

## Add Amendment

### **Searching Contract Registration**

Amendments can only be added when the contract it pertains to has already been registered. If the contract has not been registered in SCPRS, it and other amendments prior will need to be entered before adding any new amendments. See steps below to search for the contract to amend:

<b>Step</b>	<b>Action</b>
1	While at the SCPRS main menu, click on <b>Add Amendment</b> link on the left side of the screen.
2	You will need to reference the original registration number. Select an option for your search criteria using the drop down window to locate. A second may appear based on the type of search criteria selected. Complete the fields required.
3	Click on <b>Search Now</b>
4	Click on the registration number that is associated with this amendment
5	The <b>Add Amendment</b> screen displays.

### **Add Amendment**

You should be at the **Add Amendment** screen. Many of the fields default based on the original registered contract. We will only complete the fields remaining. Follow the steps below to complete:

<b>Step</b>	<b>Field</b>	<b>Action</b>
1	Description of Amendment	<b>REQUIRED:</b> Type in the description of the items/services, etc. amending the contract
2	Contractor Name	<b>REQUIRED:</b> This field defaults, however, if the information is different, you will need to enter it.
3	Dept. Contract No./PO. No.	<b>REQUIRED:</b> This field defaults, however, if the information is different you will need to enter it.
4	PIN No.	<b>NOT Required:</b> If you use the PIN system, then put that number here, otherwise skip.
5	Vendor FEIN	Defaults

*Continued on next page*

## Add Amendment, Continued

### Add Amendment (continued)

Step	Field	Action
6	Contracting Method	REQUIRED: This field defaults, however, if the information is different you will need to enter it.
7	Leveraged Contract Number	NOT Required: If using a contract for this amendment, enter the number.
8	Number of Prior Amendments	This is a field you can view prior amendments.
9	All Amendment Totals	This field is automatically calculated and will include all amendment totals.
10	Cumulative Totals	This field is automatically calculated to add all amendments and contract amounts.
11	Amendment Beginning Term	REQUIRED: Select a date using the calendar. This is the date of the amendment.
12	Amendment Ending Term	NOT Required: Select a date using the calendar. If this is a contract that does not have an ending term, leave blank.
13	Amendment Total	REQUIRED: Enter the amendment amount.

### Submitting Amendment

Once you have completed the screen contents, follow the steps below to submit the amendment:

Step	Action
14	Click on <b>Submit</b> . (If information is missing, the system will prompt you to return to the fields and complete. Once you have entered all the missing data, click on <b>Submit</b> again, to continue processing.)
15	When successful: 1) The registration number displays. 2) Place the registration number on the document before mailing out.
16	You are now ready to continue working in SCPRS or click Log Off on the left side of the screen to exit.