



Amendments

Amendment Reasons:

- Change
 - Add/Delete/Change a line item through the Catalog Load Workbook
(**Note:** When you are amending a contract catalog, unless the other items are referenced on the catalog and are updated this will **ONLY** add new items)
- Extension
- Renewal
- Termination

Notes:

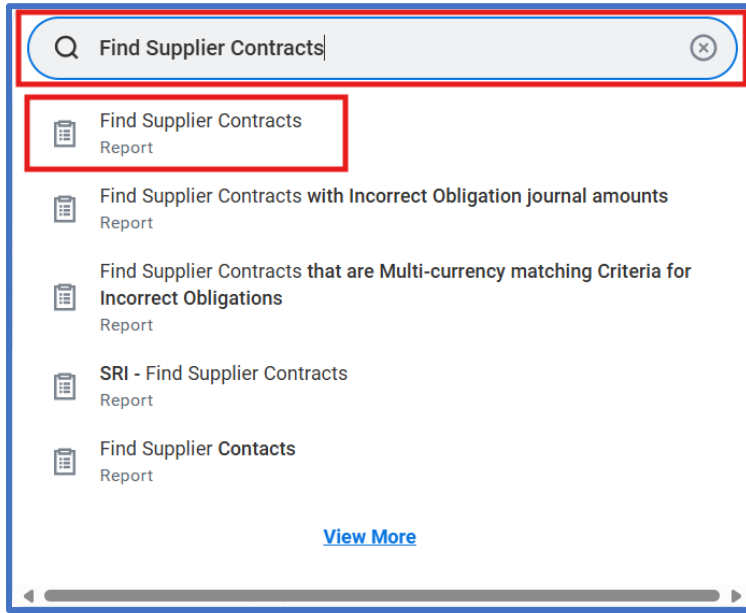
- Do **not** select Change from the related actions menu. Instead, you must select **Amend Supplier Contract** and then you may select **Change** as your Amendment Reason. Selecting Change from the related actions menu will result in the contract becoming stuck in an "Approval in Process" status, which can only be resolved by canceling and recreating the contract.
- Requisitioners do not have the ability to modify Master Purchase Agreements directly. If an amendment is needed, it must be requested through the Buyer of record.
- It is possible to process more than one amendment type at the same time. When doing so, use the Amendment Description field to clearly outline all relevant reasons and justifications.
- Under the "Spend Transactions" section, the PO Balance Remaining reflects the outstanding balance remaining on the contract.

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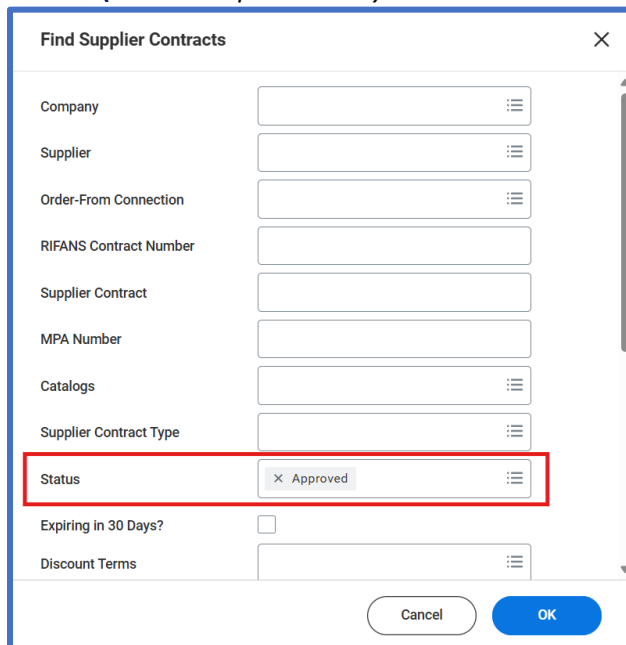
Termination:

1. Using the Workday Search Bar, type **Find Supplier Contracts** and select the report.



The screenshot shows the Workday search bar with the text 'Find Supplier Contracts' entered. Below the search bar, a list of search results is displayed. The first result, 'Find Supplier Contracts Report', is highlighted with a red box. Other results include 'Find Supplier Contracts with Incorrect Obligation journal amounts Report', 'Find Supplier Contracts that are Multi-currency matching Criteria for Incorrect Obligations Report', 'SRI - Find Supplier Contracts Report', and 'Find Supplier Contracts Report'. A 'View More' link is visible at the bottom of the list.

