

TCM: Contract Amendments

Contract amendments are created when you need to update an approved and active contract, and the changes will affect the terms and conditions of the contract.

When a contract is amended, all data from the original contract is copied into the amendment, including contract custom fields. The **Contract Number** and **Contract Type** are locked and cannot be changed, but all other fields can be updated on the amendment.

Amendments in progress can be deleted and the contract will return to the last saved version of the approved contract. Once changes to the contract are complete, the amendment can be submitted for approval.

Sections

- A. Create a Contract Amendment
- B. Managing Contract Amendments

A. Create a Contract Amendment

The goal of this task is to amend an existing contract. You must be the *Contract Manager* on the contract, or *Contract Administrator* of the project associated with the contract to amend a contract. The contract must be approved and active.

1. Open the contract that you would like to amend by searching for the contract and opening it from the search results or from the **Contracts** Home page if you have access.

myFIUmarket

Contracts > Contracts > Search Contracts > Search Contracts

JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information.

Search Contracts

Contract:

Active for Shopping:

By Start/End Date:

Created Date:

Contract Search Results

1-7 of 7 Results

Sort by: Best Match 20 Per Page

Contract Details

PUR-00133

TEST 10-10

Second Party: GREENWOOD/ ASHER AND ASSOCIATES INC Start Date: 10/10/2017 Version Type: Original
 Contract Type: Purchase of Goods or Services End Date: 10/17/2018 Renewal No.: 0
 Status: Executed: In Effect Active for Shopping: Yes Amendment No.: 0
 Extension Count: 0

PUR-00457

President's Signature Demo

Second Party: AIR PLANNING LLC Start Date: 2/8/2018 Version Type: Original
 Contract Type: Purchase of Goods or Services End Date: 6/30/2019 Renewal No.: 0
 Status: Executed: In Effect Active for Shopping: Yes Amendment No.: 0
 Extension Count: 0

- In the top-right corner of the contract page, select the **Contract Actions** drop-down menu.

The screenshot shows a contract page for PUR-00133. At the top right, there is a 'Contract Actions' dropdown menu highlighted with a red box. The contract details include:

- Contract Header:** Contract Number: PUR-00133, Contract Name: TEST 10.10, Contract Type: Purchase of Goods or Services, Work Group: Procurement.
- Contract Parties:**

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Kenneth Jessell	-
GREENWOOD/ ASHER AND ASSOCIATES INC	✖	Supplier Name (Primary)	Asher Green	-
- Dates and Renewal:** Start Date: 10/10/2017 12:00:00 AM, End Date: 10/17/2018 11:59:59 PM, Number of Renewal Options: 2, Renewal Term: 2 Years, Auto-Renew: No.

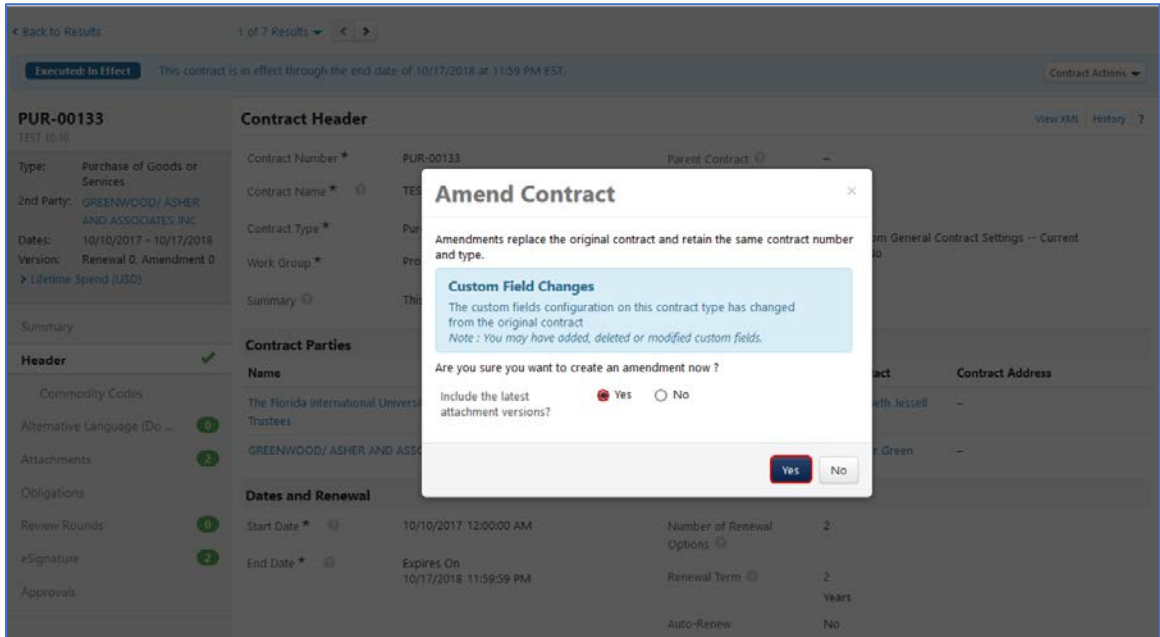
- Select **Amend**.

