ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

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**.

11. 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.

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

12. Click the **pencil** icon to upload the new version of the document.
13. Delete the existing document.
14. Click OK.
15. Click the **Click to Drag or Add Files** link to upload your new document(s).
16. Add the **Effective Date** and **Expiration Date**.

17. Click **Save**.
18. Click the contract link to return to the contract.

19. 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**.

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-qrgs-176