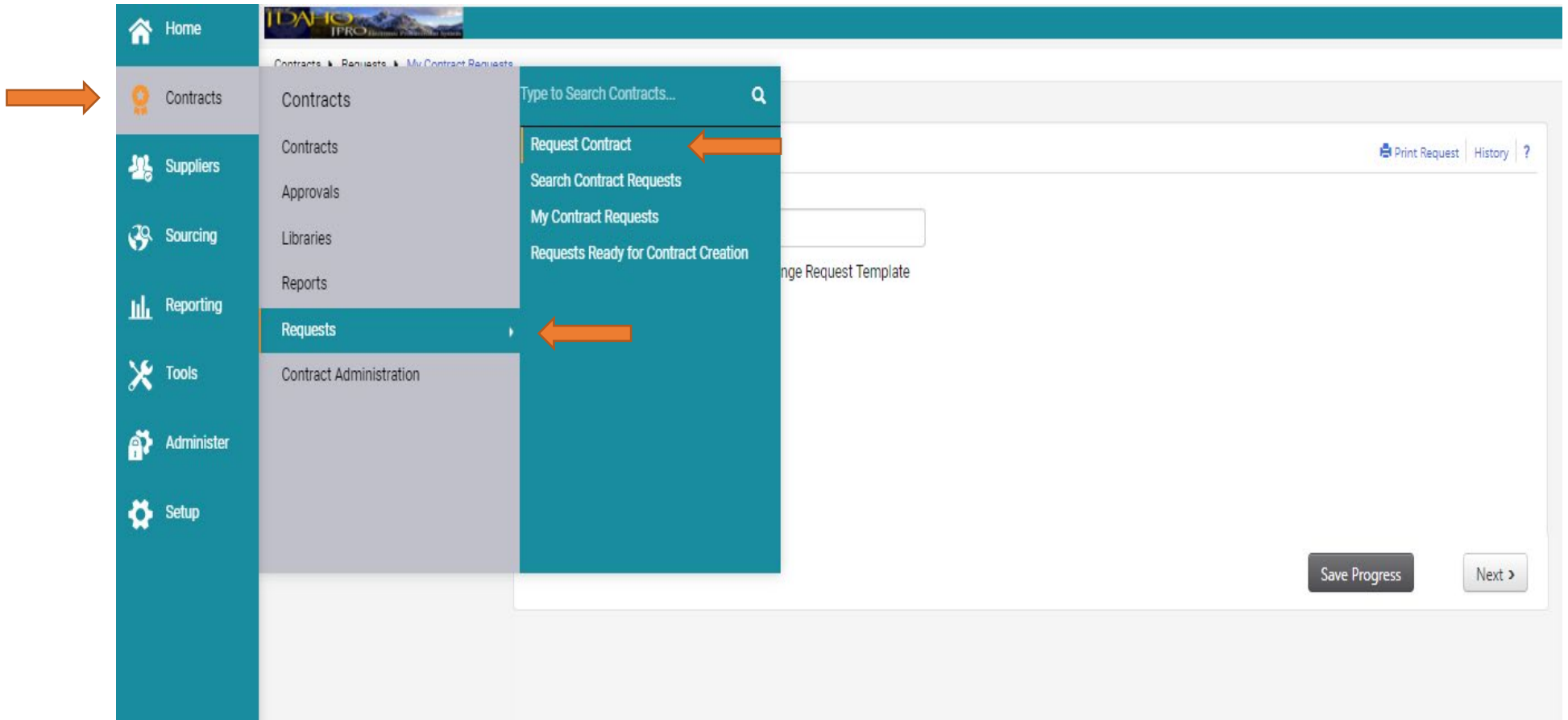


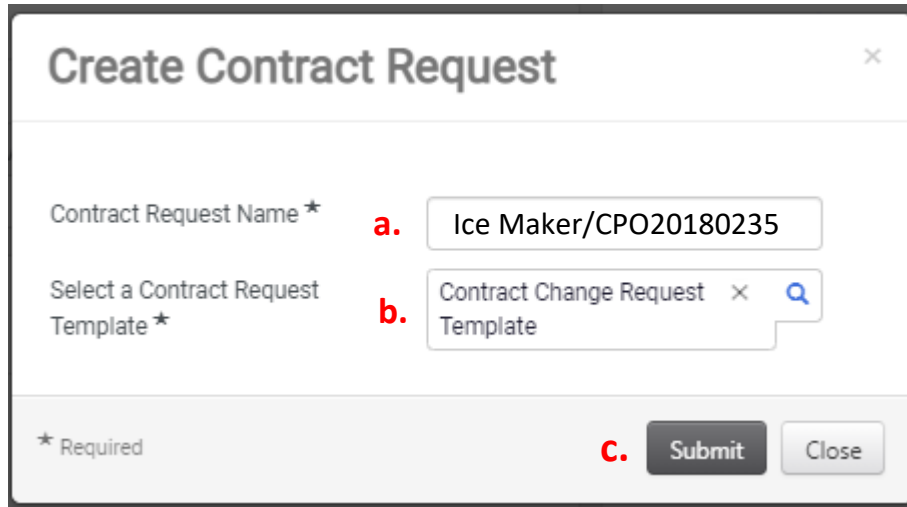
Completing a Renewal/Amendment for a DOP held Contract.

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'.



The screenshot 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, each marked with a red asterisk (*):

- Contract Request Name ***: A text input field containing "Ice Maker/CPO20180235". A red letter "a." is positioned to the left of the input field.
- Select a Contract Request Template ***: A dropdown menu showing "Contract Change Request" with a search icon (magnifying glass) and a close icon (X). Below the dropdown, the word "Template" is visible. A red letter "b." is positioned to the left of the dropdown.

At the bottom left, there is a legend: "* Required". At the bottom right, there are two buttons: a dark grey "Submit" button and a light grey "Close" button. A red letter "c." is positioned to the left of the "Submit" button.

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3. You can change the name here if you need to.
 - Click “Next” when done.

Home Contracts Suppliers Sourcing Reporting Tools Administer Setup

Contracts ▶ Requests ▶ My Contract Requests

◀ Back to My Contract Requests

test for trng

Form Number: 4015112
Request Status: Incomplete

Details

Attachments 0
Questions ✓
Review and Complete
Discussion
Contract Request Workflow

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

Contract Request Name * ←

Template Contract Change Request Template

Contract Type Amendment

Description -

Save Progress Next >

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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.