2. Filter the **Status** field to **Approved** and select **OK**.
(*Note: This process may take a while to load as indicated by the loading symbol.*)



The screenshot shows the 'Find Supplier Contracts' dialog box. The 'Status' field is highlighted with a red box and contains the value 'Approved'. Other fields include 'Company', 'Supplier', 'Order-From Connection', 'RIFANS Contract Number', 'Supplier Contract', 'MPA Number', 'Catalogs', 'Supplier Contract Type', 'Expiring in 30 Days?' (checkbox), and 'Discount Terms'. The 'OK' button is highlighted in blue.

3. Locate the **Supplier Contract** you are initiating an Amendment to and select the related actions button next to the Supplier Contract title.
4. Hover over **Supplier Contract** and select **Amend Supplier Contract**.

Find Supplier Contract

Status: Approved

Expiring in 30 Days? No

8780 items

Supplier Contract

SC-1000020347 : RAPIDSCALE SD WAN FOR 12 DEM LOCATIONS (DOA/EOC) ...

ID	Description	Amount
SC-1000020346 : APA-44127 DOT: FY25 CDLA & CDLB TRAINING - NETTTS	SC-1000020346	3914950
SC-1000020345 : Kyran Annual Software Maintenance - RI CLPPP Case Management System - DOH	SC-1000020345	3914734

Actions

- Supplier Contract
- Additional Data
- Budget Date
- Favorite
- Integration IDs
- Roles

Supplier Contract

- Add Note
- Amend Supplier Contract
- Copy
- Printable Version

Created On

Status

Version

Company

Supplier

Default Order-From Contract

- Use the menu icon in the **Amendment Type** field and select **Termination**.
(**Note:** This is a one-option field – enter additional reason/justification in the **Amendment Description** field.)

Amendment Information

Amendment Type * Search

Amendment Date *

Amendment Number

- Change
- Extension
- Renewal
- Termination

Contract Information

- The **Amendment Date** defaults to today's date.
- If applicable, enter the **Amendment Number** in the **Amendment Number** field.
- Enter additional information to support the amendment type in the **Amendment Description** field.
- Scroll to the **Terms and Amounts** heading.
- Change the **End Date** to the appropriate termination date.

Terms and Amounts

Start Date * [Calendar Icon]

Contract Signed Date [Calendar Icon]

End Date [Calendar Icon]

- Scroll down the page and select the **Services Lines** tab.
- Select the **Add (+)** icon to add a line.

(**Note:** This line is for Agency Routing Purposes **only** and will be deleted once routed to the Division of Purchases).

The screenshot shows a web interface with three tabs: 'Contract Participants', 'Goods Lines', and 'Service Lines'. The 'Service Lines' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Service Lines 0 items'. Under this section, there is a table with two columns: '*Line Number' and 'Contract Line'. A red box highlights a plus icon in the first row of the table, indicating where to click to add a new service line.

13. Use horizontal scroll bar to fill in required fields.
 - a. Line Number
 - b. Description
 - i. Enter Description: **For Agency Routing Purposes.**
 - c. Spend Category
 - d. Extended Amount
 - i. Enter Extended Amount: \$0.01
 - e. Fund
 - f. Appropriation
 - g. Source of Funds
 - h. Additional Worktags
14. Scroll down the page and select the **Attachments** tab.
15. To provide an **Attachment**, select the arrow preceding > **Attachments**.
 - a. To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
 - b. To select an **Attachment Category**, select the menu icon, and then make your selection.
 - c. To include the attachment on the resulting Supplier Contract for the Supplier to view, enter **External** in the **Comment** field.

