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

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

- Add an Internal Message