The screenshot shows a contract page for PUR-00398. The 'Contract Actions' dropdown menu is open, and the 'Amend' option is highlighted with a red box. The contract details include:

- Contract Header:** Contract Number: PUR-00398, Contract Name: Test 1, Contract Type: Purchase of Goods or Services, Work Group: Procurement.
- Contract Parties:**

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	-	-
A AND D CREATIVE	✖	Supplier Name (Primary)	-	-
- Dates and Renewal:** Start Date: 11/8/2017 - 9/30/2018, End Date: 9/30/2018 12:00 AM EDT, Number of Renewal Options: 2, Renewal Term: 2 Years, Auto-Renew: No.

4. In the window asking if you are sure you want to amend this contract, click **Yes**.



B. Managing Contract Amendments

- The contract header of the amendment opens, containing information copied from the last version of the contract you are amending. The current version of contract is populated in the screen as well. The Contract Number and Contract Type fields are locked and cannot be changed. Make changes to the editable contract header fields as needed. Click **Next**.

PUR-00133
TEST 10.10

Contract Header

Contract Number * PUR-00133

Contract Name * TEST 10.10 Amend

Contract Type * Purchase of Goods or Services

Work Group * Procurement

Summary: This is a test agreement for search firms.

Contract Parties

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Kenneth Jessell	-
GREENWOOD/ ASHER AND ASSOCIATES INC	✖	Supplier Name (Primary)	Asher Green	-

