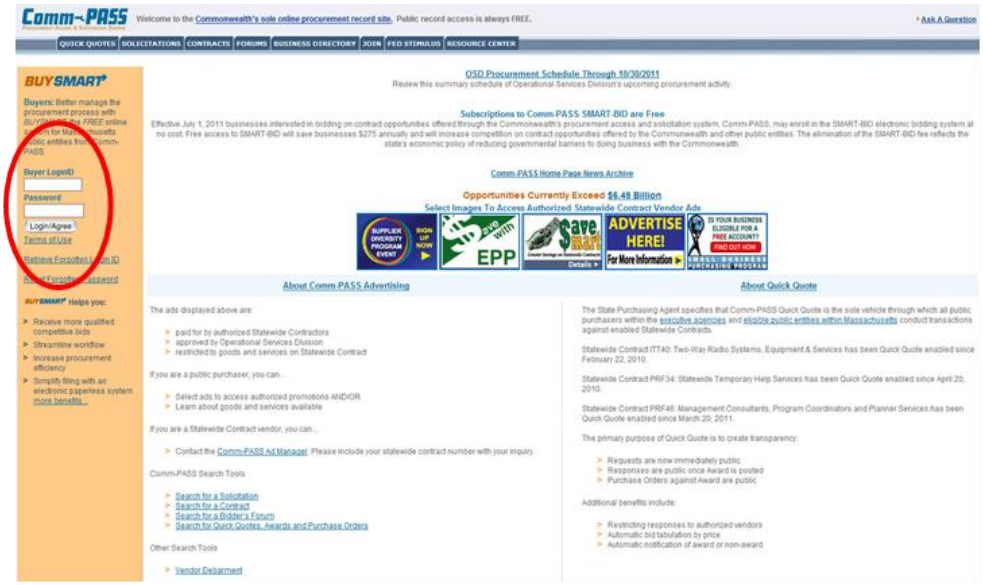
OPERATIONAL SERVICES DIVISION

Job Aid:
How to Amend a Contract

- *Please Note:* You must have a BuySmart Subscription and be logged in to perform this task.

Step	Screenshot	Directions
1		Log into your BuySmart account.
2		Select the **You have # Active Contract(s)** link.
3		Select the Eyeglass icon to view the record.

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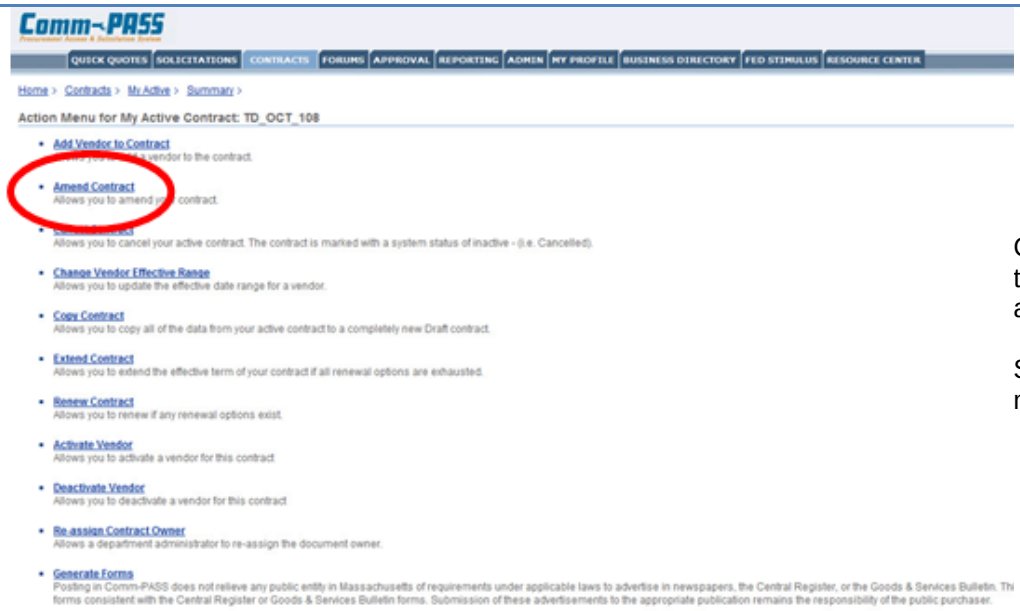
Step	Screenshot	Directions
4		Select the **Perform Actions on This Contract** link
5		Changes can be made to the record by selecting the appropriate link. Select **Amend Contract** to make an Amendment.
6		If the changes require an action by the buyer or vendor, use the **Amend Description** field to provide details on changes or any special instructions/ restrictions for the contract. Select **Continue.**

