


# Amending Contract Line Items


This document is a quick reference guide for Contract Managers managing line items in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.


Price List items are to be modified and agreed to by the supplier using the bi-lateral amendment. This QRG demonstrates the step-by-step process and instruction for amendments involving price changes and adding a new line item.


## Price Change

1. Log into APP.
2. Select **Browse Contracts** on the **Contracts** tab.
3. Locate the contract to amend.
4. Click the **Pencil**  icon to edit the contract.
5. Click the **Other Actions** drop-down arrow and select **Create an Amendment**.



6. Click **OK** to amend.
7. Navigate to the **Price List** left margin tab to select the item to amend.
8. Click the **Pencil**  icon for the item you wish to amend.
9. Scroll down to the **Item Price Sheet(s)** section.
10. Click the **Pencil** icon of the bolded line item.

 *This may not necessarily be the line item where “Add to cart” is displayed.*

| Item Price Sheet(s)  |          |                  |                          |      |                |              |              |                        |  |
|--|----------|------------------|--------------------------|------|----------------|--------------|--------------|------------------------|--|
| Label  | Supplier | Negotiated Price | Currency                 | Unit | Validity Start | Validity End | Login Status | Supplier Reference No. |  |
|  Milk Chocolate | RW&C     | 25.0000          | USD United States dollar |      | 7/10/2023      | 12/29/2023   | Approved     |                        |  |

11. Verify the Item Tag field is blank.
12. Add “Expires XX/XX/XXXX” in the Name field to notify the requisition staff that the price will end.
13. Click **Save & Close** to close the Item Price pop-up.

14. Click **Save & Close** to close the Item pop-up.
15. Click **Save** on the Contract page.
16. The table refreshes with the new **Validity End Date** displayed in the name field.

| <input checked="" type="checkbox"/> | Commodity  | Product Code                  | Name  | Product Reference | Price   | Currency | Unit | Validity Start Date | Validity End Date | Tag | Availability |
|-------------------------------------|--|-------------------------------|---|-------------------|---------|----------|------|---------------------|-------------------|-----|--------------|
| <input checked="" type="checkbox"/> | Chocolate and sugars and sweeteners and confectionary products | <a href="#">CTR066155-2</a>   | <a href="#">Dark Chocolate Expires 11/30/2023</a>     |                   | 35.0000 | USD      |      | 7/21/2023           | 11/30/2023        |     |              |
| <input checked="" type="checkbox"/> | Chocolate and sugars and sweeteners and confectionary products | <a href="#">CTR066155-1</a>   | <a href="#">Milk Chocolate</a>                        |                   | 25.0000 | USD      |      | 7/21/2023           | 12/31/2023        |     |              |
| <input checked="" type="checkbox"/> | Sugar or sugar substitute candy                                | <a href="#">CTR066151 - 3</a> | <a href="#">Hot Cinnamon Discs Expires 12/15/2023</a> | 16                | 35.0000 | USD      | Box  | 8/17/2023           | 12/31/2023        |     |              |

## Add a New Line Item to a Contract

1. Working on the same amendment, navigate to the **Price List** tab.
2. Click **Create an Item**.
3. Complete the Product Information section, including **Item, Code** (next item number available CTR-XX), **Commodity**, and **Type**.



Complete the **Item** field with: "Effective XX/XX/XXXX" to identify the new pricing effective date.

4. Complete the **Detailed Description, Keywords**, and **Summary** fields (optional).
5. Scroll to the Item Description section.
6. Complete the **Name** and **Supplier Reference No.** fields.





The name should match the Item and the Supplier Reference No. should match the Code as entered above.

7. In the **Pricing** section, complete the **Validity Start Date** with today's date.
8. The **Validity End Date** is to remain blank.
9. Enter the retail price into the **Retail Price (tax excl)** field.
10. Enter Unit of Measure (**UOM**).
11. Click **Save & Close**.



Steps 12-16 must be followed when an item must be tagged as a Standard Contract Release item. If not tagging an item, jump to step 17.

12. When a standard contract release tag is applicable, click the **Pencil**  icon for the item you wish to tag.
13. Navigate to the **Item Price Sheet** section and click the **Pencil**  icon.
14. From the **Item Tag** drop-down, select **Standard Contract Release**.
15. Click **Save & Close**.
16. Click **Save & Close** again.
17. Add amendment documents to the **Add Document** tab.
18. Click **Add** to add the document.
19. Select the applicable link from the drop-down.
20. Fill in the **Document Name**.
21. Complete the **Effectivity** section.
22. Click the **Click or Drag to add files** link to add documents.
23. Click **Save**.
24. Click **Submit**.
25. **Close** the Document pop-up.
26. Click **Send Contract for Approval**.
27. Your contract will go through the Approval process, including Internal and External approvals.
28. Once all approvals have been received, click the **Signed** button at the top of the page.

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## 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>