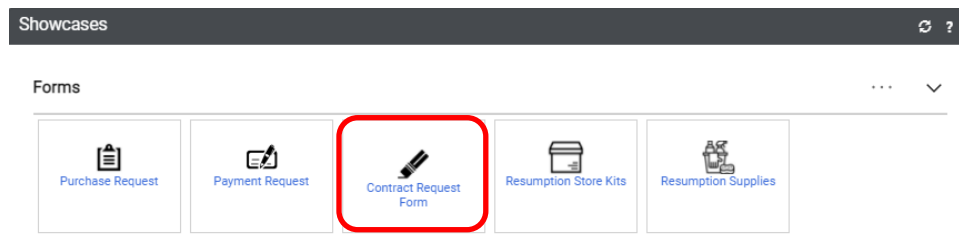


Submitting a Contract Amendment Form

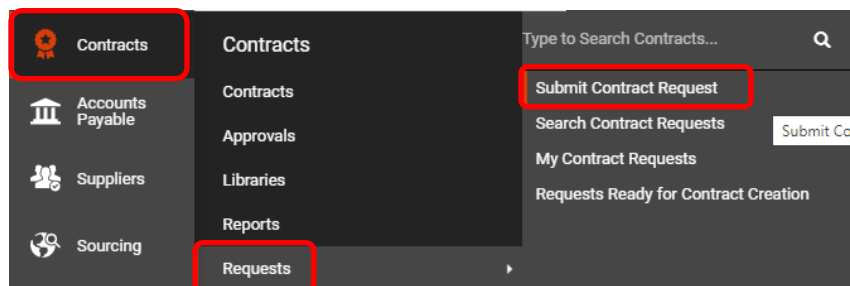
The Contract Amendment Form is used to send a request for a contract amendment to Procurement, Contracts or Construction Contracts groups. Once a request is submitted, it is reviewed and approved by the Procurement group.

Creating a Contract Amendment Request

1. Under the Forms section in the Shopping Showcase, select the Contract Request Form icon.



Or, from the left hand side menu, go to **Contracts** and select **Requests** and click **Submit Contract Request**.



2. The **Create Contract Request** box will open and prompt the user to choose a **Request Type**. Select **Amend Contract**. You will also want to **Name Your Request**. Request name will be an available search field, so the name should be something easily searchable. Set **Request Template Defaulted** to Amendment Request and then select the contract you want to amend. Click **Submit** to continue.

Submitting a Contract Amendment Form

Create Contract Request ×

Contract Request Type * Create Contract Amend Contract

Name Your Request *

Request Template Defaulted *

Select Contract *

* Required

- The **Details** page brings in the name of the contract amendment request as entered in the create contract amendment request step. The name can be changed here if needed. If the name of the request is changed, select **Save Progress**. Click **Next** to continue.

Amend Test Contract Print Request | History | ?

Form Number: 922616
Request Status: Incomplete

Details

| | |
|--|---|
| Template | Amendment Request |
| Contract Type | - |
| Description | - |
| Contract Request Type | Amend Contract |
| Contract | 00001 |
| Include latest version of attachments? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |

- The **Attachments** page allows attachments to be added to the request. Click the **Add Attachments** button to add attachments as needed. Select **Next** to continue.

Amend Test Contract Print Request | History | ?

Form Number: 922616
Request Status: Incomplete

Attachments

Submitting a Contract Amendment Form

5. Complete the **Questions** page below and select **Save Progress**, click **Next** to continue. Please note that any field that has a Star icon indicates a required field.

Amend Test Contract

Form Number: 922616
Request Status: Incomplete

Details

Attachments 0

Questions ✓

Review and Complete

Comments

Contract Request Workflow

Questions - Questions [Print Request](#) [History](#) ?

▼ **Group 1**

Contract Number ⓘ
00001

Does the amendment change the contract end date? *
 Yes No

Does the amendment change the total estimated dollar value? *
 Yes No

Summary (Reason for Amendment) * ⓘ
No Text Entered [Edit Summary](#)

Contact Name

Contact Email

★ Required

[Previous](#) [Save Progress](#) [Next](#)

- **Does the amendment change the contract end date?** – If this amendment changes the end date of the existing contract, select **Yes**. This will then provide a field called **New End Date** where you can enter what the end date will be changed to.

Does the amendment change the contract end date? *

Yes No

New End Date *


mm/dd/yyyy

- **Does the amendment change the total estimated dollar value?** – – If this amendment changes the total estimated dollar value of the existing contract, select **Yes**. This will then provide a field called **Amendment Dollar Value** where you can enter the **total value** of the **amendment**, not the total contract value.

