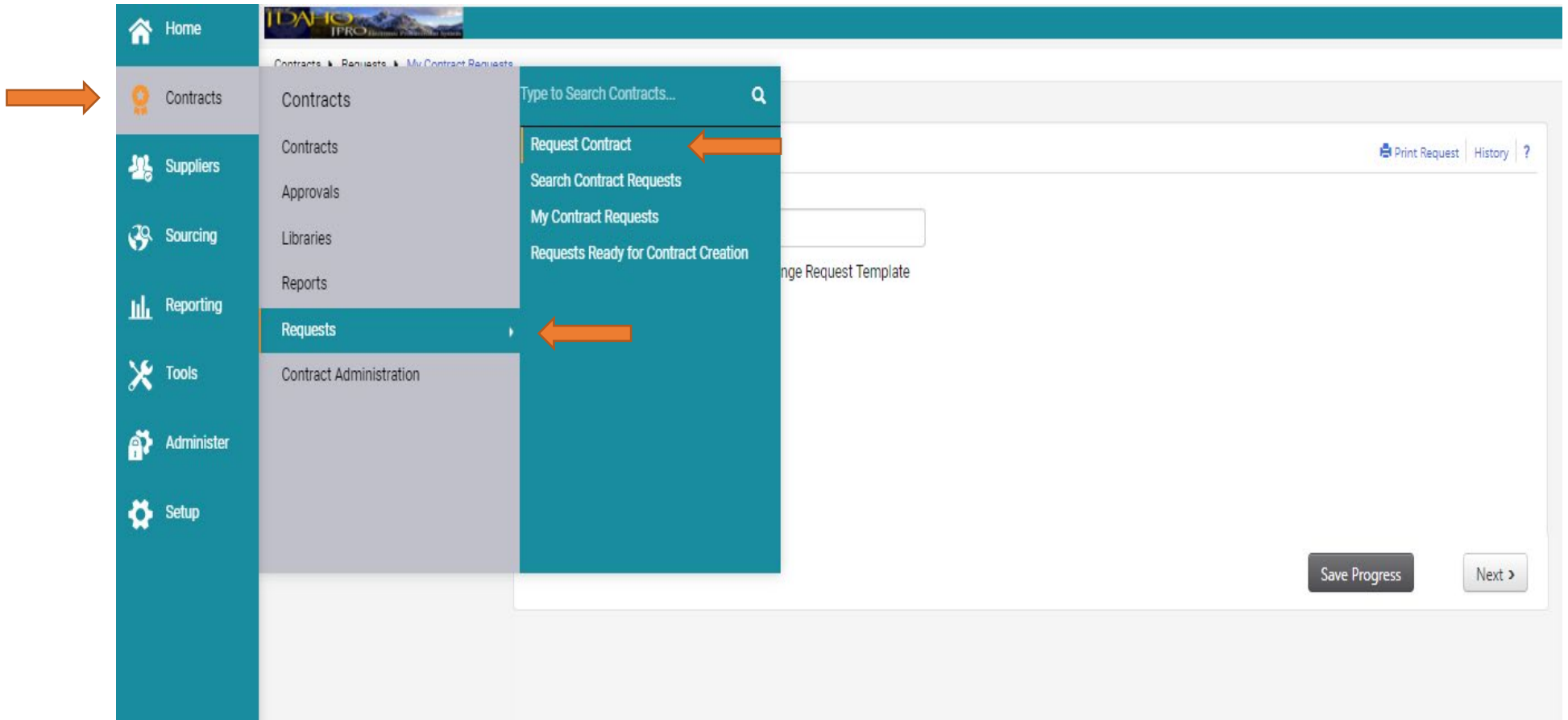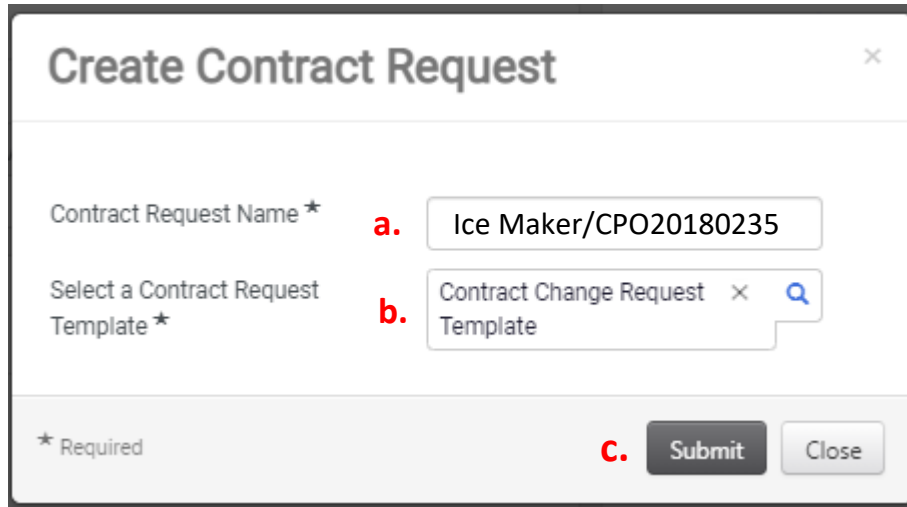# Completing a Renewal/Amendment for a DOP held Contract.

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

Completing a Renewal/Amendment for a DOP held Contract.

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   ✕

Contract Request Name *	**a.** Ice Maker/CPO20180235
Select a Contract Request Template *	**b.** Contract Change Request ✕ 🔍 Template

* Required   **c.**   [Submit]   [Close]

Completing a Renewal/Amendment for a DOP held Contract.

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 Information

Contract Number *
- Contract # of contract to be renewed or amended

Contract Name *
- Name of Contract to be renewed or amended

Work Group *
- Your agency

Second Party *
- Supplier associated with this renewal or amendment

Additional Second Parties
- Leave blank unless you have another supplier for this contract

Reason For Amendment *
- Select reason for Amendment (Renewal, Amendment, Both)

Amendment Need *
- Give a quick reason for the renewal

Amendment Cost Change *
- Enter the new contract amount

Do you have appropriations for this requested purchase? *
- Select if you have the funds for this new contract

Please add any supplemental attachments here.
- Add any other files that DOP might need to renew/amend the contract

Completing a Renewal/Amendment for a DOP held Contract.

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.