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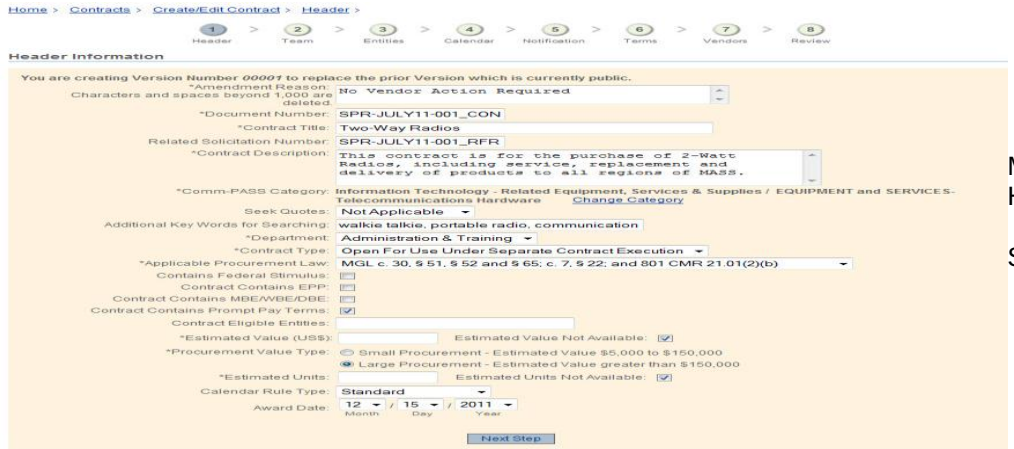
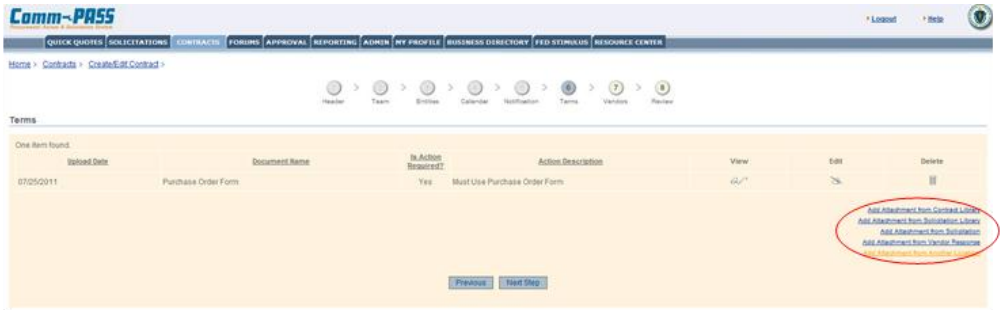
Step	Screenshot	Directions
7		Make changes in the Header as needed. Select **Next Step**.
8		A **Warning** will appear at the top of screen before advancing. This message reminds the poster that they are using the same Document Number. Select **Next Step**.
9		To add an additional Attachment, select the appropriate link. In this example, we will demonstrate **Add Attachment from Another Location** link.

