

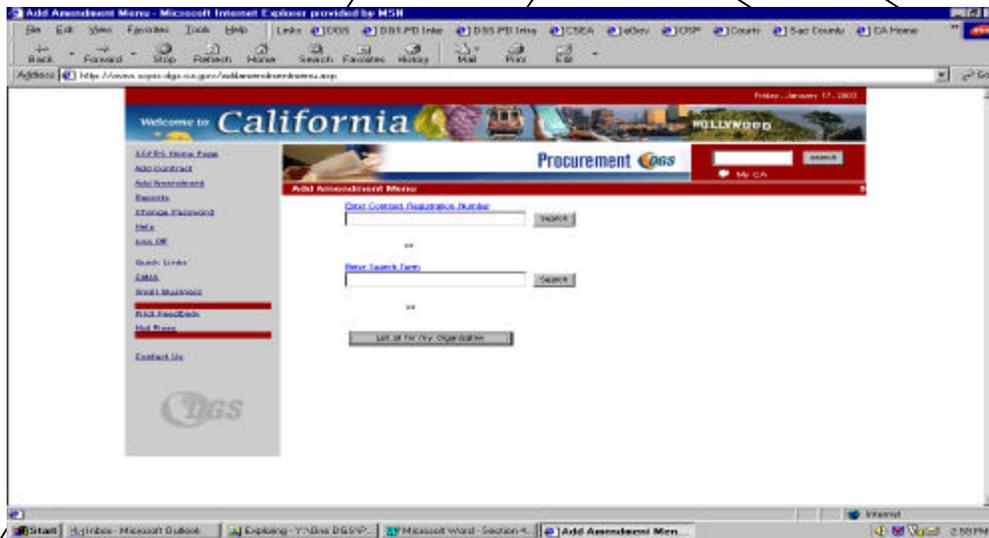
Add Amendment

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS

DATE

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



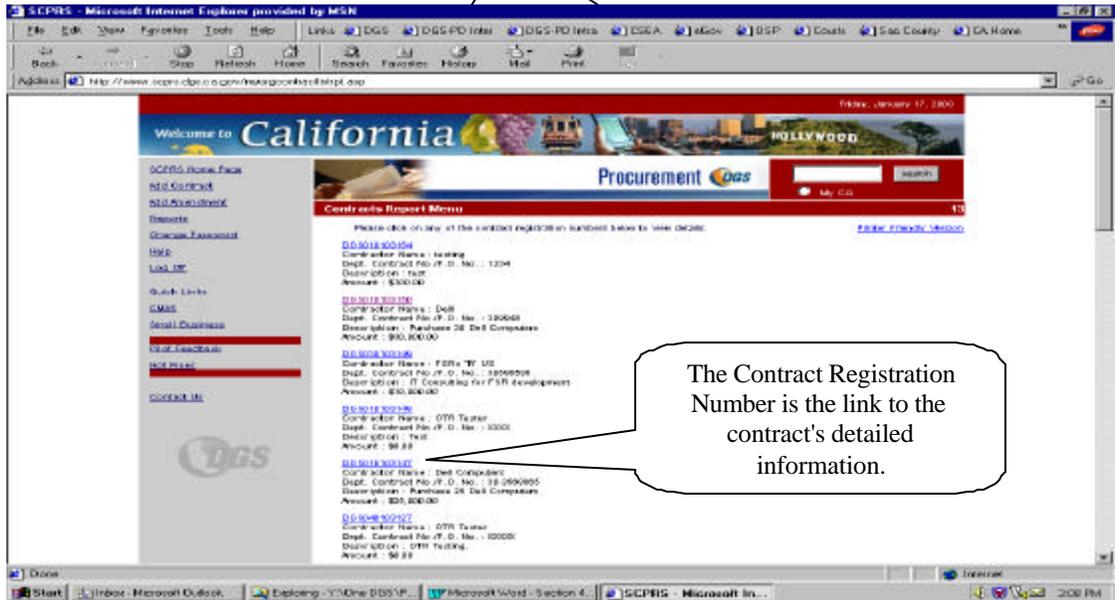
Searching for Contracts

The three ways to locate a previously entered contract system are:

1. Enter the SCPRS Registration Number into the box. Click on the gray **Search** button on the left of the box. This is the unique number assigned by the SCPRS when a contract is first entered. If the number is invalid, the SCPRS will ask you to enter another number. If this is a valid number, amendment information for this specific contract will be returned and the **Add Amendment** page for that contract should appear.
2. Enter a search term, such as the vendor name, contract method or type, or even a word that might have been used to describe the contract. Click on the gray **Search** button on the left of the box. If the search term was not found, the SCPRS will tell you to enter a valid search term. If a match is made with your search term, the screen below will appear that lists pertinent information for all contracts that match.

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

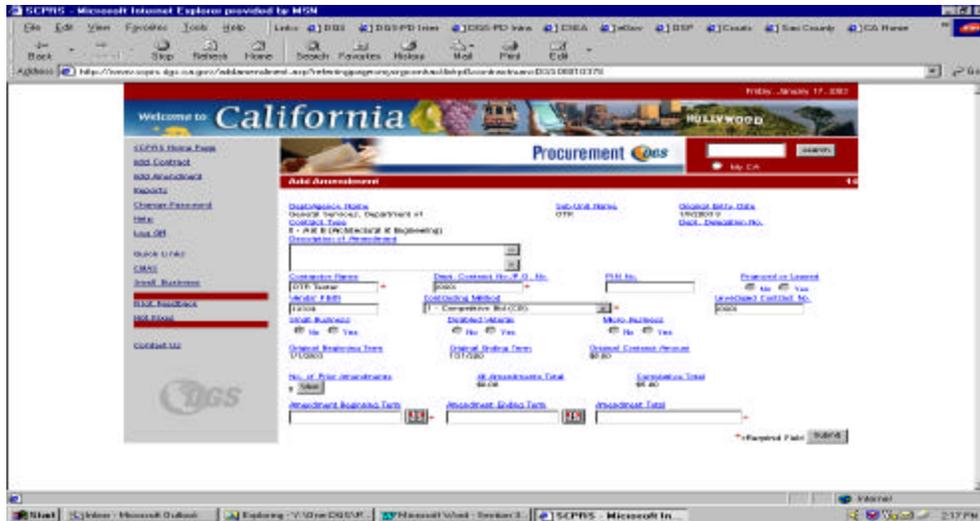
If you used a search term or asked for all contracts from your organization, you will see the screen below.



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 will take you to the amendment page for that contract (see below).



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

Changing Previously Entered Data

If you need to edit or change data of a previously entered contract or amendment and the screen does not permit changes to that item, you must contact SCPRS staff who will do it for you. These fields are identified below.

Most of the boxes on the **Add Amendment** page will already contain information that was entered with the original contract. As mentioned above, some of the boxes allow changes to this earlier data and some do not. When data 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 in the latest **Add Amendment** page will always be that that was entered with the initial contract.

The following pages in the User's Guide will address each box on the **Add Amendment** page. For those boxes that contain data already, detailed instructions and descriptions are available in the **Add Contract** Section 3 of the User's Manual and will not be repeated here. The boxes will be listed as they appear on the screen, starting at the top of the screen and going from left to right.

Boxes that have a red asterisk to their right are required and must contain data. If a required box does not contain data, the system will not allow you to continue when the gray **Submit** button on the bottom of the screen is clicked.

Go to Section 4a to continue the Add Amendment part of the User Manual