

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.

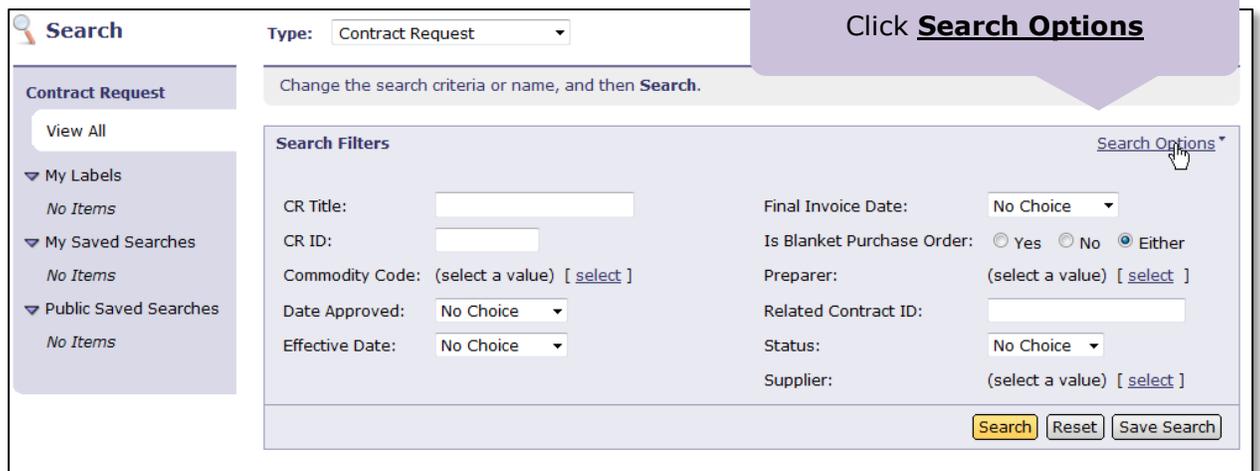
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1. Log into eProcurement.
2. On the upper left-hand corner of your screen, click **Search** and choose **Contract Request** on the drop down menu:



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:



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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5. 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](#)]

6. 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

7. 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**

ARIBA® SPEND MANAGEMENT

Home | Help | Logout

Welcome VIRGINIA LYNN MORRIS

Home **Contracts** Procurement Travel Invoicing Reimbursement

Create Search Manage Recent Preferences

CR221-V4 - Quartet - Services for C4C

Composing

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

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:

The screenshot shows the Ariba Spend Management interface. The top navigation bar includes 'Home', 'Contracts', 'Procurement', 'Travel', 'Invoicing', and 'Reimbursement'. The user is logged in as VIRGINIA LYNN MORRIS. The main content area displays the contract details for 'CR221-V4 - Quartet - Services for C4C' with a status of 'Composing'. Below the contract title, there is a text field and a dropdown menu. A callout bubble labeled 'Click Back' points to the 'Back' button in the action bar. Other buttons in the action bar include 'Copy', 'Change', 'Receive', 'Invoice', 'Print', and 'Excel Export'. Below the action bar, there are tabs for 'Summary', 'Pricing Terms', 'Milestones', 'Approval Flow', and 'History'. The 'DEFINITIONS' section is visible at the bottom.

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:

The screenshot shows the Ariba Search Results page. The search bar at the top right contains the text 'Search' and buttons for 'Reset' and 'Save Search'. Below the search bar, the results are displayed in a table. A callout bubble labeled 'Click Search' points to the 'Search' button. Another callout bubble labeled 'Prior Search Results' points to the table. The table has columns for 'Type', 'ID', 'Title', 'Status', and 'Date Created'. There are two items listed: CR221-V4 (Quartet - Services for C4C) with status 'Composing' and date 'Thu, 29 Jan, 2015', and CR221-V3 (Quartet - Services for C4C) with status 'Processed' and date 'Fri, 19 Dec, 2014'. Below the table, there are buttons for 'Label', 'Copy', and 'Delete'.

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

The screenshot shows the Ariba Search Results page after a second search. The search bar at the top right contains the text 'Search' and buttons for 'Reset' and 'Save Search'. Below the search bar, the results are displayed in a table. The table has columns for 'Type', 'ID', 'Title', 'Status', and 'Date Created'. There is one item listed: CR221-V3 (Quartet - Services for C4C) with status 'Processed' and date 'Fri, 19 Dec, 2014'. Below the table, there are buttons for 'Label', 'Copy', and 'Delete'.