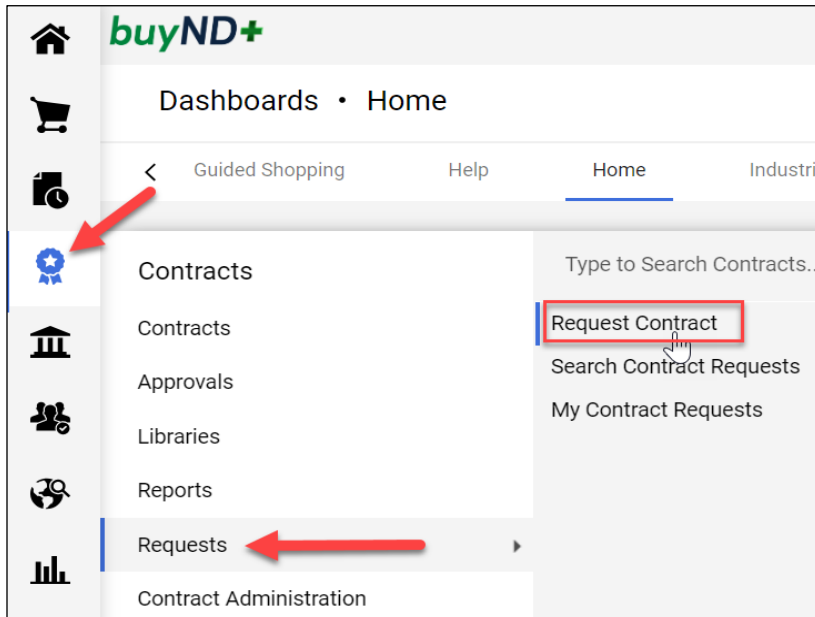


# Creating a Contract Amendment Request

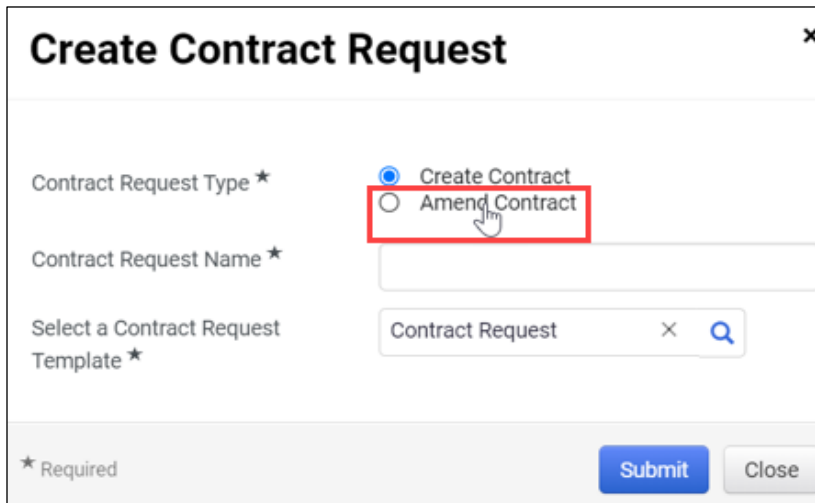
## 1. Request a Contract

Log into buyND+ and select the Contracts menu from the sidebar. Hover over “Requests,” then select “Request Contract.”



## 2. Select “Amend Contract”

Under “Contract Request Type” select “Amend Contract.”

