Quick Reference Guide Team Georgia Marketplace



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.**

	detail refer to your training documentation.
Step #	Do This:
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1.	Navigation: NavBar > Navigator > Supplier Contracts > Create Contracts and Documents >
	Contract Entry OR Procurement tile > Supplier Contracts > Contract Entry
	NavBar: Navigator
	□ Contract Entry
	Create Contracts and D OR Document Management
	6 Bootine Hanagement
	Contract Entry Update Agreement Statuses
2.	Select Find Existing Value • Find Existing Value page is displayed
2	
3.	Enter your Contract ID and click SEARCHSetID=STATE in all contract types
4	
4.	 Select your contract from the search results Click an entry in the Contract ID column
5.	Click "Maintain Documents"
5.	Click "Maintain Documents"
6.	Click Create Amendment
0.	Click Create Amendment
7.	Salaat Amandmant Ontion
/.	Select Amendment Option Select "Amendment Files Only"
8.	Select "Amendment Files Only" Select Amendment Configurator
0.	Select Amendment Configurator Select Appropriate type
9.	Enter comment in Amendment Created field
]	Enter comment in Amendment Created field
10.	Upload additional documents if required
10.	Click Add Contract/related documents
11.	Use collaboration if required for approvals
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12.	Dispatch to contacts
12.	Select files to include in dispatch
	Select thes to include in dispatch Select users by entering names and email addresses
13.	Execute the amendment
13.	Discoule the different