



## TCM: Contract Amendments

Contract amendments are created when you need to update an approved and active contract, and the changes will affect the terms and conditions of the contract.

When a contract is amended, all data from the original contract is copied into the amendment, including contract custom fields. The **Contract Number** and **Contract Type** are locked and cannot be changed, but all other fields can be updated on the amendment.

Amendments in progress can be deleted and the contract will return to the last saved version of the approved contract. Once changes to the contract are complete, the amendment can be submitted for approval.

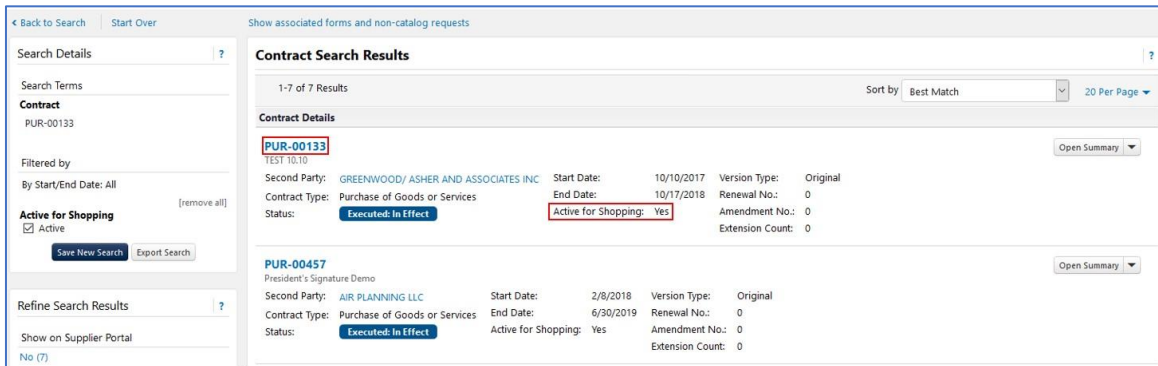
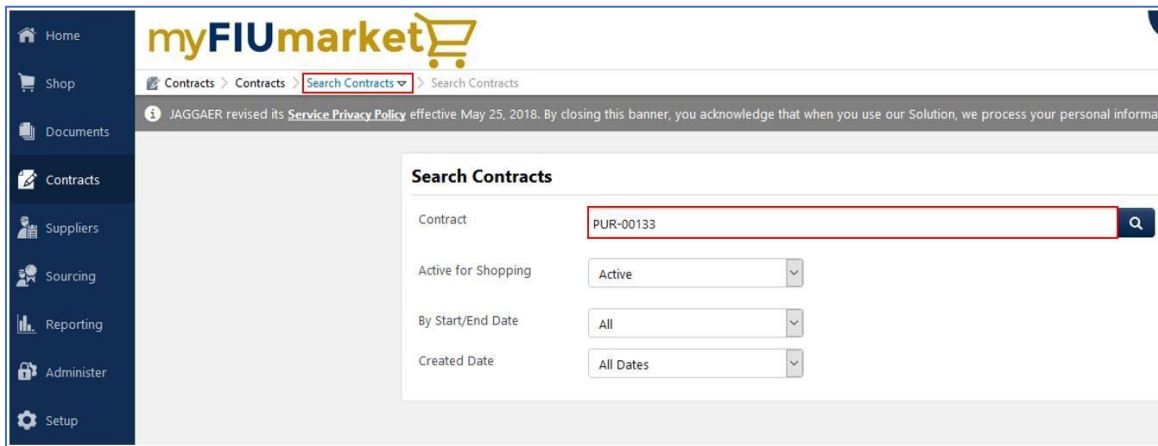
### Sections

- A. Create a Contract Amendment
- B. Managing Contract Amendments

## A. Create a Contract Amendment

The goal of this task is to amend an existing contract. You must be the *Contract Manager* on the contract, or *Contract Administrator* of the project associated with the contract to amend a contract. The contract must be approved and active.

1. Open the contract that you would like to amend by searching for the contract and opening it from the search results or from the **Contracts** Home page if you have access.



2. In the top-right corner of the contract page, select the **Contract Actions** drop-down menu.

[Back to Results](#) 1 of 7 Results ◀ ▶

Executed: In Effect This contract is in effect through the end date of 10/17/2018 at 11:59 PM EST. Contract Actions ▼

**PUR-00133**  
TEST 10.10

Type: Purchase of Goods or Services

2nd Party: GREENWOOD/ ASHER AND ASSOCIATES INC

Dates: 10/10/2017 - 10/17/2018

Version: Renewal 0, Amendment 0

[▶ Lifetime Spend \(USD\)](#)

Summary

**Header** ✓

Commodity Codes

Alternative Language (Do ... 0

Attachments 2

Obligations

Review Rounds 0

eSignature 2

Approvals

eProcurement Setup

Budget and Spend

Applies To

Goods and Services

**Contract Header** View XML | History | ?

Contract Number \* PUR-00133 Parent Contract ⓘ -

Contract Name \* ⓘ TEST 10.10 Use eSignature for this contract? \* ⓘ Yes

Contract Type \* Purchase of Goods or Services Show on Supplier Portal ⓘ Inherit From General Contract Settings -- Current Setting: No

Work Group \* Procurement

Summary ⓘ This is a test agreement for search firms.

