

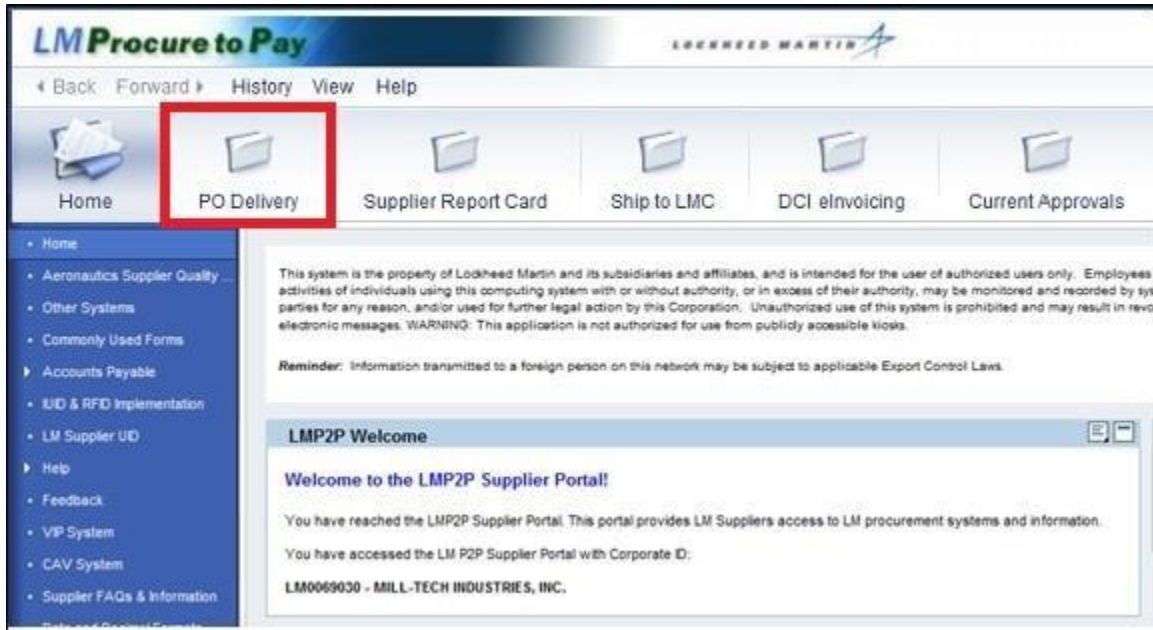
Last Updated 8/12/2015  
Last Reviewed 5/24/2022

