

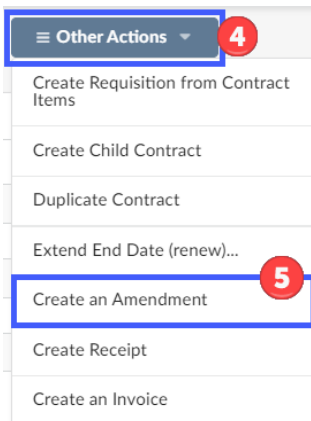
## Bilateral Amendments

This document is a quick reference guide for users who need 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 a user 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. action.

### Bilateral Amendments

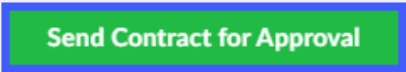
1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to amend and then click the Pencil icon to open it.
3. Navigate to the **Header** tab.
4. Click the **Other Actions** drop down menu.
5. In the drop down, click **Create an Amendment**.



6. Click **OK** on the popup.
7. Enter an **Amendment Reason** and verify your updated **Contract Label**.

A screenshot of a "Contract Header" form. The "Contract ID" field contains the value "CTR049492". Below it, the "Amendment Reasons" field is a dropdown menu with "Update items" selected and a red circle containing the number "5" next to it. The "Label" field is a text input containing "Chocolates for ADOA Amendment #1" and has a red asterisk next to it. The "Label" field is also highlighted with a blue border.

8. Click the **Save** button at the top of the Header page.
9. Make your changes to the contract.
10. Once complete making the changes, click the Send Contract for Approval button.



11. Your contract will go through the Approval process, including both Internal and External approvals.

**General Information**

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Type  
Master Agreement

**Status**  
Negotiations In Progress

12. Once all approvals have been received, click the **Signed** button at the top of the page.



13. The Status of your contract will show as Signed.

**General Information**

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Type  
Master Agreement

**Status**  
Signed

Amendment #  
1

14. To view the Amendment History of the contract navigate to the Hierarchy tab.

- Header
- Hierarchy
- Contacts
- Negotiated Terms
- Price list
- Documents

**Contract Hierarchy**

CTR049492-1 Chocolates for ADOA Amendment #1  
View all Related Contracts and Amendments

**Amendment History**

Code	Label	Status	Amendment Reasons
CTR049492-1	Chocolates for ADOA Amendment #1	Signed	• Update items
CTR049492	Chocolates for ADOA	Cancelled by Amendment	

2 Result(s) ⚙️