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**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Kenneth Jessell	-
GREENWOOD/ ASHER AND ASSOCIATES INC	✗	Supplier Name (Primary) ⓘ	Asher Green	-

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**Dates and Renewal**

Start Date * ⓘ	10/10/2017 12:00:00 AM	Number of Renewal Options ⓘ	2
End Date * ⓘ	Expires On 10/17/2018 11:59:59 PM	Renewal Term ⓘ	2 Years
		Auto-Renew	No

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**Additional Details**

★ Required

◀ Previous Next ▶

### 3. Select Amend.

[Back to Results](#) 1 of 7 Results ◀ ▶

Executed: In Effect This contract is in effect through the end date of 9/30/2018 at 12:00 AM EDT. Contract Actions ▼

**PUR-00398**  
Test 1

Type: Purchase of Goods or Services

2nd Party: A AND D CREATIVE

Dates: 11/8/2017 - 9/30/2018

Version: Renewal 0, Amendment 0

[▶ Lifetime Spend \(USD\)](#)

[Open Main Document](#)

Summary

**Header** ✓

Commodity Codes

Alternative Language (Do ... 0

Attachments 1

**Contract Header** View XML | History | ?

Contract Number \* PUR-00398 Parent Contract ⓘ -

Contract Name \* ⓘ Test 1 Use eSignature for this contract? \* ⓘ No

Contract Type \* Purchase of Goods or Services Show on Supplier Portal ⓘ Inherit From General Contract Settings -- Current Setting: No

Work Group \* Procurement

Summary ⓘ Testing Executed

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**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	-	-
A AND D CREATIVE	✗	Supplier Name (Primary) ⓘ	-	-

Contract Actions

- Check Out for Internal Edit
- Terminate
- Download Full Contract as PDF
- Amend
- Copy
- Send Email
- View/Reactivate Subscribers

4. In the window asking if you are sure you want to amend this contract, click Yes.

The screenshot shows a web application interface for contract management. A modal dialog box titled "Amend Contract" is centered on the screen. The dialog contains the following text:

**Amend Contract**

Amendments replace the original contract and retain the same contract number and type.

**Custom Field Changes**

The custom fields configuration on this contract type has changed from the original contract  
*Note : You may have added, deleted or modified custom fields.*

Are you sure you want to create an amendment now ?

Include the latest attachment versions?  Yes  No

Buttons: Yes, No

The background shows a contract detail page for "PUR-00133". The contract is in effect through 10/17/2018. The page is divided into sections: Contract Header, Contract Parties, and Dates and Renewal. The Contract Parties section lists "The Florida International University Trustees" and "GREENWOOD/ ASHER AND ASSOCIATES INC". The Dates and Renewal section shows a start date of 10/10/2017 and an end date of 10/17/2018.

## B. Managing Contract Amendments

- The contract header of the amendment opens, containing information copied from the last version of the contract you are amending. The current version of contract is populated in the screen as well. The Contract Number and Contract Type fields are locked and cannot be changed. Make changes to the editable contract header fields as needed. Click **Next**.

**PUR-00133**  
TEST 10.10

**Contract Header**

Contract Number \* PUR-00133

Contract Name \* TEST 10.10 Amend

Contract Type \* Purchase of Goods or Services

Work Group \* Procurement

Summary \* This is a test agreement for search firms.

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Kenneth Jessell	-
GREENWOOD/ ASHER AND ASSOCIATES INC	*	Supplier Name (Primary)	Asher Green	-