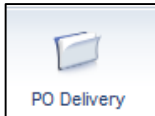


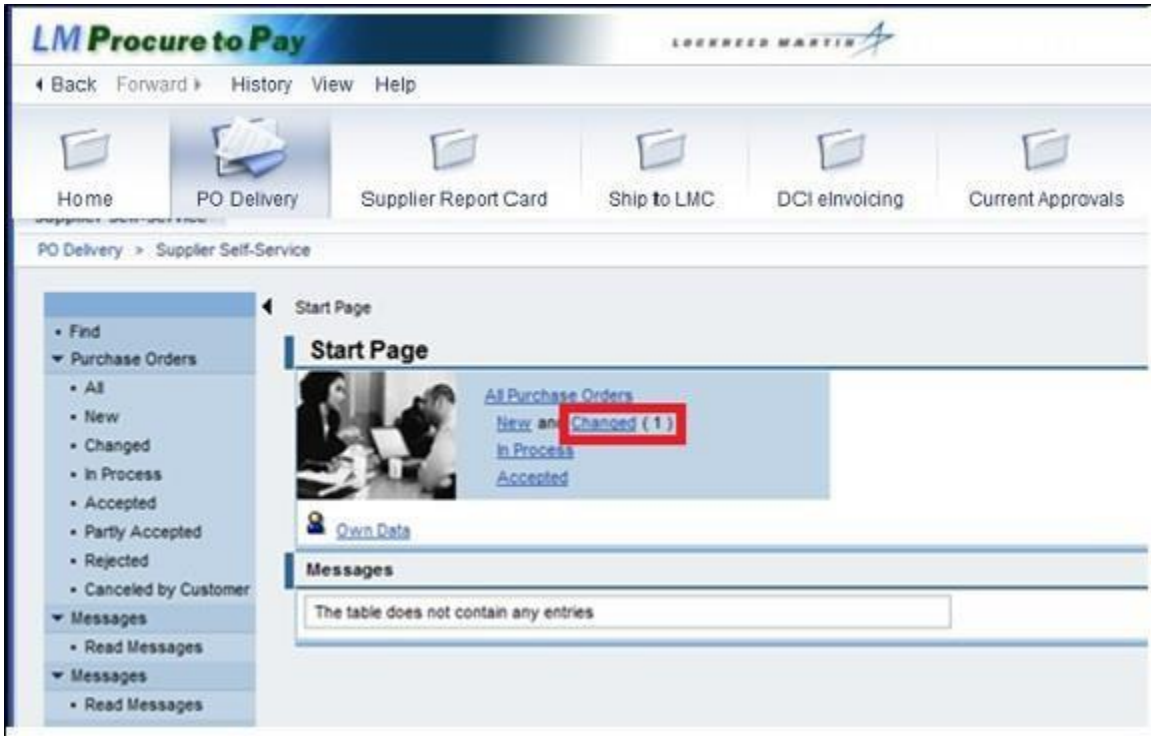
***LM Procure to Pay***  
Quick Reference Guide  
For Suppliers  
*View Changed Schedule  
Agreements*

## Procedure

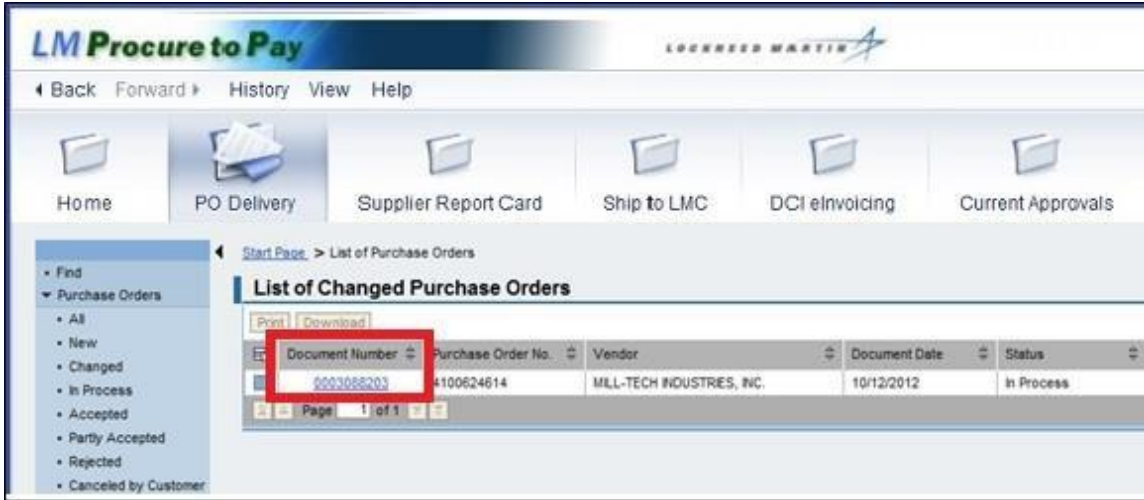
This quick reference guide displays the procedure to view changed schedule agreements

