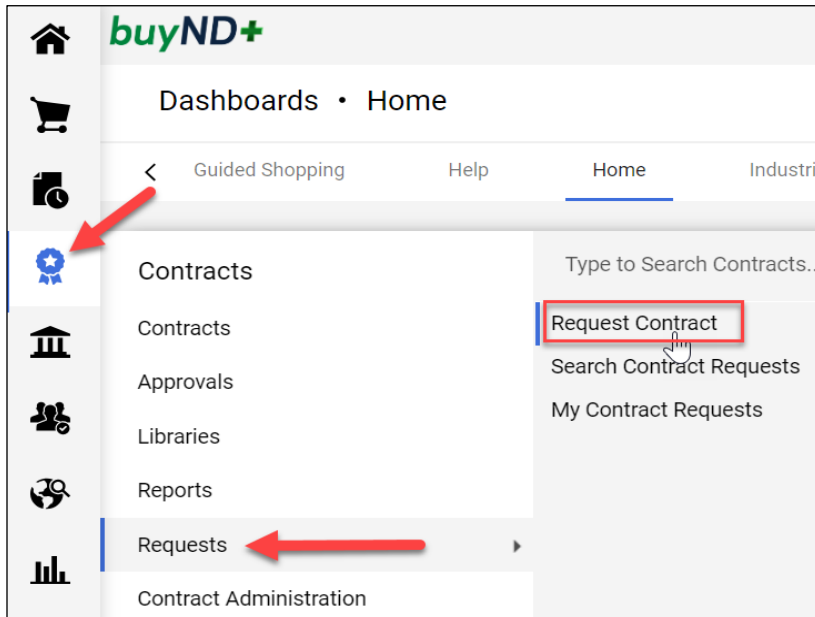# Creating a Contract Amendment Request
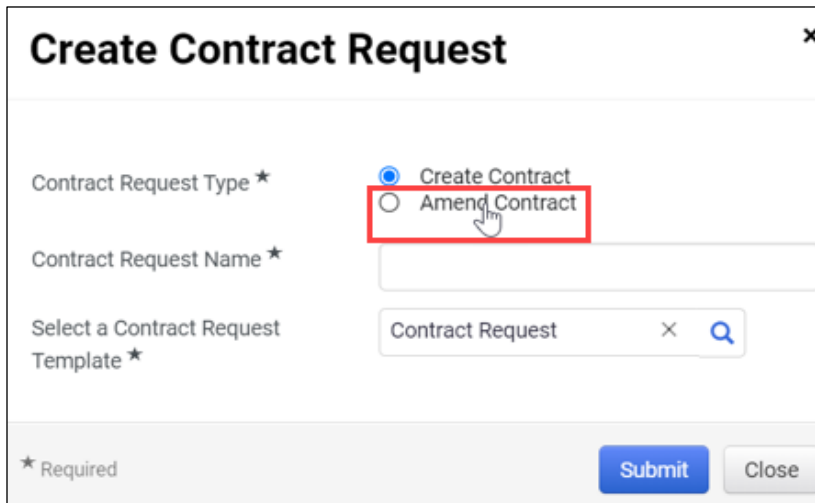
buyND+

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"

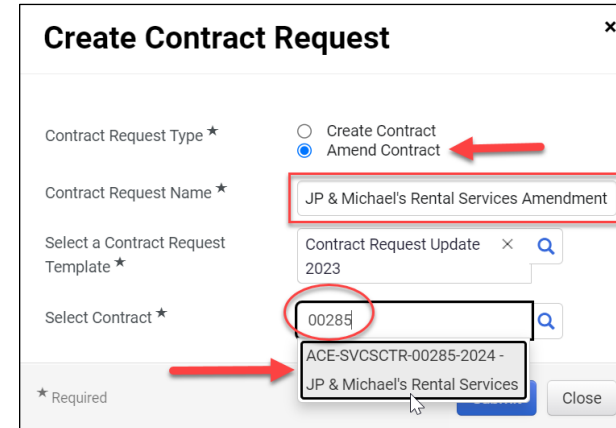Under "Contract Request Type" select "**Amend Contract**."

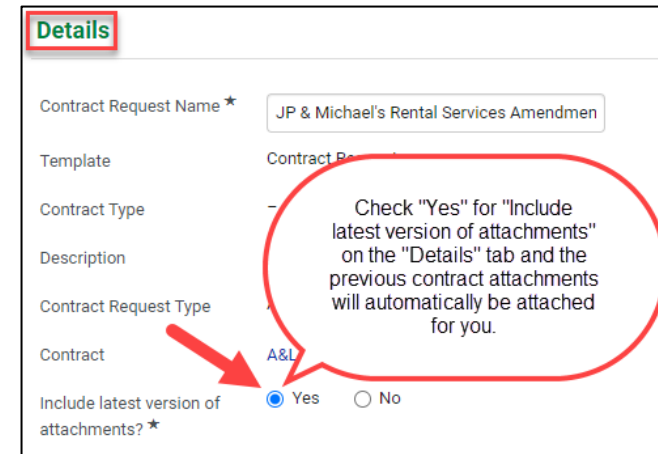## 3. Search for the Original Contract

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

Check "Yes" for "Include latest version of attachments" on the "Details" tab and the previous contract attachments will automatically be attached for you.

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).

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).

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."

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.