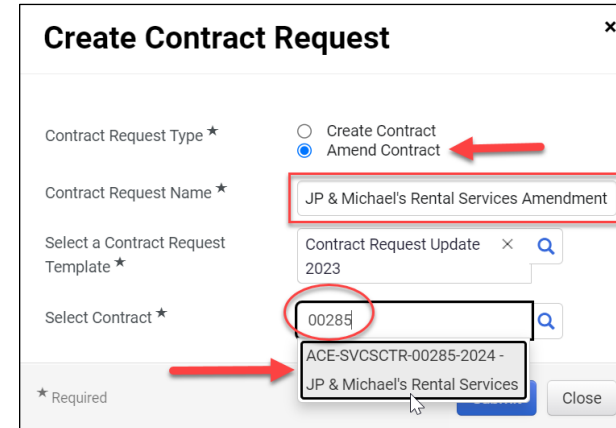


## 3. Search for the Original Contract

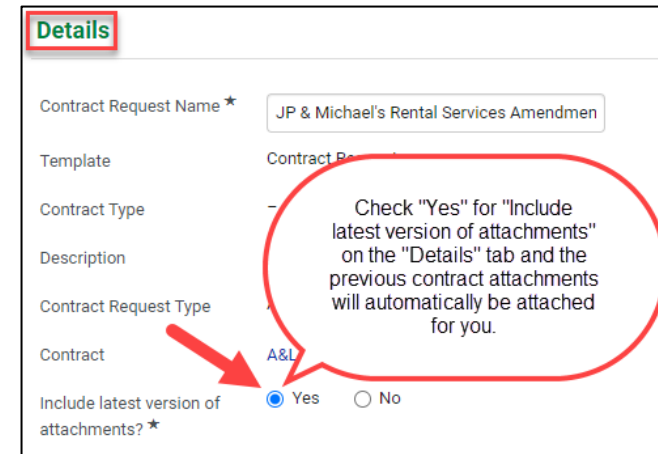
Enter an Amendment Request name, preferably including the name of the original contract and the Amendment number, for example “JP & Michael’s Rental Services Amendment 01.”

In the “**Select Contract**” field, search for the original contract by entering all or part of the original contract name or number. This field will only show Fully Executed contracts that you have access to view.

**Note: If you are unable to find the correct contract, do not select an incorrect contract. Instead, contact your Contract Manager or Procurement. The contract will not populate by searching the Form Number.**



## 4. Include Latest Version of Attachments



## 5. Fill out and Update Amendment Details

Fill out the Amendment Request just as you would a regular Contract Request form. Some details from the original contract will automatically be imported, so make any relevant updates to those fields, focusing especially on the following fields: **Contract Summary**, **Start Date**, **End Date**, **Target Review Date**, and **Value**.

In the **Contract Summary** field, Procurement recommends, when possible, leaving the original description and adding a note above it describing the changes outlined in the Amendment (example below).

**Contract Summary**

Paragraph (inherited font) (inherited size) B I U abc

Amendment 01: Extending contract term for an additional 2 months and adding \$2000.00 to the total value.

*This contract is for consulting to evaluate our return process. It has preliminary budget approval from the business office. The value is \$24,000 for a 3 month term. This will support our department initiative to improve our internal processes. **Special Instructions: ND Signer needs to sign Agreement first.***

Done Close

In the **Value** field, the amount entered is automatically added to the original contract value. For example, if the original contract value was \$24,000.00, and the added value of the Amendment is \$2,000.00, enter \$2,000.00 as the “**anticipated total dollar value of the contract**” (example shown below).

What is the anticipated total dollar value of the contract? ?

2,000.00

The system will combine the Amendment value with the original Total Contract Value, resulting in a new Total Contract Value of \$26,000.00.

## 6. Complete the Amendment Request

Once all information is complete, attach the Amendment and a copy of the original contract to the Attachments tab. Confirm all required fields are complete as shown below, and select “Complete Request.”

Review and Complete [Print Request](#) [History](#) ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
General	✓ Required fields complete
Services	✓ Required fields complete

★ Required [Previous](#) [Complete Request](#)

When the Contract Manager approves the Contract Amendment Request and creates the Contract Record, the system will automatically merge it with the original Contract Record, maintaining the same Contract Number and identifying it as an Amendment to that contract, as shown below.

**ACE-SVCSCTR-00285-2024** **Contract Header**

JP & Michael's Rental Services  
Amendment 01

Type: Contract for Services - Contractor

2nd Party: JP & Michael's Rental Services

Dates: 2/2/2024 - 8/30/2025

Version: Renewal 0, Amendment 1

Contract Request: 895781

**Total Contract Value (TCV)**  
TCV: 26,000.00 USD

Contract Number ★ ACE-SVCSCTR-00285-2024

Contract Name ★ JP & Michael's Rental Services Amendment 01

Contract Type ★ Contract for Services - Contractor

Work Group ★ Alliance for Catholic Education  
University of Notre Dame -> Provost

Parent Contract Type to filter...