

**Question: How can Stakeholders communicate with Procurement Services regarding changes or updates to a contract in the new system?**

Answer: Any communication that is directly related to an existing contract in the new system must be done through the Communication Center. These communications will become part of the Contract Record for future reference. Also, see Contract Amendment Job-aid.

- Stakeholder pulls up the Contract

**2020-000100-SPA-PRO** Open Summary ▾  
David M. Huffman MD PC

Supplier:	UNIVERSITY DIABETES & ENDOCRINE CONSULTA	Start Date:	5/19/2020	Version Type:	Original
Contract Type:	Supplier Paper Agreement	End Date:	7/31/2020	Renewal No.:	0
Status:	<b>Executed: In Effect</b>	Active for Shopping:	Yes	Amendment No.:	0
				Extension Count:	0

- On the left-hand side scroll down to Communication Center

eProcurement Setup	
Budget and Spend	
Applies To	
Goods and Services	
PO Clauses	
Comments	0
<b>Communication Center</b>	<b>1</b>
Users and Contacts	
Notifications	
Contract Family	

Review Term	-
Reviews Remaining	-
Renewals Remaining	-
Automatically Apply Price File with Renewal	No
Renewal Term	-
Auto-Renew	No

- Add an Internal Message

<b>2020-000100-SPA-PRO</b> David M. Huffman MD PC	<b>Communication Center</b>
Type: Supplier Paper Agreement	Internal (0) External (1)
End Party: UNIVERSITY DIABETES...	<b>Add Internal Message</b>
Dates: 5/19/2020 - 7/31/2020	There are no communications on this contract yet
Version: Renewal 0, Amendment 0	
Contract Request: 444494	