



Locate the **Contact** field and if there is no checkmark next to it, click on it to select it as a filter

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- Select yourself as the contact and enter the CR number (for example, 221) into the ID field and click **Search**:

Enter **CR** Number into the **CR ID** field

Select yourself as the **Contact**

Click **Search**

Search Filters

CR Title:

CR ID:

Commodity Code: (select a value) [[select](#)]

Contact: [JOHNATHON VU GIANG](#) [[select](#)]

Date Approved:

Final Invoice Date:

Is Blanket Purchase Order: ☐ Yes ☐ No ☒ Either

Preparer: (select a value) [[select](#)]

Related Contract:

Status:

Supplier: (select a value) [[select](#)]

Search **Reset** **Save Search**

Run this search

- The results will list the current version with a status of *Processed*, and the version that was created by clicking the **Change** button with a status of *Composing*. Click on either the ID or Title of the **CR** that is in the *Composing* status:

Click on the **ID** or **Title**

Status is *Composing*

Search Results

2 items

Type	ID	Title	Status	Date Created
	CR221-V4	Quartet - Services for C4C	Composing	Today, 3:28 PM
	CR221-V3	Quartet - Services for C4C	Processed	Fri, 19 Dec, 2014

Label Copy Delete

- The summary page for the CR will display and you should see buttons at the top, including **Copy**, **Edit**, **Submit** and **Undo Change**. If you originally clicked **Change** unintentionally and just want to delete the *Composing* version, click **Undo Change**:

To delete the composing version click **Undo Change**

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CR221-V4 - Quartet - Services for C4C

These are the details of the request you selected. Depending on its status, you can copy, cancel, or submit the request for...

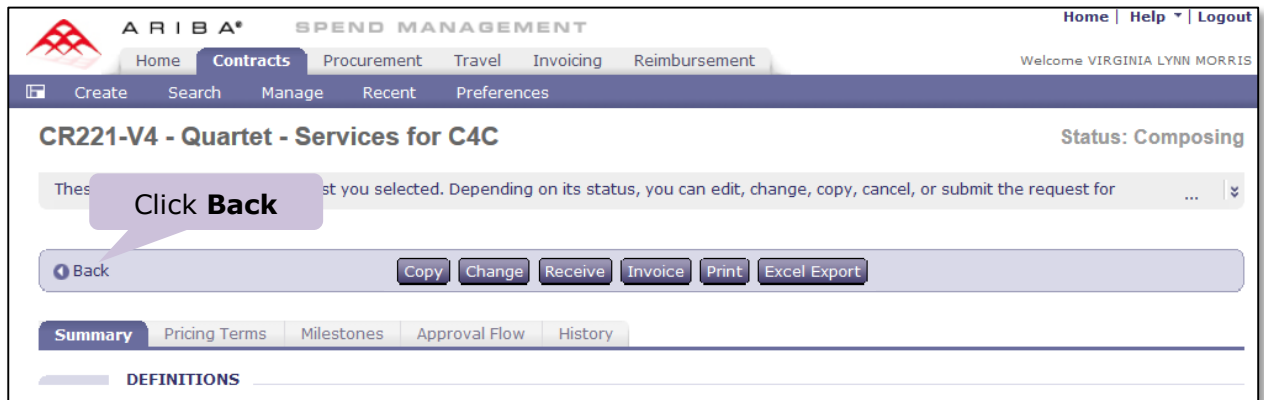
Back Copy Edit Submit **Undo Change** Print Excel Export

Summary Pricing Terms Milestones Approval Flow History

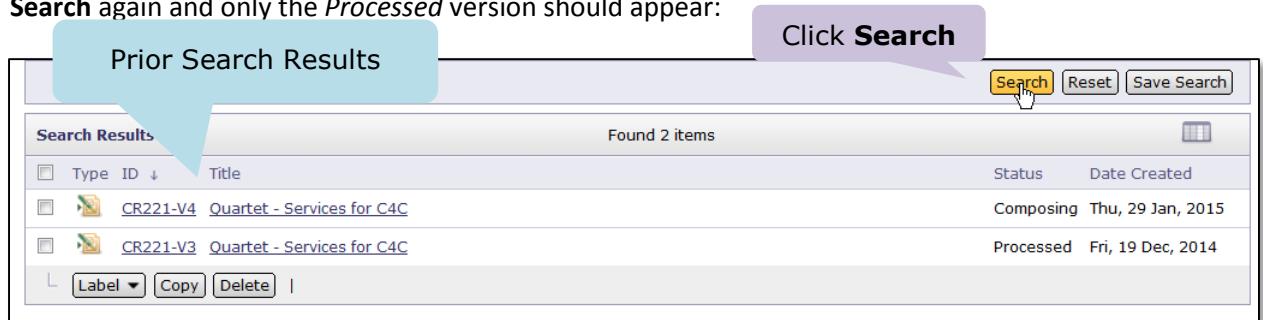
DEFINITIONS

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8. The **Change** button will appear. Click the Ariba **Back** button to return to the Search results:



9. You will see the previous Search results which will still include the *Composing* Version. Click **Search** again and only the *Processed* version should appear:



10. You will see only the *Processed* version in the new Search Results:

