

Create an Amendment to an Agency Owned Contract

The screenshot displays a contract management interface. At the top, a status bar indicates the contract is "Executed: In Effect" and provides the end date: "This contract is in effect through the end date of 9/21/2020 at 11:59 PM MDT." A red number "1" is placed above the "Contract Actions" dropdown menu. The main content area is divided into a left sidebar with navigation options (Contracts, Suppliers, Sourcing, Reporting, Tools, Administer) and a central "Contract Header" section. The contract details include: Contract Number (CPO19900350), Contract Name (CPO #: RFQ19000407), Contract Type (Contract Purchase Order), and Work Group (Department of Environmental Quality). A "Summary" section shows "No Text Entered". A "Contract Parties" section is partially visible. On the right, the "Contract Actions" dropdown menu is open, showing options: "Check Out for Internal Edit", "End Contract Early", "Terminate", "Amend", "Copy", "Add Internal Message", "Start External Communication", and "View/Reactivate Subscribers". A red number "2" is placed next to the "Amend" option.

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

The "Amend Contract" popup form contains the following elements: A title bar with "Amend Contract" and a close button. A notice: "Amendments replace the original contract and retain the same contract number and type." A "Custom Field Changes" section with a blue background: "The custom fields configuration on this contract type has changed from the original contract. Note: You may have added, deleted or modified custom fields." A question: "Are you sure you want to create an amendment now?" with "Yes" (selected) and "No" radio buttons. A "Use Contract Template" section with a red number "3" next to the "Yes" radio button. A "Contract Template" dropdown menu showing "State of Idaho CPO Amendment Template". An "Include the latest attachment versions?" section with a red number "4" next to the "Yes" radio button. A footer with a red number "5" next to "Yes" and "No" buttons, and a "* Required" label.

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

The screenshot displays a contract management interface. At the top, a blue banner indicates the contract is in **Draft** mode, with instructions: "Once done authoring, reviewing, and negotiating this amendment, submit it for approval." A dropdown menu for **Amendment Actions** is visible in the top right.

The main content area is titled **Contract Header** and includes the following details:

- Contract Number**: CPO19900350
- Contract Name**: CPO #: RFQ19000407
- Contract Type**: Contract Purchase Order
- Parent Contract**: Type to filter...
- Legacy Contract Owner**: Carrie Champlin
- Show on Supplier Portal**: Yes, No, Inherit From General Contract Settings -- Current

Additional contract information includes: **CPO19900350**, **CPO #: RFQ19000407**, **Checked out To You**, **Type: Contract Purchase Order**, **2nd Party: Kellogg Lumber Company**, **Dates: 1/30/2019 - 9/21/2020**, and **Version: Renewal 0, Amendment 1**.

On the left sidebar, the **Submit for Approval** option is highlighted with a red **1**.

At the bottom left, a summary panel shows: **Version: Renewal 0, Amendment 1**, **Total Contract Value (TCV): 56,875.00 USD**, and a list of contract sections with counts: **Header** (1), **Alternative Language** (0), **Attachments** (2), **Obligations** (0), **Review Rounds** (0), **Comments** (0), **Communication Center** (0), **Users and Contacts**, **Notifications**, and **Contract Family**.