Create an Amendment to an Agency Owned Contract

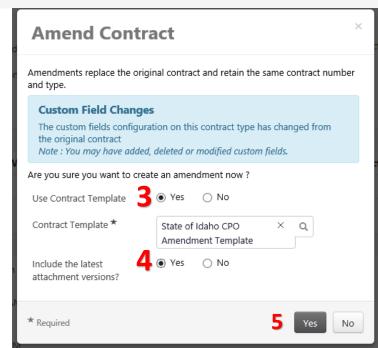


1. Open Contract

Click Contract Actions>Amend

1. On Popup

- Ensure you Click "Yes" & "Yes"
- Contract Template should self populate
- Click "Yes" 5 to create amendment



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- 1. Contract is placed in Draft Mode
 - Make needed changes
 - Select Submit for Approval