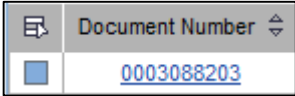


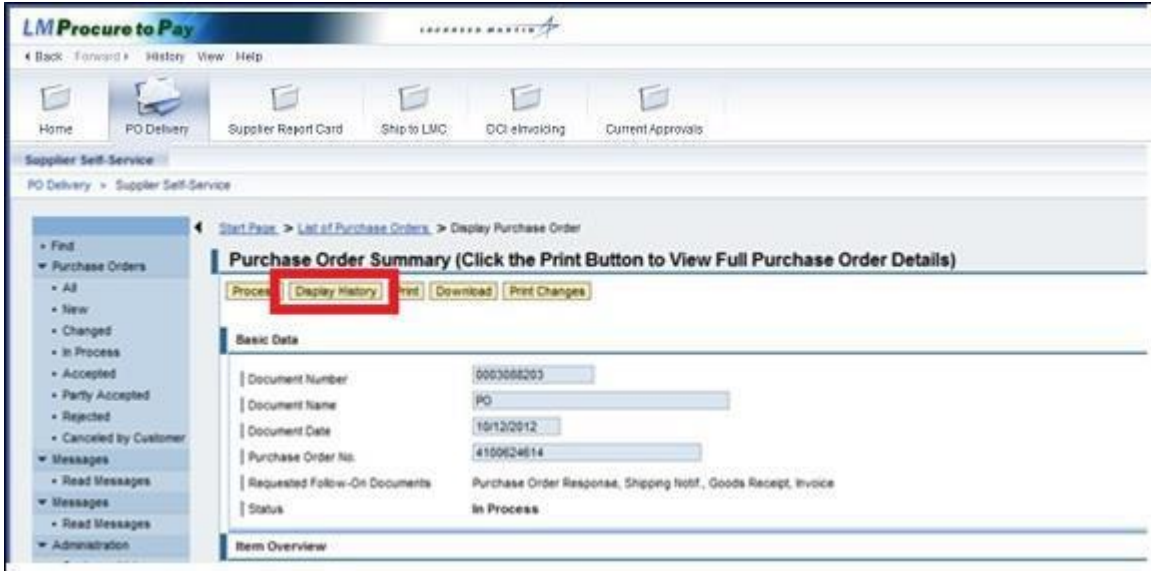
<i>Step</i>	<i>Action</i>
1.	Click the <b>PO Delivery</b> tab. 



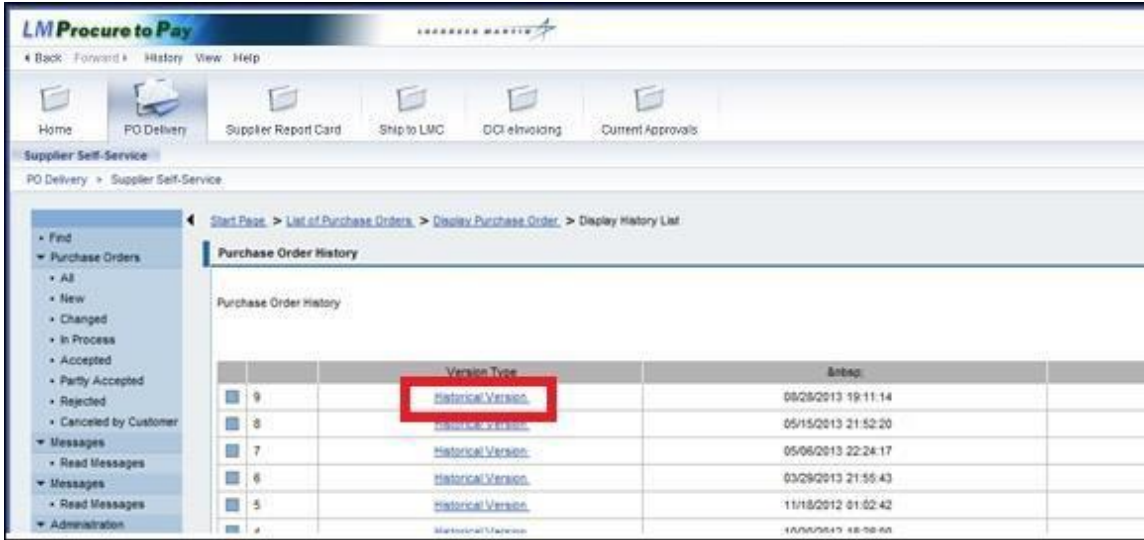
<i>Step</i>	<i>Action</i>
2.	Click the <b>Changed</b> link.