(**Note:** To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.
16. Select **Submit** to finalize the Amendment.

Approval Process

Once submitted, the change order follows an approval workflow.

Agency Requisitioner Confirmation:

- The Supplier Contract will now reflect **Terminated** status with a **Version Number**.
- View **Supplier Contract Amendment** under:
 - **Attachments** tab

[Contract Participants](#)[Catalog Items](#)[Amendments](#)

[Attachments](#)

[Process History](#)

Attachments



[Receipt.jpg](#)

3 weeks ago

Attachment Category

Administrative Fee Terms and Conditions

Comment

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[Create a Requisition Guide.pdf](#)

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5 minutes ago

Attachment Category

Supporting Documentation

Comment

(empty)



[3915148_2025-05-30-12:40:46_BIRT.pdf](#)

3 minutes ago

Attachment Category

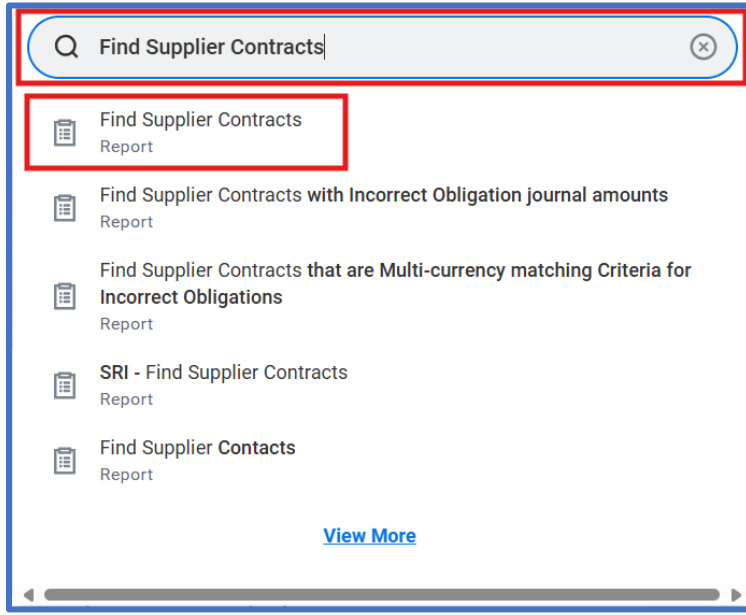
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Comment

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Extension or Renewal:

1. Using the Workday Search Bar, type **Find Supplier Contracts** and select the report.



2. Filter the **Status** field to **Approved** and select **OK**.

(Note: This process may take a while to load as indicated by the loading symbol.)

A screenshot of the 'Find Supplier Contracts' filter dialog box. The dialog box has a title bar with a close button (X). It contains several filter fields: 'Company', 'Supplier', 'Order-From Connection', 'RIFANS Contract Number', 'Supplier Contract', 'MPA Number', 'Catalogs', 'Supplier Contract Type', 'Status', 'Expiring in 30 Days?', and 'Discount Terms'. The 'Status' field is highlighted with a red box and shows a dropdown menu with 'Approved' selected. At the bottom of the dialog box, there are 'Cancel' and 'OK' buttons.

3. Locate the **Supplier Contract** you are initiating an Amendment to and select the related actions button next to the Supplier Contract title.
4. Hover over **Supplier Contract** and select **Amend Supplier Contract**.

Find Supplier Contract

Status: Approved

Expiring in 30 Days? No

8780 items

Supplier Contract

SC-1000020347 : RAPIDSCALE SD WAN FOR 12 DEM LOCATIONS (DOA/EOC)

SC-1000020346 : APA-44127 DOT: FY25 CDLA & CDLB TRAINING - NETTTS

SC-1000020345 : Kyran Annual Software Maintenance – RI CLPPP Case Management System - DOH

Actions

- Supplier Contract
- Additional Data
- Budget Date
- Favorite
- Integration IDs
- Roles

Supplier Contract

- Add Note
- Amend Supplier Contract
- Copy
- Printable Version

Created On

Status

Version

Company

Supplier

Default Order-From Con

- Use the menu icon in the **Amendment Type** field and select **Extension or Renewal**.
(**Note:** This is a one-option field – enter additional reason/justification in the **Amendment Description** field.)

Amendment Information

Amendment Type *

Amendment Date *

Amendment Number

Contract Information

- The **Amendment Date** defaults to today's date.
- If applicable, enter the **Amendment Number** in the **Amendment Number** field.
- Enter additional information to support the amendment type in the **Amendment Description** field.
- Scroll to the **Terms and Amounts** heading.
- Change the **End Date** to the appropriate extension or renewal date.

Terms and Amounts

Start Date *

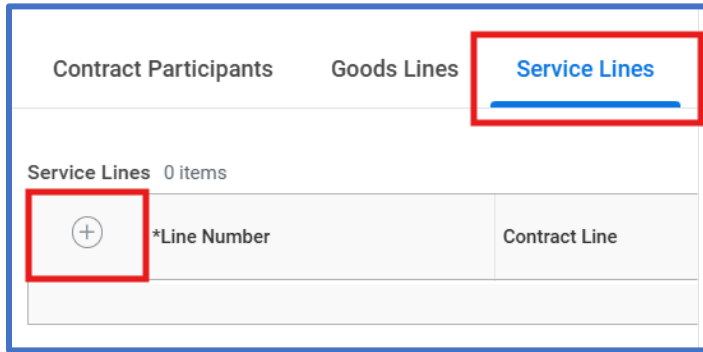
Contract Signed Date

End Date

- Scroll down the page and select the **Services Lines** tab.

12. Select the **Add (+)** icon to add a line.

(**Note:** This line is for Agency Routing Purposes **only** and will be deleted once routed to the Division of Purchases).



13. Use horizontal scroll bar to fill in required fields.

- a. Line Number
- b. Description
 - i. Enter Description: **For Agency Routing Purposes.**
- c. Spend Category
- d. Extended Amount
 - i. Enter Extended Amount: \$0.01
- e. Fund
- f. Appropriation
- g. Source of Funds
- h. Additional Worktags

14. Scroll down the page and select the **Attachments** tab.

15. To provide an **Attachment**, select the arrow preceding > **Attachments**.

- a. To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
- b. To select an **Attachment Category**, select the menu icon, and then make your selection.
- c. To include the attachment on the resulting Supplier Contract for the Supplier to view, enter **External** in the **Comment** field.

(**Note:** To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.

16. Select **Submit** to finalize the Amendment.

Approval Process

Once submitted, the change order follows an approval workflow.

Agency Requisitioner Confirmation:

- The Supplier Contract will now reflect **Approved** status with a **Version Number**.
- View **Supplier Contract Amendment** under:
 - **Attachments** tab

Contract Participants

Catalog Items

Amendments

Attachments

Process History

Attachments



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Attachment Category

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ditions

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Attachment Category

Supporting Documentation

Comment

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Comment

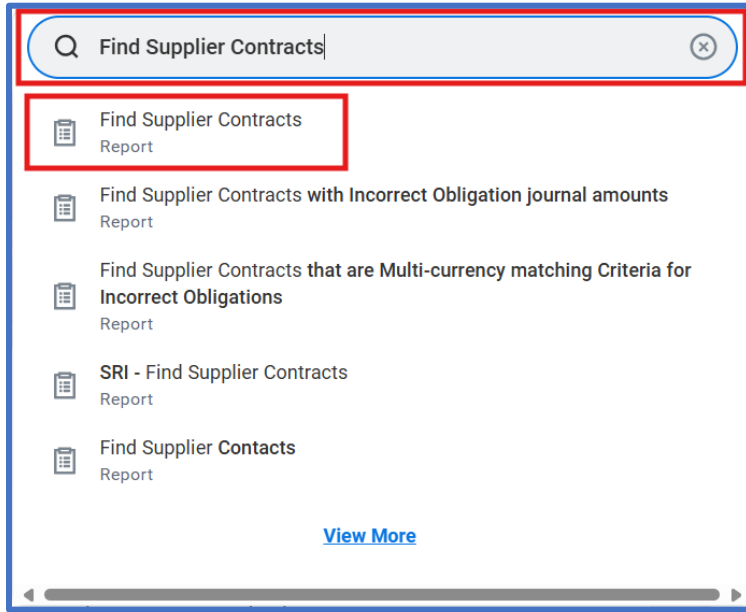
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Change:

(**Note:** If this is a change to the **Contract Catalog** you must first update the Catalog Load spreadsheet with the changes you would like to make: **Add, Delete, or Change** a line item.)

(**Note:** When you are amending a contract catalog, unless the other items are referenced on the catalog and are updated this will **ONLY** add new items)

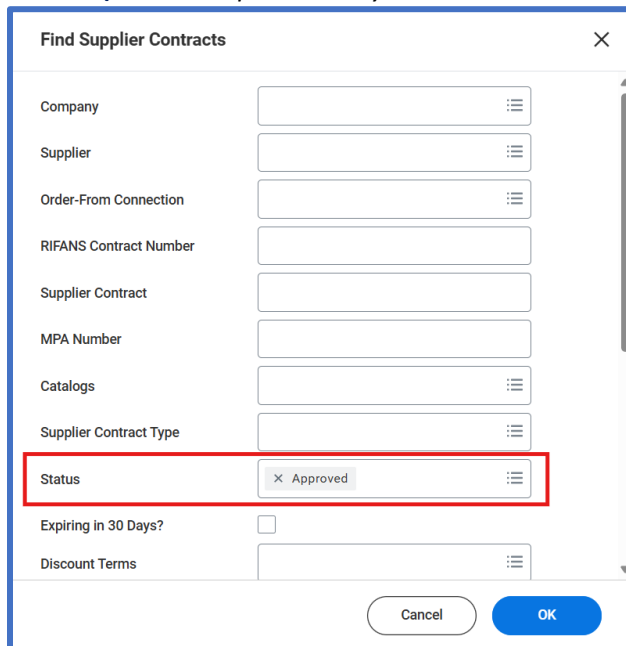
1. Using the Workday Search Bar, type **Find Supplier Contracts** and select the report.



The screenshot shows the Workday Search Bar with the text 'Find Supplier Contracts' entered. Below the search bar, a list of search results is displayed. The first result, 'Find Supplier Contracts Report', is highlighted with a red box. Other results include 'Find Supplier Contracts with Incorrect Obligation journal amounts Report', 'Find Supplier Contracts that are Multi-currency matching Criteria for Incorrect Obligations Report', 'SRI - Find Supplier Contracts Report', and 'Find Supplier Contracts Report'. A 'View More' link is visible at the bottom of the list.

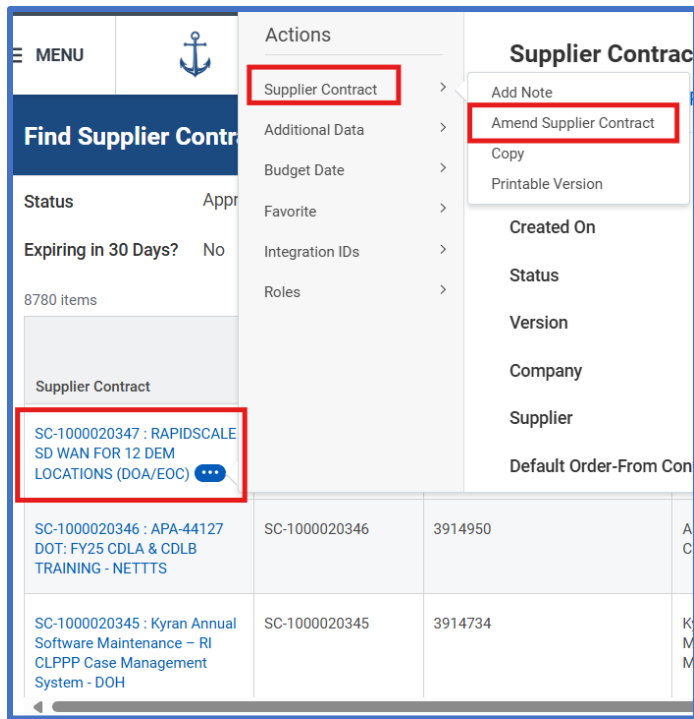
2. Filter the **Status** field to **Approved** and select **OK**.

