

Add Amendment SCPRS

Procurement Division, DGS
DATE

When you click on the link identified as **Add Amendment** you see the Add Amendment Menu screen shown below. *Please be aware that you are only allowed to view and work on your own department/agency's contracts.*



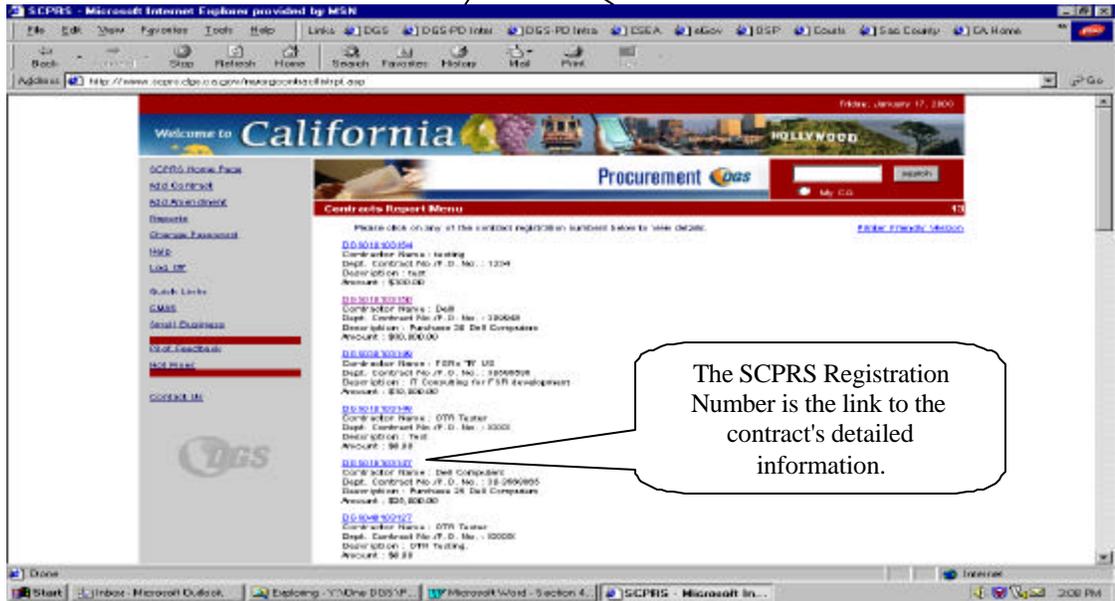
Searching for Contracts

There are number of ways to retrieve a previously entered contract.

1. Enter any part of the SCPRS Contract Registration Number into the box. Click on the gray **Search** button below the box. This is the unique number assigned by the SCPRS when a contract is first entered. Any part of the number, such as 4-digit organization number, type or date will return those contracts that match your entry. (See Section 3 of the Users Guide for more information on the SCPRS registration number.) If the number is invalid, the SCPRS will ask you to enter another number.
2. Enter description, vendor name or word that might be found in the description box of the original contract. Click on the gray **Search** button below the box. If the search term was not found, the SCPRS tells you to enter a valid search term.
3. Select one of the items on the drop down box for Contract Type. Click on the gray **Search** button on the right of the box.
4. Select one of the items on the drop down box for Contracting Method. Click on the gray **Search** button below the box.

5. Click on **List all for my Organization** gray button at the bottom of the page and the following screen appears with all your department/agency's contracts in order of their SCPRS registration number.

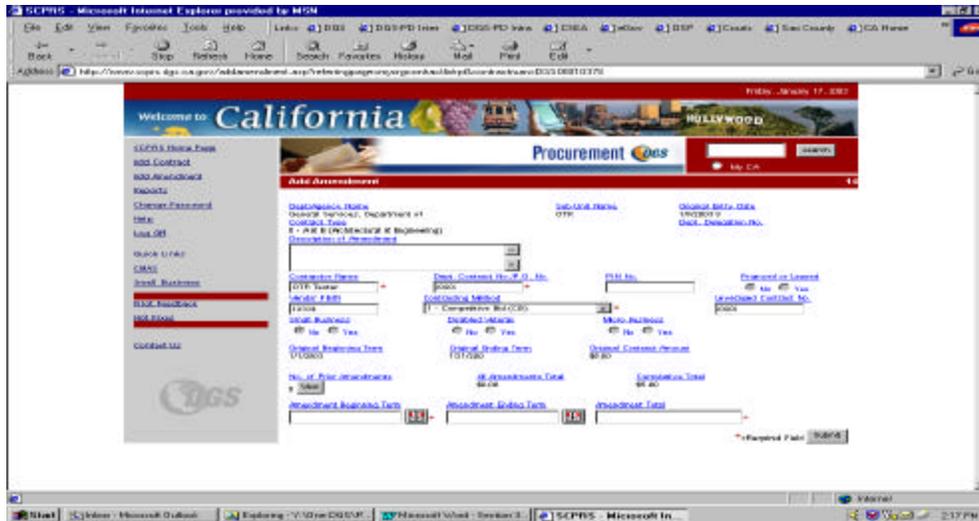
If your search identified contracts in the system, the screen below appears and lists pertinent information for each match.



Each contract listed on the screen above includes the following pieces of information:

- SCPRS Registration No.: Generated by SCPRS and created when the contract is first entered into SCPRS.
- Contract Name: Provided by the user.
- Dept. Contract No./P.O. No.: Provided by the user.
- Description: Provided by the user.
- Amount: **This is the Initial contract amount and does NOT include any amended dollars.**

Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above). This link takes you to the **Add Amendment** page for that contract (see below).



Note: Searching for contract information through the **Add Amendment** page gives you a different screen than if you searched for the same contract in the **Reports** page. See Section 5 of the Users Guide for details on reporting.

Changing Previously Entered Data

Many of the boxes on the **Add Amendment** page already contain information entered when the original contract was added to the system. Some of the boxes allow changes to this earlier data and some do not. If you need to edit or change data of a previously entered contract or earlier amendment and the screen does not permit you to change that item, you **must contact SCPRS staff** who will do it for you.

When data previously entered with the original contract is changed in an amendment, the original contract data will not change. Only the data of that particular amendment will show the changed information. When additional amendments are added, the default data for this new amendment will always be that initial contract's data.

Public Works Contract Type and Change Orders

A Change Order is a written order issued by the State which is used to determine adjustments in the contract based on 1) a change in the work, 2) the amount of the adjustment in the Contract amount, and 3) the extent of the adjustment in contract time. All information that is changed as a result of Change Orders should be reflected in SCPRS. Due to the nature and number of Change Orders, they may be put in batches and entered into the system with cumulative and/or final changes to reflect the current status of the contract at the time of entry. Batched means that more than one Change Order may be combined together and entered into the SCPRS as a single amendment.

Note: Change Orders may be batched and entered weekly/monthly/quarterly at the discretion of the entry State Agency. Each batch entry made into the system must reflect the numbering sequence or other identifiers of each Change Order in the **Description of Goods/Services** field.

The SCPRS **amendment number for Public Works contracts will not reflect** the numbers on change orders and amendments. The primary purpose in this version of the SCPRS is to capture significant information, such as dollars, scope or schedule adjustments, for change orders and amendments. More specific numbering will be addressed in future versions of the system.

[Go to Section 4a to continue the **Add Amendment** part of the User Manual](#)

