

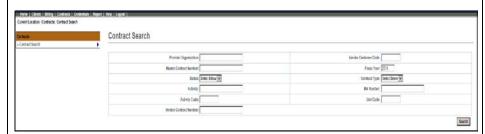
Requesting an Amendment (CR)

Authorized personnel who have the appropriate user security role can request an amendment through EIM/ESM.

To request an amendment:

1. Select the **Contracts** module.

The Contracts Search page appears.



- 2. Enter search criteria for identified contract.
- 3. Select Search

The search results appear below.

Search Results				
Contract Number	Provider Organization	Contract Type	<u>Status</u>	Current Amount
123456789012345678901234567890	Provider Test 9999	UNIT	Active	\$400,000.00
123456789012345678901234567890	Provider 2	COST	Initial	\$400,000.00
123456789012345678901234567890	Provider 2	COST	Initial	\$400,000.00
123456789012345678901234567890	Provider 2	UNIT	Active	\$400,000.00
123456789012345678901234567890	Provider Test 9999	COST	Active	\$71,009.21
123456789012345678901234567890	Provider 2	UNIT	Active	\$1,000.00
123456789012345678901234567890	Provider 2	Master Agreement	Initial	
123456789012345678901234567890	Provider 2	Master Agreement	Initial	

4. Select the Contract Number link.

The *Contract Summary* page appears.

5. Select **Request Amendment** from the navigation bar.



The Select Budget page appears.

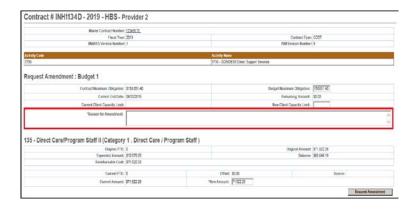


6. Select the appropriate budget number from the drop down menu and select Select.

EIM/ESM

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The Request Amendment page appears.



- 7. Enter amendment information, including a reason for the amendment.
- 8. Select Request Amendment

The **Amendment** page appears. Notification is sent to designated agency staff by email.

Notes:

- The sum of all New Amount fields must equal the Budget
 Maximum Obligation field. The Remaining Amount field
 supports this and will show the difference if the amounts
 don't match along with error message.
- New amount cannot be less than the already expended amount for that line item.
- The reason for amendment field is now mandatory.
- New functionality to add a line item budget component.

Questions or need assistance?
Call Virtual Gateway Customer Service
1-800-421-0938

(617-847-6578 - TTY for the deaf and hard of hearing) 8:30 am to 5:00 pm Monday through Friday