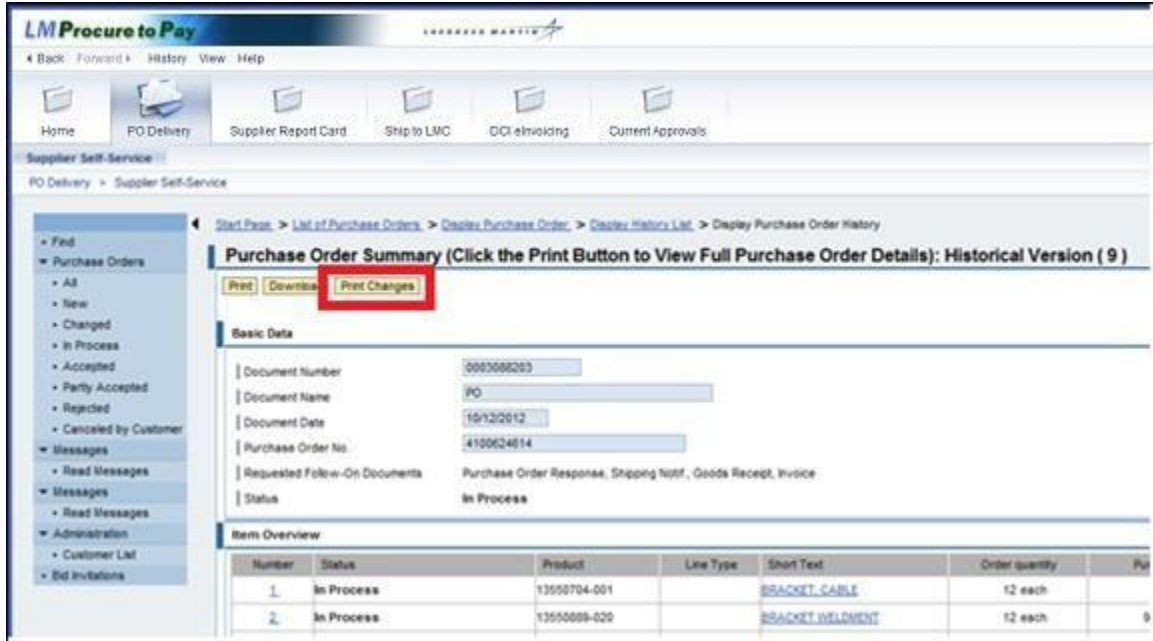
<i>Step</i>	<i>Action</i>
3.	The changed schedule agreements display with entries for document number, purchase order number, vendor, status and more. Please note: Although the links indicate “Purchase Orders”, these links will still be used to access your schedule agreements.
4.	Click on the document number to select the schedule agreements. 



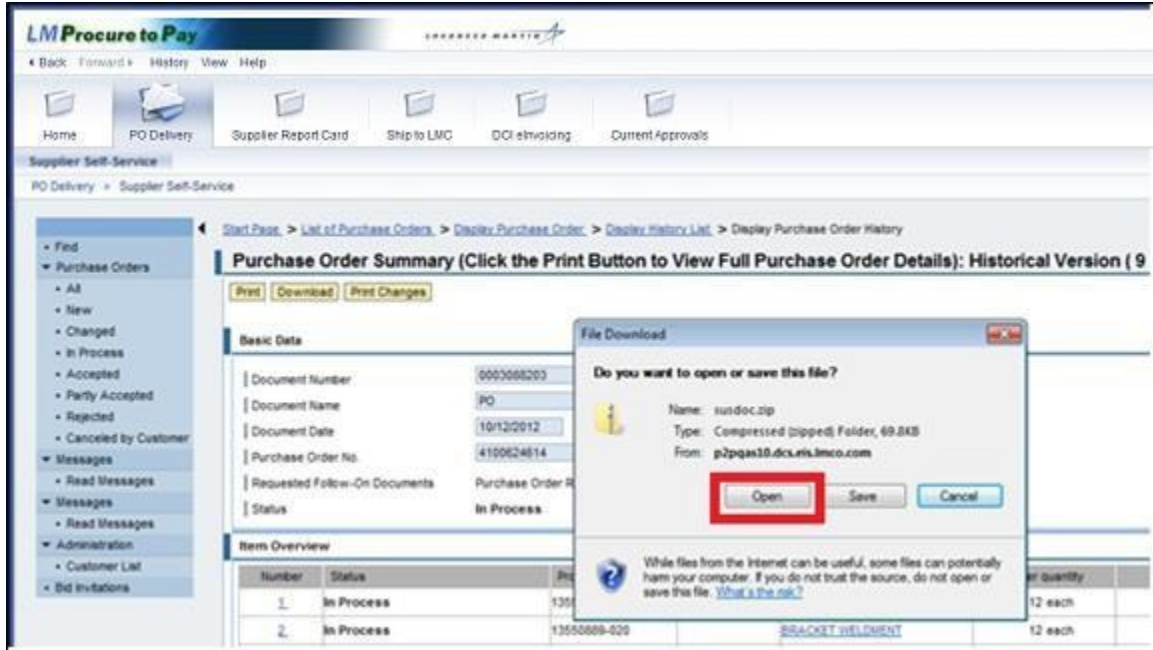
<i>Step</i>	<i>Action</i>
5.	To examine the changes made to the schedule agreements, click the <b>Display History</b> button. <a href="#">Display History</a>



