



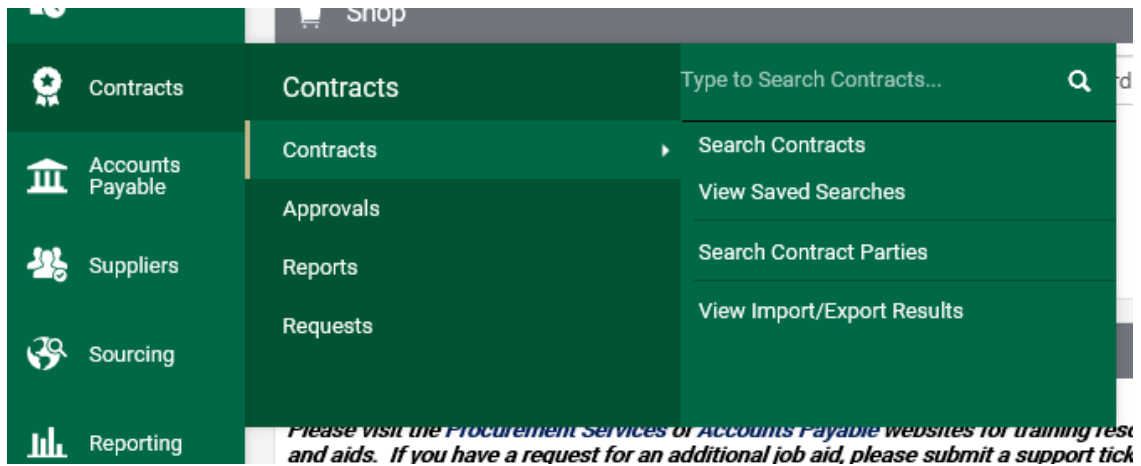
Bull Marketplace – Contracts+ Job-aid

Amendment Request

| | |
|--------------------|--|
| Purpose: | Guide on how to propose an amendment to an existing contract |
| Navigation: | Bull Marketplace > Contracts > Contracts |
| Notes: | Any Stakeholder can submit a request to amend a contract. This is done through the Communication Center. |

