

Amending Contract Documents

This document is a quick reference guide for users wishing to amend an existing contract in the Arizona Procurement Portal (APP). If you have any 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, the amend button updates contract documents.

Amending Contract Documents


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

7. Click **Save**.
8. Click the **Add Document** left margin tab.
9. Click the checkbox next to the document to amend or update.
10. Click **Amend**.

Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
Item Document	V1	Other documents	Approved	Yes			7/11/2023

- 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							
Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
Item Document	V2	Other documents	Approved	Yes			7/22/2023

 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.
- Delete the existing document.
- Click OK.
- 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 Approved Version V2

Summary Visible to Supplier

Linked to Contract [CTR066125 - Treats for SPO Amendment #1 - RW&C](#)

Effectivity

Effective Date* 7/10/2023 Expiration Date* 12/31/2023

Notification Period 14 Day(s)

References

URL

References 13

File to import Click or Drag to add files

- Click **Save**.
- Click the contract link to return to the contract.

Document

Document Name* Insurance Status Approved Version V2

Summary Visible to Supplier

Linked to Contract [CTR066151 - Catalog Practice Amendment #1 - RW&C](#) 16

Effectivity

Effective Date* 8/17/2023 Expiration Date* 1/31/2024

Notification Period 15 Day(s)

- The document is added to the contract.

20. Click the **Add Document** left margin tab again.
21. The status is now Approved.
22. Click the **Add Document** left margin tab.
23. Verify the new document (V2) in the Status column is marked **Approved**.

Authoring Documents

0 Selected Download documents (ZIP) Amend **21** e-Signatures Add Only show amended documents

Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
Certificate of Insurance	V2	Other documents	Approved	Yes			7/22/2023

24. Click the **Header** left margin tab.
25. Uncheck the **Unilateral Contract** checkbox.
26. Click **Save**.
27. The process is complete.



To view older versions of the document, click the version number.

Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-grgs-176>