


Create Contract Amendment

- Use this check list to Create a Contract Amendment within the Supplier Contracts module. For **more in depth detail refer to your training documentation.**

Step #	Do This:
1.	<p>Navigation: NavBar > Navigator > Supplier Contracts > Create Contracts and Documents > Contract Entry OR Procurement tile > Supplier Contracts > Contract Entry</p> 
2.	<p>Select Find Existing Value</p> <ul style="list-style-type: none"> • Find Existing Value page is displayed
3.	<p>Enter your Contract ID and click SEARCH</p> <ul style="list-style-type: none"> • SetID=STATE in all contract types
4.	<p>Select your contract from the search results</p> <ul style="list-style-type: none"> • Click an entry in the Contract ID column
5.	<p>Click “Maintain Documents”</p>
6.	<p>Click Create Amendment</p>
7.	<p>Select Amendment Option</p> <ul style="list-style-type: none"> • Select “Amendment Files Only”
8.	<p>Select Amendment Configurator</p> <ul style="list-style-type: none"> • Select Appropriate type
9.	<p>Enter comment in Amendment Created field</p>
10.	<p>Upload additional documents if required</p> <ul style="list-style-type: none"> • Click Add Contract/related documents
11.	<p>Use collaboration if required for approvals</p>
12.	<p>Dispatch to contacts</p> <ul style="list-style-type: none"> • Select files to include in dispatch • Select users by entering names and email addresses
13.	<p>Execute the amendment</p>