

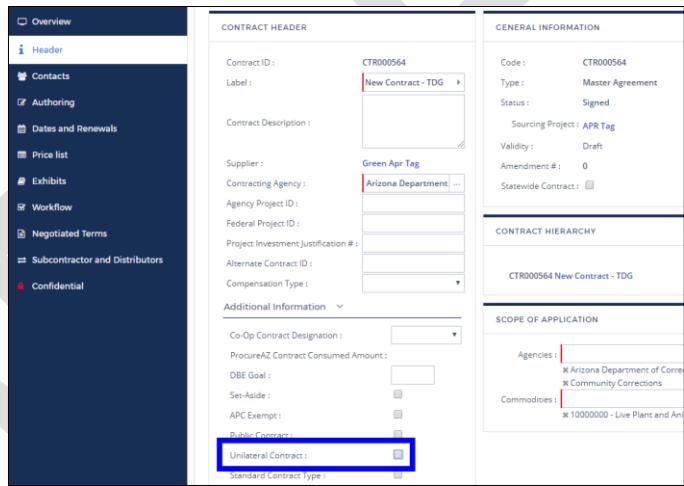
Using the Unilateral Contract Check Box

This document explains when and how to use the Unilateral Contract check box. If you have any questions or require assistance, please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/qrgs>.

The Unilateral Contract check box enables a user with contract edit rights to upload documents to the Exhibits and Confidential tabs of a contract without an amendment. No approvals, internal or external, are associated with this action. **This feature and process should only be used when making NON-MATERIAL CHANGES to a contract. The State Procurement Office will be validating correct usage during compliance reviews.**

Using the Unilateral Contract Check Box

1. Navigate to the contract **Header** tab and scroll down if necessary to activate (check the box) the Unilateral Contract check box:



The screenshot shows the 'CONTRACT HEADER' section of the portal. The 'Header' tab is selected in the sidebar. The 'Unilateral Contract' checkbox is located in the 'Additional Information' section, which is currently expanded. It is highlighted with a blue rectangular box. Other fields visible include Contract ID (CTR000564), Label (New Contract - TDG), Contract Description, Supplier (Green Apr Tag), Contracting Agency (Arizona Department of Corrections), and various other project and compensation details.

2. Click on the **Save** button at the top of the Contract Header page.
3. Navigate to either the Exhibits or Confidential tab (whichever is the appropriate choice for your document) and click the **Add document** or **Add Confidential Document** button (depending on the tab) at the top of the page to follow the usual steps for adding a document to a contract.
4. Add the document and enter the date the document was added in the Validity Date From field. You **must** enter a Validity Date End. Once document upload is completed, click on **Save** or **Save and Close** button. Repeat for each document as necessary.



5. Return to the **Header** tab and un-check the **Unilateral Contract** check box. **This step is highly recommended to prevent inadvertent material changes to a contract without an amendment.** When the Unilateral contract check box is not checked the **Add document** and **Add Confidential Document** buttons disappear from their respective tabs.

*****End of Using the Unilateral Contract Check Box QRG*****

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