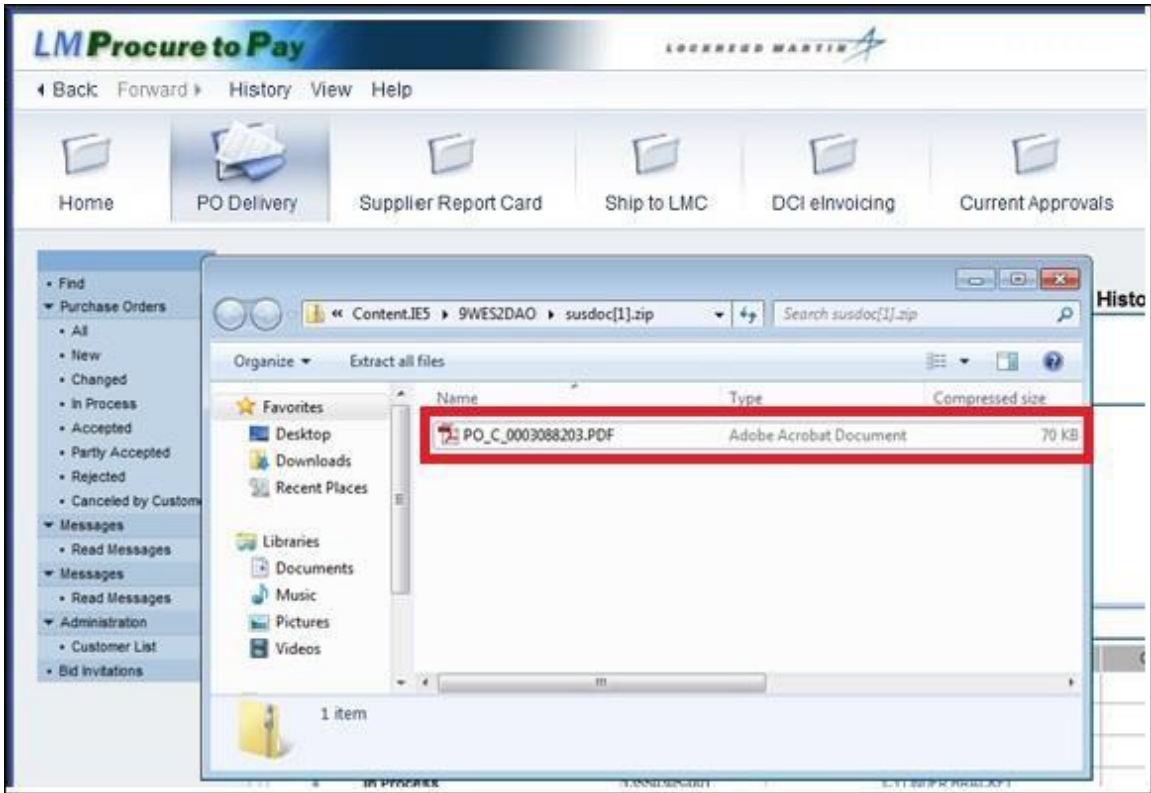
<i>Step</i>	<i>Action</i>
6.	Click the <b>Historical Version</b> link.

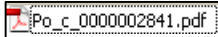


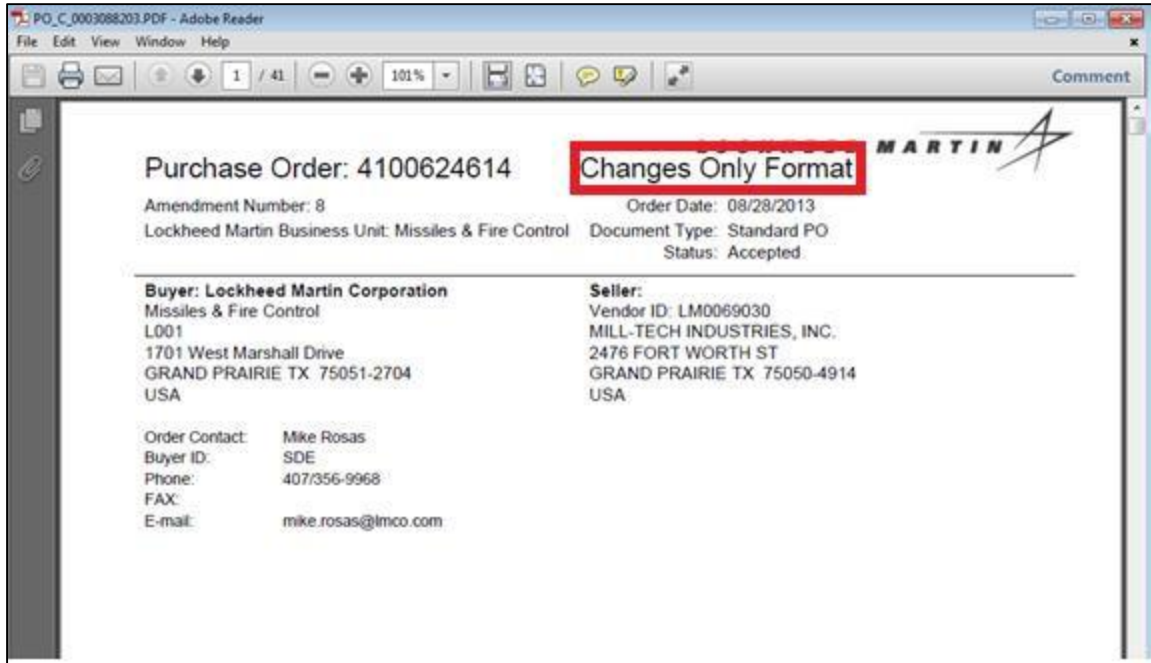
<i>Step</i>	<i>Action</i>
7.	Click the <b>Print Changes</b> button. <a href="#">Print Changes</a>