| Steps | Section Header |
|-------|----------------|
|-------|----------------|

1 From the flyout menu go to Contracts > Contracts > Search Contracts



- Use Advanced Search

Contracts > Contracts > Search Contracts

Search Contracts - Advanced

Contract Number

Contract Name

Keywords

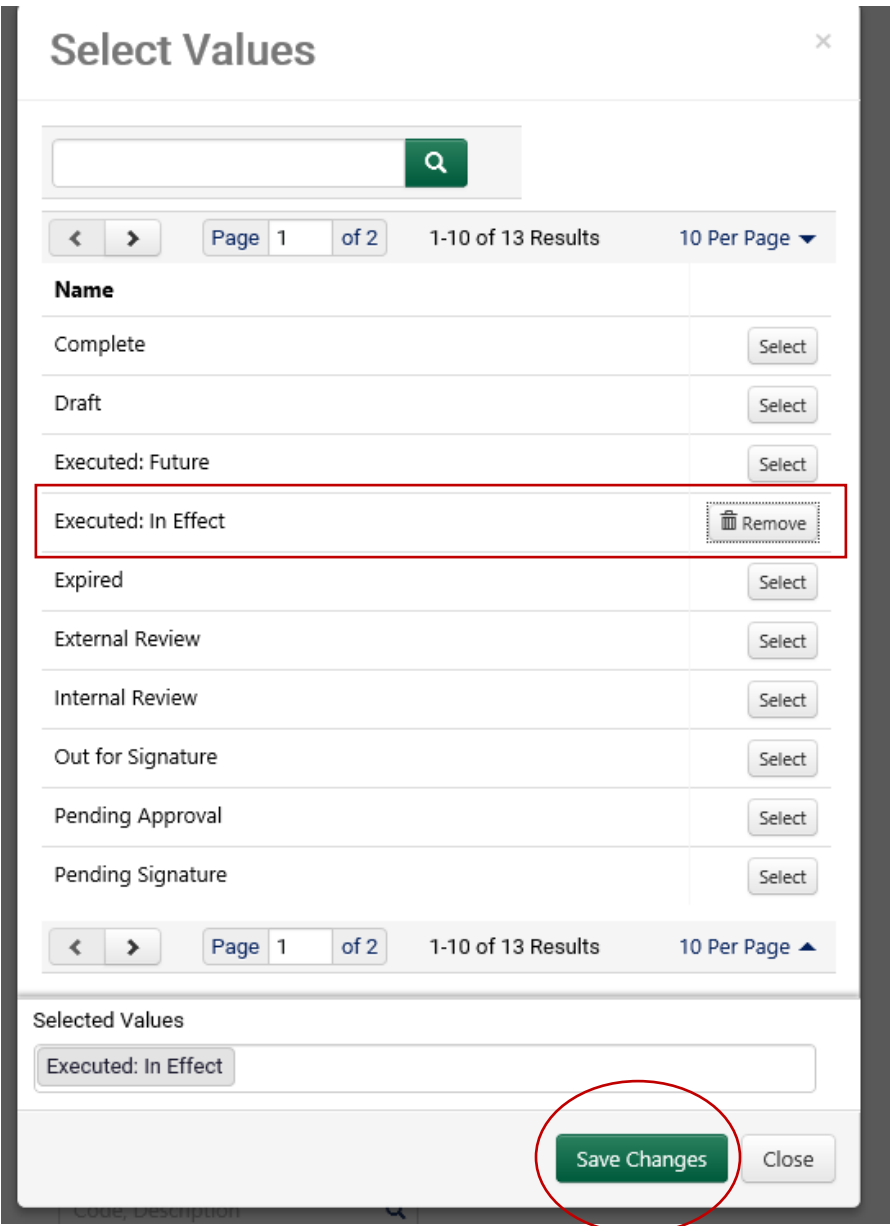
Contract Type

Contract Status

Contract Version Type


Contract Manager Any Me Pick...

Summary

| Steps | Section Header | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|------|--|----------|--------|-------|--------|------------------|--------|---------------------|--------|---------|--------|-----------------|--------|-----------------|--------|-------------------|--------|------------------|--------|-------------------|--------|
| | <ul style="list-style-type: none">Under "Contract Status" select "Executed: In Effect" from the dropdown menu <div data-bbox="365 399 1250 1617"><p>Select Values [Close]</p><p>Search [Search]</p><p>Page 1 of 2 1-10 of 13 Results 10 Per Page [Dropdown]</p><table border="1"><thead><tr><th>Name</th><th></th></tr></thead><tbody><tr><td>Complete</td><td>Select</td></tr><tr><td>Draft</td><td>Select</td></tr><tr><td>Executed: Future</td><td>Select</td></tr><tr><td>Executed: In Effect</td><td>Remove</td></tr><tr><td>Expired</td><td>Select</td></tr><tr><td>External Review</td><td>Select</td></tr><tr><td>Internal Review</td><td>Select</td></tr><tr><td>Out for Signature</td><td>Select</td></tr><tr><td>Pending Approval</td><td>Select</td></tr><tr><td>Pending Signature</td><td>Select</td></tr></tbody></table><p>Page 1 of 2 1-10 of 13 Results 10 Per Page [Dropdown]</p><p>Selected Values</p><p>Executed: In Effect</p><p>Save Changes Close</p></div> <ul style="list-style-type: none">Click "Save Changes" then click "Search" | Name | | Complete | Select | Draft | Select | Executed: Future | Select | Executed: In Effect | Remove | Expired | Select | External Review | Select | Internal Review | Select | Out for Signature | Select | Pending Approval | Select | Pending Signature | Select |
| Name | | | | | | | | | | | | | | | | | | | | | | | |
| Complete | Select | | | | | | | | | | | | | | | | | | | | | | |
| Draft | Select | | | | | | | | | | | | | | | | | | | | | | |
| Executed: Future | Select | | | | | | | | | | | | | | | | | | | | | | |
| Executed: In Effect | Remove | | | | | | | | | | | | | | | | | | | | | | |
| Expired | Select | | | | | | | | | | | | | | | | | | | | | | |
| External Review | Select | | | | | | | | | | | | | | | | | | | | | | |
| Internal Review | Select | | | | | | | | | | | | | | | | | | | | | | |
| Out for Signature | Select | | | | | | | | | | | | | | | | | | | | | | |
| Pending Approval | Select | | | | | | | | | | | | | | | | | | | | | | |
| Pending Signature | Select | | | | | | | | | | | | | | | | | | | | | | |