Dates and Renewal

Start Date * 10/10/2017 12:00 AM

End Date * 10/17/2018 11:59 PM

Number of Renewal Options: 2

Renewal Term: 2 Years

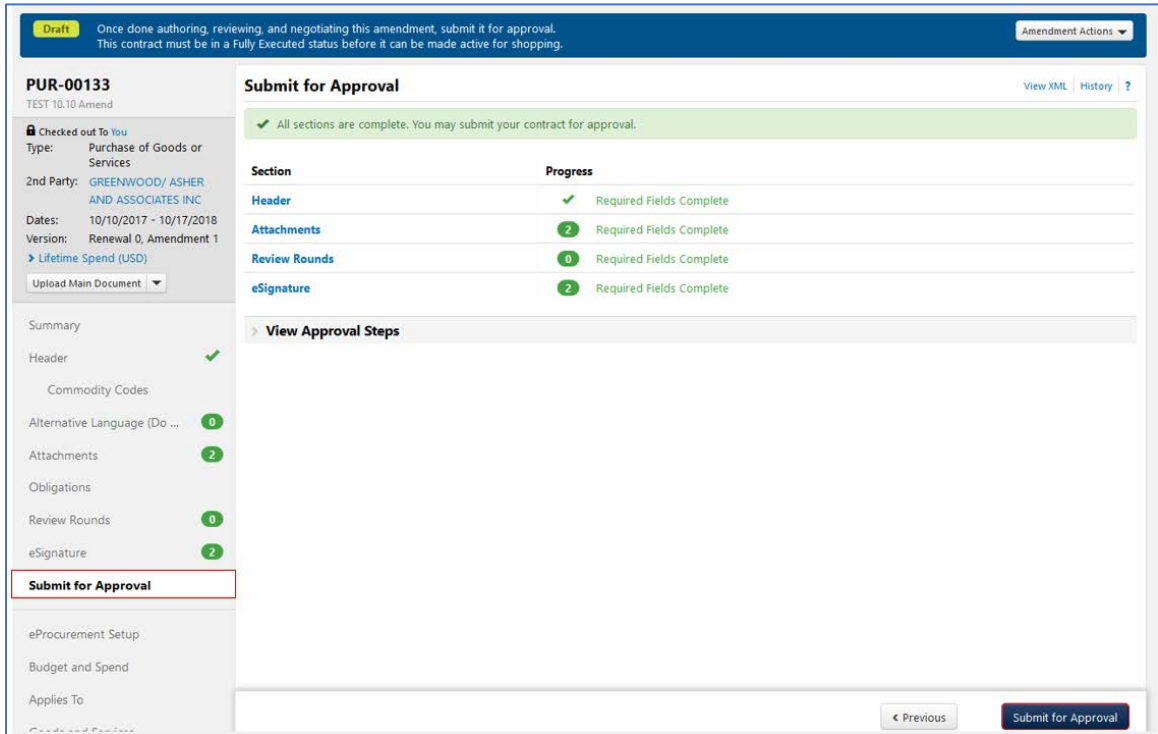
Auto-Renew: No

Additional Details

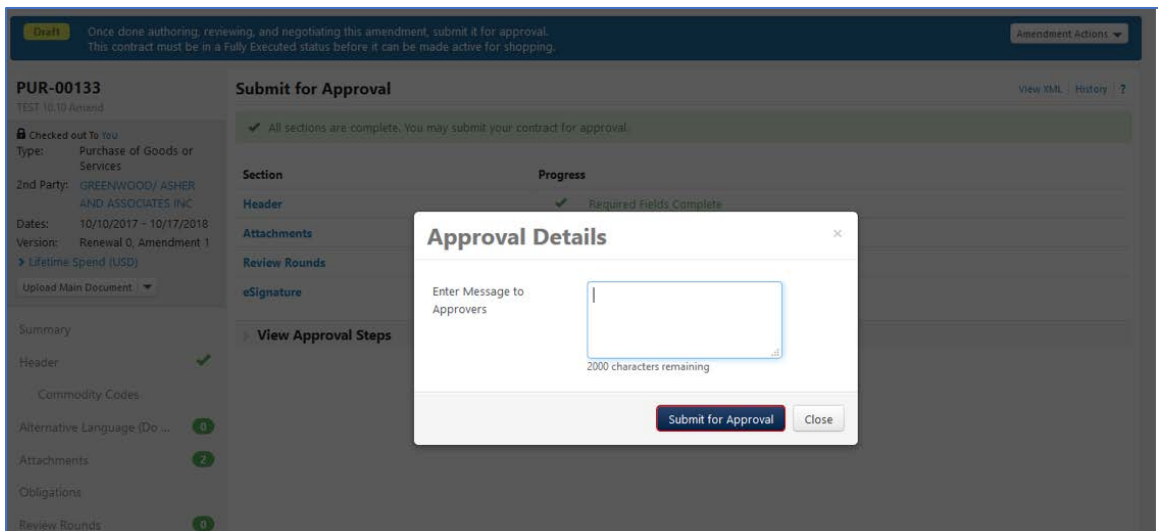
★ Required

Navigation: < Previous Save Progress Next >

6. Make changes to additional contract screens as needed. Once your changes are complete and correct, you can click on **Submit for Approval**.



7. You can enter message to approvers in the **Approval Details** and click **Submit for Approval**.



- The contract is now released in workflow for approval. This contract must be in a Fully Executed status before it can be made active for shopping.

The screenshot shows the myFIUmarket website interface. At the top, there is a navigation bar with the logo and breadcrumb links: Contracts > Contracts > Search Contracts > Contract Submitted. Below this is a privacy policy banner for JAGGAER. A prominent notification box with a green checkmark icon states 'Contract Submitted for Approval'. Underneath, a 'Next Steps' section provides links for 'View the Contract', 'Create Another Contract', 'Go to My Home Page', and 'Go to Contract Dashboard'. A 'View Approval Steps' link is also present. The bottom section, titled 'Contract Summary', contains a table with contract details.

Contract Summary			
Contract Number	PUR-00133	Start Date	10/10/2017 12:00:00 AM
Contract Name	TEST 10.10 Amend	End Date	10/17/2018 11:59:59 PM
Contract Type	Purchase of Goods or Services		
Work Group	Procurement		