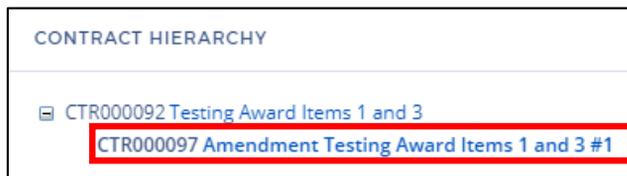


## Creating Contract Amendments

This document is a quick-reference guide for procurement users who would need to create contract amendments in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>

Amendments can be created from a contract in order to update pieces of information such as changes to items, terms and conditions updates, etc. Please note that contract extension changes do not require an amendment. Once an amendment is created, the procurement user will be able to change any part of the contract before submitting it for approval. Each new amendment will be shown as part of the contract hierarchy on the Header tab. The amendment will become the child of the initial contract:



In addition, whenever an amendment is created and submitted, it will be sent to the supplier for review and negotiations prior to being submitted for approval within the State.

### Creating a Contract Amendment

1. From any page in APP, select **Browse Contracts** from the **Contracts** drop-down menu.
2. Search for the contract you wish to create an amendment for and then click the  (**Pencil**) icon to open it.
3. Click on the **Other Actions** button and then select **Create an Amendment**.
4. Select the contract tabs that should be carried over into the amendment and then click the **Create an amendment** button.
5. Update information across the **Overview, Header, Contacts, Dates and Renewals, Negotiated Terms, Exhibits, and Price Lists** tabs as necessary.
6. Update the **Label** on the **Header** tab to include -a1, -a2, -a3, etc., at the end of the label depending on the number of the amendment this is.
7. Once your updates are complete, click the **Send Contract for Approval** button.



**Note:** After a contract amendment is submitted, it is sent to the associated supplier for review. The supplier can then either acknowledge the contract amendment or reject it. Whenever a contract amendment is rejected, the supplier must enter comments and these comments will be emailed to you.