| Steps | Section Header | | | | | | | | | | | | | | |
|--|--|--|-----------------------|------------------------|---|---------------------|----------------|---|--------------------------|------------------|--|--|--------------------|--|---|
| | <ul style="list-style-type: none"> You will pull up all contracts that have a status of "Executed: In Effect". Select the contract that you want to amend by clicking on the Contract number (in blue) <div data-bbox="316 420 1372 609" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>2020-000100-SPA-PRO Open Summary ▾</p> <p><small>David M. Huffman MD PC</small></p> <table border="0" style="width: 100%; font-size: small;"> <tr> <td>Supplier: UNIVERSITY DIABETES & ENDOCRINE CONSULTA</td> <td>Start Date: 5/19/2020</td> <td>Version Type: Original</td> </tr> <tr> <td>Contract Type: Supplier Paper Agreement</td> <td>End Date: 7/31/2020</td> <td>Renewal No.: 0</td> </tr> <tr> <td>Status: Executed: In Effect</td> <td>Active for Shopping: Yes</td> <td>Amendment No.: 0</td> </tr> <tr> <td></td> <td></td> <td>Extension Count: 0</td> </tr> </table> </div> <ul style="list-style-type: none"> On the left-hand side scroll down to Communication Center <div data-bbox="354 898 1266 1648" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>eProcurement Setup</p> <p>Budget and Spend</p> <p>Applies To</p> <p>Goods and Services</p> <p>PO Clauses</p> <hr/> <p>Comments 0</p> <p style="border: 2px solid red; padding: 2px;">Communication Center 1</p> <p>Users and Contacts</p> <p>Notifications</p> <p>Contract Family</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Review Term -</p> <p>Reviews Remaining -</p> <p>Renewals Remaining -</p> <p>Automatically Apply Price No</p> <p>File with Renewal</p> <p>Renewal Term -</p> <p>Auto-Renew No</p> </td> </tr> </table> </div> | 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: Executed: In Effect | Active for Shopping: Yes | Amendment No.: 0 | | | Extension Count: 0 | <p>eProcurement Setup</p> <p>Budget and Spend</p> <p>Applies To</p> <p>Goods and Services</p> <p>PO Clauses</p> <hr/> <p>Comments 0</p> <p style="border: 2px solid red; padding: 2px;">Communication Center 1</p> <p>Users and Contacts</p> <p>Notifications</p> <p>Contract Family</p> | <p>Review Term -</p> <p>Reviews Remaining -</p> <p>Renewals Remaining -</p> <p>Automatically Apply Price No</p> <p>File with Renewal</p> <p>Renewal Term -</p> <p>Auto-Renew No</p> |
| 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: Executed: In Effect | Active for Shopping: Yes | Amendment No.: 0 | | | | | | | | | | | | | |
| | | Extension Count: 0 | | | | | | | | | | | | | |
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| | <ul style="list-style-type: none">Click "Add Internal Message" <div data-bbox="316 352 1364 730"><p>2020-000100-SPA-PRO David M. Huffman MD PC</p><p>Type: Supplier Paper Agreement End Party: UNIVERSITY Dates: 5/19/2020 - 7/31/2020 Version: Renewal 0, Amendment 0 Contract Request: 444494</p><h3>Communication Center</h3><p>Internal (0) External (1)</p><p>Add Internal Message</p><p>There are no communications on this contract yet</p></div> <ul style="list-style-type: none">Internal message should look like the illustration below. User MUST provide a brief explanation of what the amendment is for, including the contract value, the end date, or changes to the scope of work (if any). Click "Create" when done. <div data-bbox="316 907 1364 1864"><h3>Internal Communication</h3><p>Subject * Amendment</p><p>Body * Please amend this contract to extend the end date to July 31, 2020 at no additional cost. Extension documents attached.</p><p>49881 characters remaining</p><p>Recipients (Optional)</p><p>Attachments (Optional)</p><table border="1"><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td><input type="checkbox"/> Sample WK 20-25 USF-UCF Sponsorship Agreement - PRS SE Signed - 2-21-20.pdf</td><td>586 KB</td></tr></tbody></table><p>Add Attachments DBA Program.pdf Remove</p><p>Create Close</p></div> | Attachment | Size | <input type="checkbox"/> Sample WK 20-25 USF-UCF Sponsorship Agreement - PRS SE Signed - 2-21-20.pdf | 586 KB |
| Attachment | Size | | | | |
| <input type="checkbox"/> Sample WK 20-25 USF-UCF Sponsorship Agreement - PRS SE Signed - 2-21-20.pdf | 586 KB | | | | |

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| | <ul style="list-style-type: none"> The Contract Administrator will get notified through the system regarding the amendment <div data-bbox="324 388 1388 787" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #006633; color: white; padding: 5px;">Notifications</div> <div style="padding: 5px;"> <p>Contracts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Contract Has New Communication</td> <td style="text-align: right; padding: 5px;">May 19</td> </tr> <tr> <td style="padding: 5px;">Contract#: 2020-000100-SPA-PRO(David M. Huffman MD...</td> <td style="text-align: right; padding: 5px;">✕</td> </tr> <tr> <td style="padding: 5px;">Contract Internal Review Done</td> <td style="text-align: right; padding: 5px;">May 19</td> </tr> </table> </div> </div> <ul style="list-style-type: none"> See message below: <div data-bbox="337 892 1356 1302" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; background-color: #f9f9f9;"> <p>From: Clifton James Sent On: 5/19/2020 2:06 PM</p> <p>Sent To: –</p> <p>Subject: Amendment</p> <p>DBA Program.pdf Actions ▼</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Please amend this contract to extend the end date to July 31, 2020 at no additional cost. Extension documents attached.</p> </div> <p>Back of the house process: Contract Administrator –</p> <ul style="list-style-type: none"> Updates the Contract Record Add the amendment value (if any) Extends the contract end date (if any) Create amendment Starts Internal Review round for departmental approval <p>NOTE: ServiceNow contract amendments need to be submitted as a new contract request. After a Bull Marketplace contract records is established, then Bull Marketplace amendment requests can be submitted through the Communications Center.</p> | Contract Has New Communication | May 19 | Contract#: 2020-000100-SPA-PRO(David M. Huffman MD... | ✕ | Contract Internal Review Done | May 19 |
| Contract Has New Communication | May 19 | | | | | | |
| Contract#: 2020-000100-SPA-PRO(David M. Huffman MD... | ✕ | | | | | | |
| Contract Internal Review Done | May 19 | | | | | | |

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