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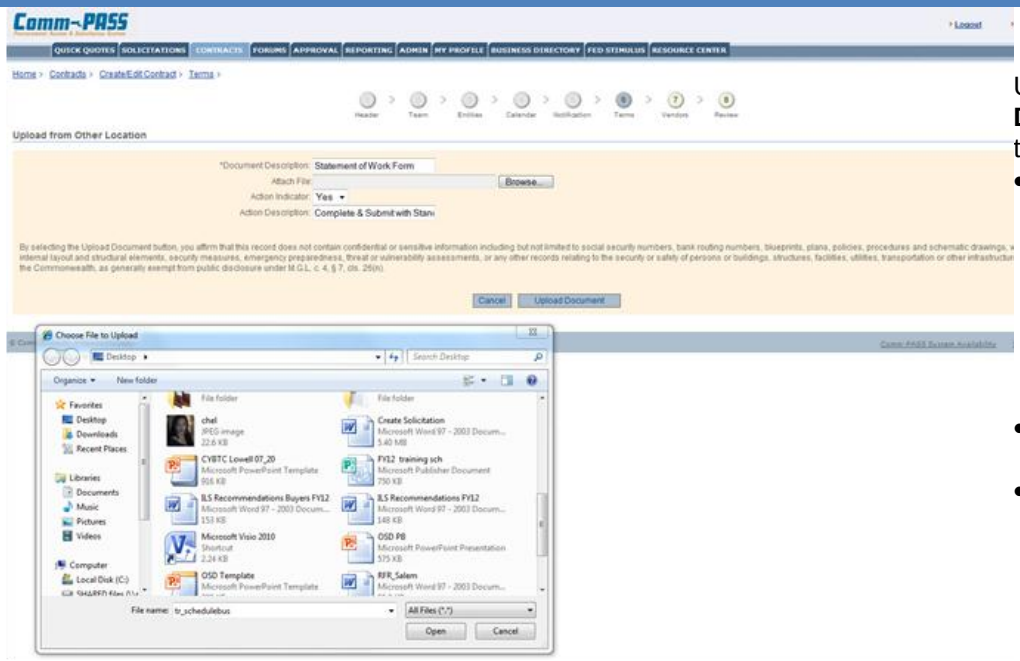
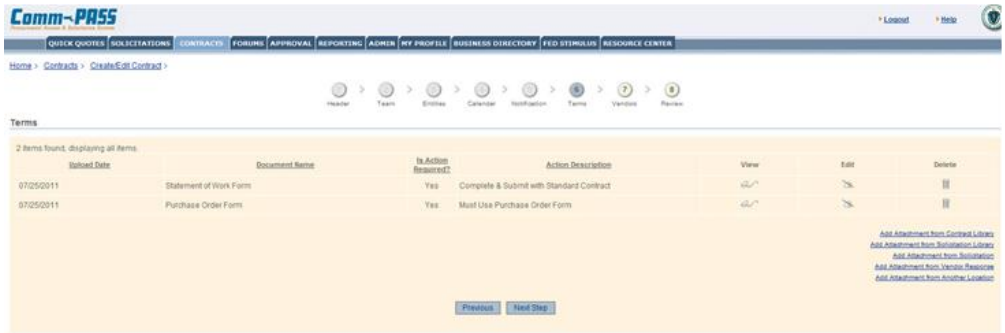
Step	Screenshot	Directions
10		Use the **Documents Description** field to name the documents • Browse for the document (remember, files must meet naming convention/size requirement – no spaces, special characters in the pathfile/name and not more than 10MB) • Select appropriate Action Indicator (Yes or No) • Provide Action Description if necessary (i.e. Read, Sign and Submit with Response)
11		Select the **Upload Document** button.
12		The added document is included with the pre-existing list of documents. Select **Next Step**.

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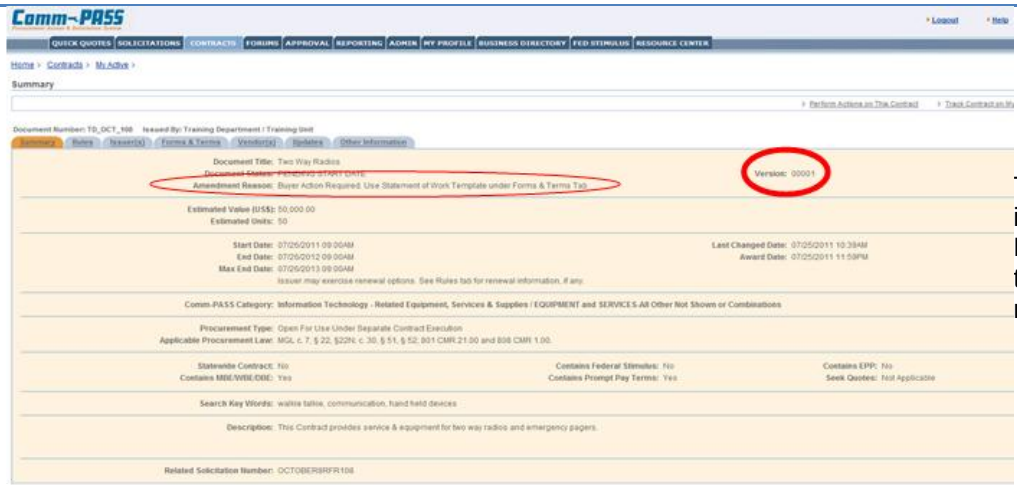
Step	Screenshot	Directions
13		Review changes before selecting **Submit**. If you select **Save As Draft**, the Amendment will not post.
14		To view the record, select the **Manage My Active Contracts** link. Select the corresponding Eyeglass icon in the View column.
15		The record will now included the Amendment Reason on the **Summary** tab and the next Version number.