**Dates and Renewal**

Start Date \* 10/10/2017 12:00 AM

End Date \* 10/17/2018 11:59 PM

Number of Renewal Options \* 2

Renewal Term \* 2 Years

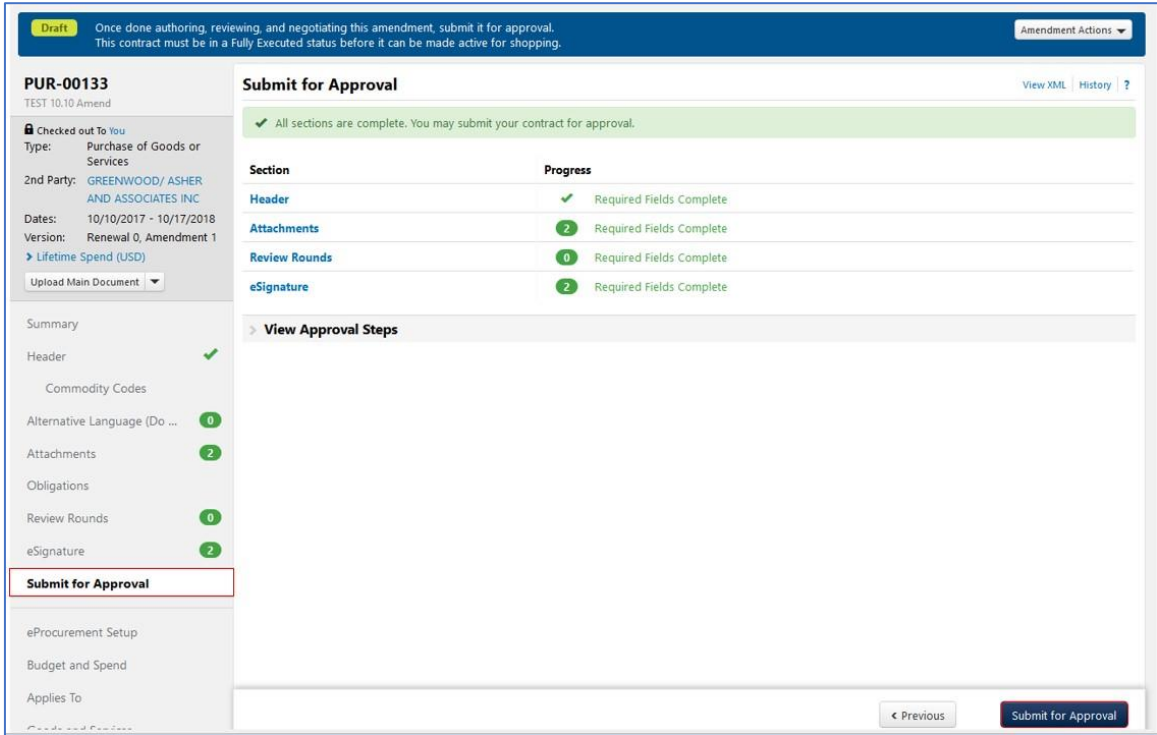
Auto-Renew \* No

**Additional Details**

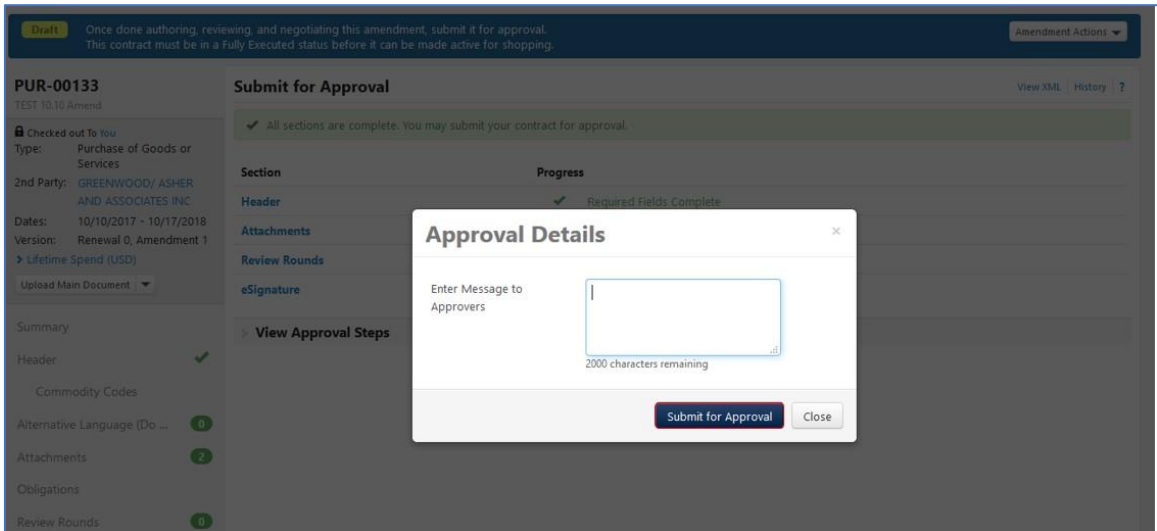
★ Required

Previous Save Progress Next


- Make changes to additional contract screens as needed. Once your changes are complete and correct, you can click on **Submit for Approval**.



- You can enter message to approvers in the **Approval Details** and click **Submit for Approval**.




- The contract is now released in workflow for approval. This contract must be in a Fully Executed status before it can be made active for shopping.



Contracts > Contracts > Search Contracts > Contract Submitted

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 **Contract Submitted for Approval**

**Next Steps**  
 What would you like to do next? Here are links to common actions:

- [View the Contract](#)
- [Create Another Contract](#)
- [Go to My Home Page](#)
- [Go to Contract Dashboard](#)

> **View Approval Steps**

**Contract Summary**

Contract Number	PUR-00133	Start Date	10/10/2017 12:00:00 AM
Contract Name	TEST 10.10 Amend	End Date	10/17/2018 11:59:59 PM
Contract Type	Purchase of Goods or Services		
Work Group	Procurement		