



## Requesting an Amendment (UR Contract)

Authorized personnel can request an amendment through EIM to adjust a rate schedule or client capacity limit.

To request an amendment:

1. Select the **Contracts** module.

*The **Contracts Search** page appears.*

### Contract Search

Provider Organization:	<input type="text"/>	Vendor Customer Code:	<input type="text"/>
Master Contract Number:	<input type="text"/>	Fiscal Year:	2008
Status:	Active	Contract Type:	UNIT
Activity:	<input type="text"/>	MA Number:	<input type="text"/>
Activity Code:	<input type="text"/>	Unit Code:	<input type="text"/>
Vendor Contract Number:	UR8881		
<input type="button" value="Search"/>			

### Search Results

Contract Number	Provider Organization	Contract Type	Status	Current Amount
<a href="#">UR8881 - 2008 - CT</a>	Provider Test 9999	UNIT	Active	\$400,000.00

| Display 1 to 1 of 1 |

2. Enter search criteria for identified contract.

3. Click .

*The search results appear below.*

### Search Results

Contract Number	Provider Organization	Contract Type	Status	Current Amount
<a href="#">UR8881 - 2008 - CT</a>	Provider Test 9999	UNIT	Active	\$400,000.00

| Display 1 to 1 of 1 |

4. Click the [Contract Number](#) link.

*The **Contracts Summary** page appears.*

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

Current Location: Contracts > Contract Search > Contract Summary

Contract# UR8881 - 2008 - CT - Provider Test 9999	
Master Contract Number: <a href="#">UR8881</a>	Contract Type: UNIT
Fiscal Year: 2008	EIM Version Number: 1
MMARS Version Number: 1	
<b>Activity Code</b>	<b>Description</b>
3153	3153 - Training Service Activity

6. Select a **Budget Number** from the drop down box; click **Select**.

*The **Request Amendment** page appears.*

**Request Amendment**

Contract Masterline Obligations: \$394,028.00  
Current End Date: 06/08/2008  
Current Client Capacity Limit:   
\*Reason for Amendment:

Remaining Amount:   
New Client Capacity Limit:

**Service Code: BD**

Contracted Status: \$394,028.00  
Original Amount: \$110,000.00  
Supplemental Amount: \$194,028.00  
Balance: \$0.00  
Effective Period: 07/01/2008  
Stop Amount:   
Workload Fee:

7. Enter amendment information, including a reason for the amendment.

8. Click .

*The **Amendment** page appears with a confirmation message displaying. Notification is sent to designated agency staff by email.*