

## Add Amendment (continued)

### SCPRS

DATE

#### Add Amendment Fields

The first five fields have a default value that was in the original contract. [Contact SCPRS to discuss changes.](#)

**Dept/Agency Name**

**Sub-Unit Name**

**Original Entry Date**

**Contract Type**

**Dept. Delegation No.**

**Description of Amendment** - This field must contain new information that is relative to the new amendment being added.

**Contractor Name** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**Dept. Contract No./P.O. No.** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**PIN No.** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**Financed or Leased** - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

**Vendor FEIN** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**Contracting Method** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**Leveraged Contract No.** - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

**Small Business** - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

**Disabled Veteran** - [Not available at this time.](#)

**Micro Business** - [Not available at this time.](#)

**Original Beginning Term** - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

**Original Ending Term** - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

**Original Contract Amount** - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

### **No. of Prior Amendments**

This number that is calculated by SCPRS has a small gray button to its right side called **View**. Click on the **View** button to see amendments previously added to this contract. The screen below appears. The example shows that there have been 2 different amendments added to this contract. Note that the last digit of the SCPRS registration number indicates the number of the amendment. Select one of the amendments to view by clicking on the blue SCPRS registration number on the amendment's first line of information.



Once an amendment is selected to view, the screen below appears. This page is a 'read-only' view of the amendment information. You are not allowed to change any information yourself once it has been submitted to SCPRS, but must contact SCPRS staff who will do the changes for you.



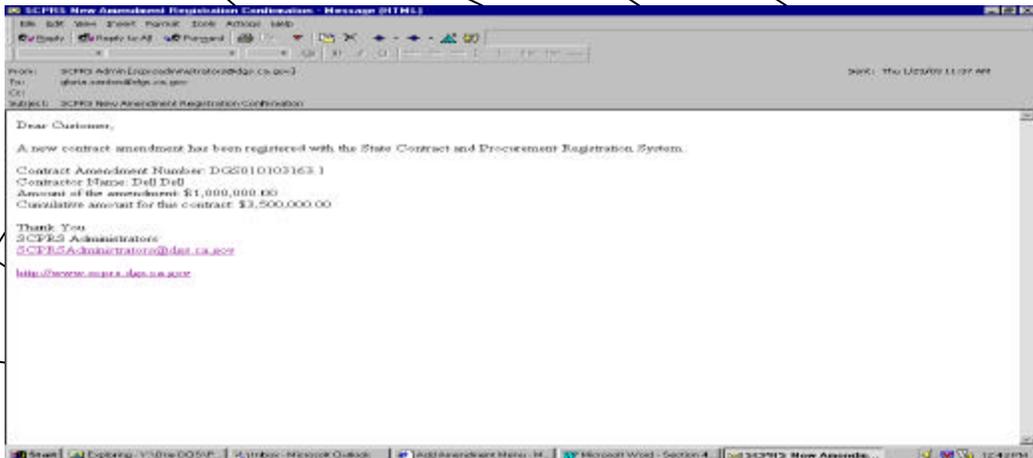


**Note:** You **must** click on the OK button in the small box in order for the error message box to disappear and allow you to enter the missing data.

Once the data is successfully submitted, the screen below will appear.



In addition you will receive an email confirmation of this new amendment such as shown below.



**Note:** If you were in the process of adding contract or amendment information and do not click on the gray **Submit** button before you log-out of the system or for any other reason, the data will not be saved and will need to be re-entered.

You may now select any of the links in the gray area on the left side of your screen to continue working in the SCPRS or you may log-off.