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.
3. **Select Amend.**

4. In the window asking if you are sure you want to amend this contract, click **Yes**.
B. Managing Contract Amendments

5. 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.

6. Make changes to additional contract screens as needed. Once your changes are complete and correct, you can click on Submit for Approval.
7. You can enter message to approvers in the Approval Details and click Submit for Approval.

8. 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.
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

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLIR-00132</td>
<td>10/10/2017 12:00:00 AM</td>
<td>10/17/2018 11:59:59 PM</td>
</tr>
<tr>
<td>Contract Name</td>
<td>TEST 10.10 Amend</td>
<td></td>
</tr>
<tr>
<td>Contract Type</td>
<td>Purchase of Goods or Services</td>
<td></td>
</tr>
<tr>
<td>Work Group</td>
<td>Procurement</td>
<td></td>
</tr>
</tbody>
</table>