(**Note:** This process may take a while to load as indicated by the loading symbol.)



The screenshot shows the 'Find Supplier Contracts' filter dialog box. The 'Status' field is highlighted with a red box and set to 'Approved'. Other fields include 'Company', 'Supplier', 'Order-From Connection', 'RIFANS Contract Number', 'Supplier Contract', 'MPA Number', 'Catalogs', 'Supplier Contract Type', 'Expiring in 30 Days?' (checkbox), and 'Discount Terms'. The 'OK' button is highlighted in blue.

3. Locate the **Supplier Contract** you are initiating an Amendment to and select the related actions button next to the Supplier Contract title.
4. Hover over **Supplier Contract** and select **Amend Supplier Contract**.



5. Use the menu icon in the **Amendment Type** field and select **Change**.
(*Note: This is a one-option field – enter additional reason/justification in the **Amendment Description** field.*)

The screenshot shows the 'Amendment Information' section of a form. The 'Amendment Type' field is highlighted in a red box, showing a dropdown menu with options: 'Change', 'Extension', 'Renewal', and 'Termination'. The 'Amendment Date' and 'Amendment Number' fields are also visible.

6. The **Amendment Date** defaults to today's date.
7. If applicable, enter the **Amendment Number** in the **Amendment Number** field.
8. Enter additional information to support the amendment type in the **Amendment Description** field.
9. Scroll to the **Terms and Amounts** heading.
10. Change the **Total Contract Amount** to the appropriate Contract Amount as applicable.
(*Note: The "Original Contract Amount" corresponds to the "From" field, while the "Total Contract Amount" represents the "To" field. Ensure that the "Total Contract Amount" is updated to reflect the fully revised contract value.*)

Terms and Amounts

Start Date * 07/01/2024

Contract Signed Date 06/28/2024

End Date 06/30/2028

Total Contract Amount	1,500,000.00
Original Contract Amount	1,500,000.00

11. Scroll down the page and select the **Services Lines** tab.

12. Select the **Add (+)** icon to add a line.

*(Note: This line is for Agency Routing Purposes **only** and will be deleted once routed to the Division of Purchases).*

Contract Participants Goods Lines **Service Lines**

Service Lines 0 items

+ Line Number	Contract Line

13. Use horizontal scroll bar to fill in required fields.

- Line Number
- Description
 - Enter Description: **For Agency Routing Purposes.**
- Spend Category
- Extended Amount
 - Enter Extended Amount: \$0.01
- Fund
- Appropriation
- Source of Funds
- Additional Worktags

14. Scroll down the page and select the **Attachments** tab.

*(Note: If you are updating the **Catalog** you will need to upload the revised catalog and select the Attachment Category **Catalog**.)*

15. To provide an **Attachment**, select the arrow preceding > **Attachments**.

- To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
- To select an **Attachment Category**, select the menu icon, and then make your selection.
- To include the attachment on the resulting Supplier Contract for the Supplier to view, enter **External** in the **Comment** field.

*(Note: To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.*

16. Select **Submit** to finalize the Amendment.

Approval Process

Once submitted, the change order follows an approval workflow.

Agency Requisitioner Confirmation:

- The Supplier Contract will now reflect **Approved** status with a **Version Number**.
- View **Supplier Contract Amendment** under:
 - **Attachments** tab

Contract ParticipantsCatalog ItemsAmendmentsAttachmentsProcess History

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