

# Bilateral Amendments

*This document is a quick reference guide for users wishing to process a bilateral amendment 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/>.*

A Bilateral amendment enables users with contract edit rights to make “material changes” to a contract. Users will conduct a bilateral amendment when making changes to the scope of work and changes to contract items. Internal and external approvals are required when there are "material changes" to the contract and also when there's a change in pricing.

## Bilateral Amendments

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to amend and click the **Pencil** icon to open it.
3. Click the **Header** left margin tab.
4. Click the **Other Actions** drop-down menu.
5. Click **Create an Amendment**.



6. Click **OK**.



*Once you click OK and complete the bilateral amendment, APP accepts you as the **new contract owner** and changes your role to “Owner”, with full ownership rights.*

7. In the Contract Header section, select **Amendment Reasons**.
8. Verify your updated Contract **Label**.

The screenshot shows the 'Contract Header' section of a system. It contains several input fields: 'Contract ID' with the value 'CTR066125' (callout 7), 'Amendment Reasons' with a dropdown menu showing 'Update items' (callout 8), 'Label\*' with the value 'Treats for SPO Amendment #1' and a language code 'en', and a 'Contract Description' text area.

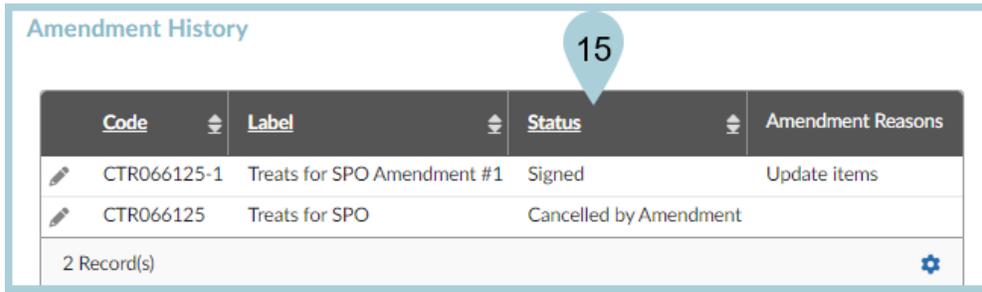
9. Click the **Save** button at the top of the page.
10. Make the applicable changes to the contract.
11. Once changes are complete, click the **Send Contract for Approval** button.
12. The contract goes through the Approval process, including Internal and External approvals.

The screenshot shows the 'General Information' section. It includes fields for 'Type' (Master Agreement), 'Status' (Negotiations In Progress), and 'Amendment #' (1). A callout '12' points to the 'Type' field.

13. Once all approvals have been received, click the **Signed** button at the top of the page.
14. The contract Status is **Signed**.

The screenshot shows the 'General Information' section after the contract has been signed. The 'Status' field now displays 'Signed'. A callout '14' points to the 'Type' field.

15. To view the Amendment History of the contract, navigate to the **Hierarchy** left margin tab.



The screenshot shows a table titled "Amendment History" with a callout bubble containing the number "15" pointing to the "Status" column header. The table has four columns: Code, Label, Status, and Amendment Reasons. There are two rows of data. The first row has a pencil icon, Code "CTR066125-1", Label "Treats for SPO Amendment #1", Status "Signed", and Amendment Reasons "Update items". The second row has a pencil icon, Code "CTR066125", Label "Treats for SPO", Status "Cancelled by Amendment", and Amendment Reasons "Cancelled by Amendment". At the bottom of the table, it says "2 Record(s)" and there is a gear icon for settings.

Code	Label	Status	Amendment Reasons
CTR066125-1	Treats for SPO Amendment #1	Signed	Update items
CTR066125	Treats for SPO	Cancelled by Amendment	Cancelled by Amendment

---

## 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>