Completing a Renewal/Amendment for a DOP held Contract.

1. From your home screen, in the left navigation hover over ‘Contracts’ > ‘Requests’ > ‘Request Contract’
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2. You will get the pop-up window ‘Create Contract Request’.
   a. Enter the contract name & contract number of the contract you need amended or renewed.
   b. “Contract Amendment Request Template” is the only option, this is used for amendments & renewals.
   c. Click ‘Submit’.

![Create Contract Request](image)
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3. You can change the name here if you need to.
   • Click “Next” when done.
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4. Add your attachments here. Anything DOP will need to renew/amend the existing contract.
   - You can **add as many attachments** as you need.
   - Click “Next” when done.
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5. Complete each field.

- Contract # of contract to be renewed or amended
- Name of Contract to be renewed or amended
- Your agency
- Supplier associated with this renewal or amendment
- Leave blank unless you have another supplier for this contract
- Select reason for Amendment (Renewal, Amendment, Both)
- Give a quick reason for the renewal
- Enter the new contract amount
- Select if you have the funds for this new contract
- Add any other files that DOP might need to renew/amend the contract
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6. Ensure the “Progress” column has all green check marks.
   • If all green click on “Complete Request”.
   ** Optional Click on “Contract Request Workflow” to view who the request goes to.
   • All contract request go to DOP.