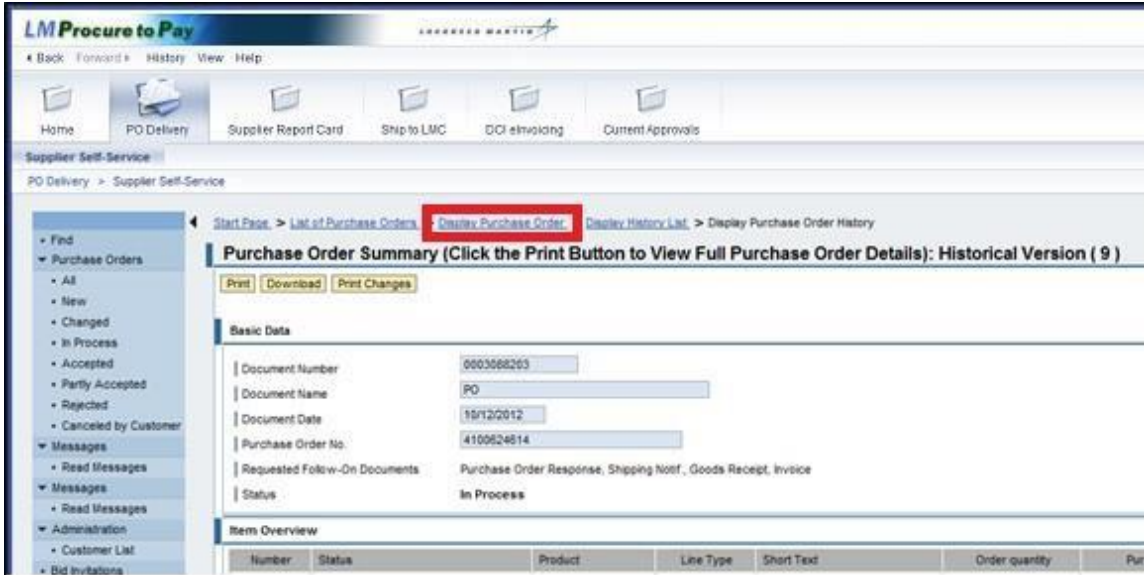
<i>Step</i>	<i>Action</i>
8.	Click the <b>Open</b> button.



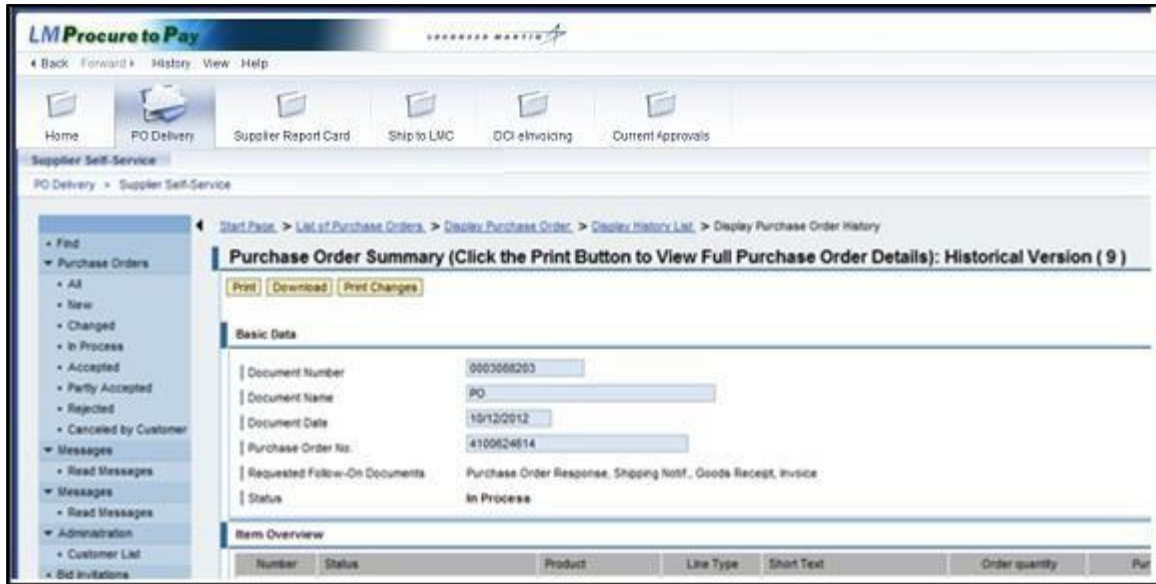
<i>Step</i>	<i>Action</i>
9.	Double-click the <b>.pdf file</b> to open. 



<i>Step</i>	<i>Action</i>
10.	This file displays the <b>Changes Only Format</b> for the schedule agreement.
11.	To return to the previous screen, click the <b>Close</b> button. 



<i>Step</i>	<i>Action</i>
12.	To begin processing the changed schedule agreement, click the <b>Display Purchase Order</b> link to return to the Purchase Order Summary screen.



<i>Step</i>	<i>Action</i>
13.	You have successfully completed the procedure to view changed schedule agreements.