

Completing an Amendment for a DOP held Legacy Contract

1. From your home screen, in the left navigation hover over 'Contracts' > 'Requests' > 'Request Contract'

The screenshot displays the IDAHO TPRO Electronic Procurement System interface. The left navigation menu is highlighted, with the 'Contracts' option selected. The breadcrumb trail at the top reads 'Contracts > Requests > My Contract Requests > My Contract Requests'. The main content area is divided into two columns. The left column, labeled 'Contracts', contains links for 'Contracts', 'Libraries', 'Reports', 'Requests' (highlighted with a red '2'), and 'Contract Administration'. The right column, labeled 'Requests', contains links for 'Request Contract' (highlighted with a red '3'), 'My Contract Requests', and 'Requests Ready for Contract Creation'. A search bar is located at the top right of the main content area.

1

Home Documents Contracts Suppliers Sourcing Reporting Tools Administer Setup

IDAHO TPRO Electronic Procurement System

Contracts > Requests > My Contract Requests > My Contract Requests

Contracts

Type to Search Contracts...

Contracts

Libraries

Reports

2 Requests

Contract Administration

Requests

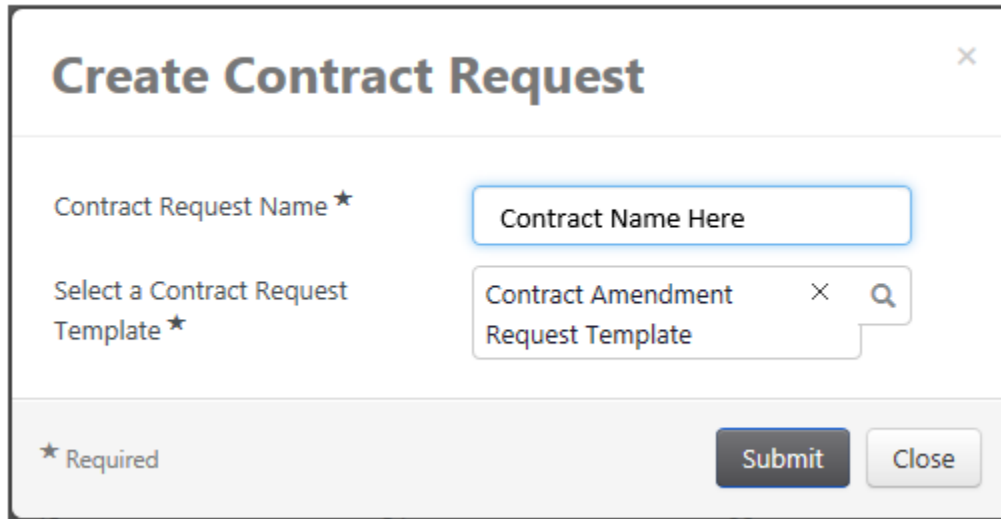
Request Contract **3**

My Contract Requests

Requests Ready for Contract Creation

Completing an Amendment for a DOP held Legacy Contract

2. You will get the pop-up window 'Create Contract Request'
 - a. Enter a name. Contract name/number and amendment number.
 - b. Click 'Submit'



The image shows a pop-up window titled "Create Contract Request" with a close button (X) in the top right corner. The window contains two required fields, indicated by asterisks. The first field is "Contract Request Name", which has a text input box containing "Contract Name Here". The second field is "Select a Contract Request Template", which has a dropdown menu showing "Contract Amendment Request Template" and a search icon. At the bottom left, there is a legend: "★ Required". At the bottom right, there are two buttons: "Submit" and "Close".

Completing an Amendment for a DOP held Legacy Contract

- Complete all the sections in the Contract Request form. After each section you may either select 'Save Progress' if you need more details or 'Next' to move to the next section.
 - Details will auto populate.
 - Add any attachments to provide details or confirm amendment needs.
 - Complete all required questions.
 - Review and Complete the Request.
- Click the 'Complete Request' button
- The 'Discussion' section will be used if the Division of Purchasing staff have questions or for you to communicate with DOP.
- Contract Request Workflow shows the status of the Contract Request Workflow.

New Request

Form Number: 1547085
Request Status: Incomplete

Details

Attachments 0

Questions ✓

Review and Complete

Discussion

Contract Request Workflow

Details

[Print Request](#) | [History](#) | [?](#)

Contract Request Name *

Template Contract Amendment Request Template

Contract Type Amendment

Description -

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