

Amending Contract Documents

This document is a quick reference guide on how to amend an existing contract in the Arizona Procurement Portal (APP). For questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Once a bilateral amendment has been conducted on a contract, users will utilize the amend button to update contract documents.

Amending Contract Documents

1. Navigate to the **Contracts** dropdown.
2. Click **Browse Contracts**.
3. Locate the contract you wish to amend.
4. Click the **pencil** icon to open the contract.
5. Navigate to the **Header** tab.
6. Click the **Unilateral Contract** checkbox under the Additional Information section.

APC Exempt

Unilateral Contract

7. Click **Save**.
8. Navigate to the **Add Document** tab.
9. Click the checkbox next to the document you wish to amend (update).
10. Click **Amend**.

Authoring Documents

1 Selected Download Zip Amend Add Only show amended documents

<input type="checkbox"/>	Document Name	Version	Document Type	Status	Visible to Supplier
<input checked="" type="checkbox"/>	Certificate of Insurance	V1	Insurance Documents	Approved	Yes
<input type="checkbox"/>	Catalog Item Details	V1	General Documents	Approved	Yes
<input type="checkbox"/>	Contract Terms	V1	General Documents	Approved	Yes

- The document line changes from blue to white allowing you to update the document. It also shows as V2, identifying a new version of the existing document.

Authoring Documents

1 Selected Download Zip Amend Add Only show amended documents

	Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
<input checked="" type="checkbox"/>	Certificate of Insurance	V2	Insurance Documents	Draft	Yes		Submit	4/22/2022
<input type="checkbox"/>	Catalog Item Details	V1	General Documents	Approved	Yes			4/20/2022
<input type="checkbox"/>	Contract Terms	V1	General Documents	Approved	Yes			4/20/2022

3 Result(s)

Note: Documents highlighted in blue are from the original contract, or previous amendments. Documents in white have been uploaded during the amendment process.

- Click the Pencil icon to upload the new version of the document.
- Click the **Click to Drag or Add Files** link to upload your new document(s).
- Add the **Effective Date** and **Expiration Date**.

Document Name* Certificate of Insurance Status Draft Version V2

Summary

Visible to Supplier

Linked to Contract
CTR059571 - Computers Contract - Training Supplier 1

References

URL

Insurance Documents

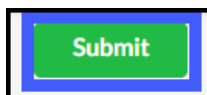
File to import
Click or Drag to add files

Effectivity

Effective Date* Expiration Date*

Notification Period

- The document is added to the contract. Next click **Submit**.



- Notice the status has changed to Approved.

Document Name* Certificate of Insurance Status Approved Version V2

Summary

Effectivity

Effective Date* Expiration Date*

17. Navigate back to your contract's Add Document tab.
18. Verify the new document by checking the Status column.

Save & Close
Save
Mark Contract as Private
Create Child Contract
Other Actions

Fields marked by an asterisk * are mandatory

Expected date format: M/d/yyyy

Authoring Documents

0 Selected
Download Zip
Amend
Add
 Only show amended documents

<input type="checkbox"/>	Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
<input type="checkbox"/>	Certificate of Insurance	V2	Insurance Documents	Approved	Yes			4/22/2022
<input type="checkbox"/>	Catalog Item Details	V1	General Documents	Approved	Yes			4/20/2022
<input type="checkbox"/>	Contract Terms	V1	General Documents	Approved	Yes			4/20/2022

3 Result(s) ⚙️

19. Navigate to the Header tab.
20. Unselect the **Unilateral Contract** checkbox.
21. Click **Save**.
22. The process is now complete.

Note: To view older versions of the document, click the Version number.