Submitting a Contract Amendment Form

Does the amendment change the total estimated dollar value? *

Yes No

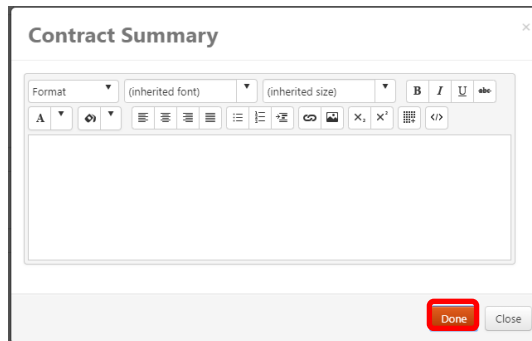
Amendment Dollar Value * 

Summary (Reason for Amendment) * 

No Text Entered

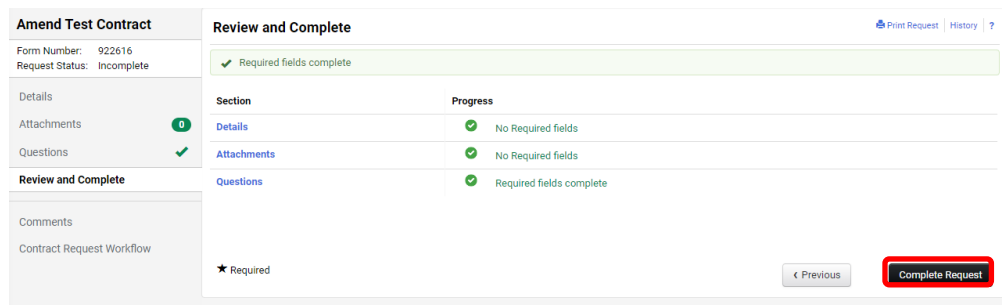
[Edit Summary](#)

- **Summary** – Click **Edit Summary** and provide a brief summary or statement about the contract amendment request. This should summarize why an amendment is being requested. Click **Done** when complete.



- **Contact Name** – Enter a contact name for the amendment. It can be the person creating the contract amendment request or someone who should answer questions about the request.
- **Contact Email** – Enter the email for the contact listed.

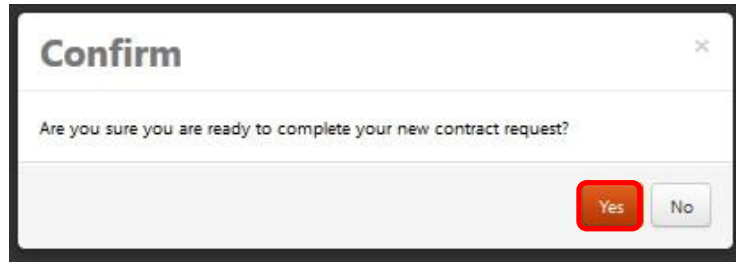
6. Review the information and click **Complete Request**.



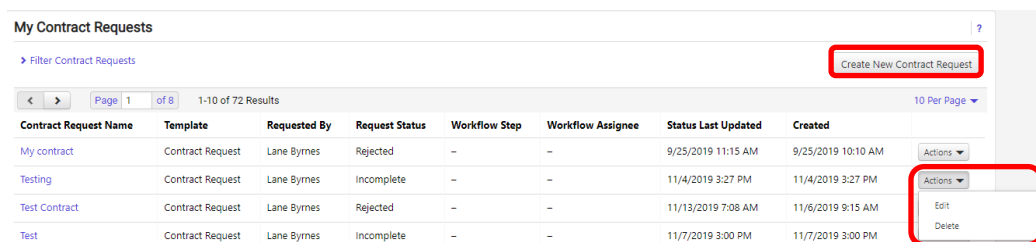
| Section | Progress |
|-------------|----------------------------|
| Details | ✓ No Required fields |
| Attachments | ✓ No Required fields |
| Questions | ✓ Required fields complete |

7. A pop-up will ask if you are sure you want to continue. Click **Yes** to Continue.

Submitting a Contract Amendment Form



8. You will then be taken to My Contract Requests. Selecting **Create New Contract Request** will allow you to start another from here. Under **Actions** you can edit or delete your request if the Request Status is listed as Incomplete.

A screenshot of a web application interface titled 'My Contract Requests'. It features a table with columns: Contract Request Name, Template, Requested By, Request Status, Workflow Step, Workflow Assignee, Status Last Updated, and Created. There are four rows of data. A red box highlights a 'Create New Contract Request' button in the top right. Another red box highlights the 'Actions' dropdown menu for the 'Testing' row, which shows 'Edit' and 'Delete' options.

| Contract Request Name | Template | Requested By | Request Status | Workflow Step | Workflow Assignee | Status Last Updated | Created | |
|-------------------------------|------------------|--------------|----------------|---------------|-------------------|---------------------|--------------------|----------------|
| My contract | Contract Request | Lane Byrnes | Rejected | - | - | 9/25/2019 11:15 AM | 9/25/2019 10:10 AM | Actions |
| Testing | Contract Request | Lane Byrnes | Incomplete | - | - | 11/4/2019 3:27 PM | 11/4/2019 3:27 PM | Actions |
| Test Contract | Contract Request | Lane Byrnes | Rejected | - | - | 11/13/2019 7:08 AM | 11/6/2019 9:15 AM | Edit Delete |
| Test | Contract Request | Lane Byrnes | Incomplete | - | - | 11/7/2019 3:00 PM | 11/7/2019 3:00 PM | |