The screenshot shows a web application interface for contract management. The sidebar on the left contains navigation options: Home, Contracts, Suppliers, Sourcing, Reporting, Tools, Administer, and Setup. The main content area displays details for a contract request titled "test for trng" with Form Number 4015112 and Request Status "Incomplete". The "Attachments" section shows 0 attachments and an "Add Attachments" button. The "Next >" button is highlighted with a downward arrow.

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5. Complete each field.

Contracts > Requests > My Contract Requests

test for trng

Form Number: 4015112
Request Status: Incomplete

Details
Attachments

Questions

Review and Complete

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Contract Request Workflow

Home
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Menu Search

Questions - Page 1

Print Request | History | ?

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
2000 characters remaining

Amendment Cost Change * • Enter the new contract amount

Do you have appropriations for this requested purchase? * Yes No • 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
No File Attached

★ Required

< Previous Save Progress Next >

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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.

The screenshot displays the TPAIS PRO system interface. The sidebar on the left contains navigation options: Home, Contracts, Suppliers, Sourcing, Reporting, Tools, Administer, and Setup. The main content area shows the 'Review and Complete' screen for a contract request titled 'test for trng'. The request status is 'Incomplete'. A table shows the progress for three sections: Details, Attachments, and Questions, all marked as complete with green checkmarks. A 'Complete Request' button is highlighted with an orange arrow, and the 'Contract Request Workflow' link in the sidebar is also highlighted with an orange arrow.

Section	Progress
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete