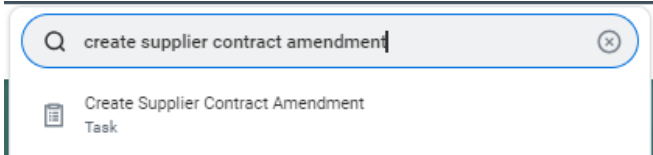


Procurement: Create Supplier Contract Amendment

Audience / Role	Supplier Contract Specialist Buyer
Description	This job aid provides instructions to amend a contract. You can change existing supplier contract information such as the total contract amount, take supplier contract lines off hold, or extend, renew, or terminate the contract.
Before You Start	Supplier Contract will need to be in Approved Status

Create Supplier Contract Amendment

1	In the Search bar, enter Create Supplier Contract Amendment. In the search results, select the Create Supplier Contract Amendment task. 
2	Under Create Supplier Contract Amendment , in the Supplier Contract field, select the supplier contract to change.
3	Under Amendment Information, enter the following into the fields: • Amendment Type – select the amendment type from the list: ○ Change – Update to worktags, terms, comments, amounts ○ Extension – Changing end date and if needed amount to extend the contract terms. ○ Renewal – Contract was renewed ○ Termination – this requires an end date. • Amendment Date – defaults to today's date. • Amendment Number – enter the next sequential amendment number (according to the Amendment history information captured within the Contract Overview section within the supplier contract).
4	Modify these sections according to the amendment requirements: • Contract Information • Terms and Amounts • Goods Lines and Services Lines tabs captured within the Contract Overview section within the supplier contract).
5	After modifying the contract, go to the Contract Overview section and enter the date, amendment number, and description of the change for historical information.
6	Select Submit .



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What Happens Next?

- The supplier contract amendment is routed for review and approval.
- If the contract Amendment Type is Termination, the contract status changes to Terminated when the amendment is approved.
- Workday appends a version number to the supplier contract. You can view each version of the contract in the Amendments tab.
- The Process History tab updates with the amendment event, status, and completion information.

Related Reports

- Find Supplier Contracts

Related Job Aids

- Create Supplier Contract