

19_Amend Supplier Contract

Purpose: The purpose of this task is to create an amendment to an approved Supplier Contract.

How to Access: Enter **Create Supplier Contract Amendment** in the search field, press **Enter**, and select the **Create Supplier Contract Amendment** task.

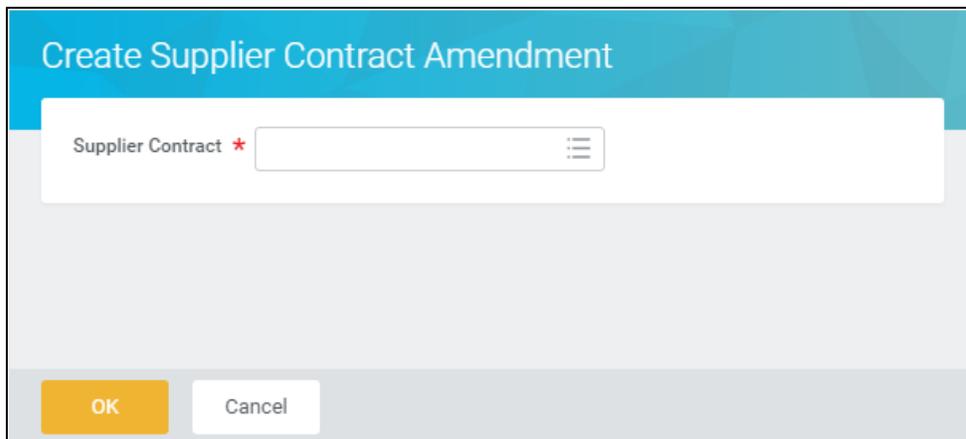
Audience: Buyers and Approvers

Helpful Hints:

- If updating a Supplier Contract before processing invoices, edit the Supplier Contract and do not create an amendment.
- After generating business documents for a Supplier Contract, all updates to the contract require the creation of an amendment.
- The **Process History** tab automatically updates with the amendment event, status, and completion information.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to create a Supplier Contract amendment.

Create Supplier Contract Amendment



1. Enter the required Contract Number in the Supplier Contract field.

Note: If you do not know the Contract Number, click , and follow the steps to search for the required Supplier Contract.

2. Click **OK**.

Create Supplier Contract Amendment - Details

← Create Supplier Contract Amendment

Contract Number CON-1000012 Version 1

Amendment Information

Amendment Type *

Amendment Date *

Amendment Number

Amendment Signed Date

Amendment Description

Contract Information

Company * Cleveland Metropolitan School District

Supplier * Life Safety Systems

Contract Specialist *

Contract Type *

Contract Name * PO 0458817

Contract Reference

On Hold

Terms and Amounts

Start Date *

Contract Signed Date

End Date

Total Contract Amount

Line Extended Amount

Line Tax Amount

Currency * USD

Default Tax Code

Default Payment Type

Override Payment Type

Credit Card

Spend Transactions

Receipt Amount

Non-PO Invoice Amount

Receipt Balance Remaining

Invoice Balance Remaining

Contract Overview

Submit
Save for Later
Cancel

3. As required, complete, review, and/or update the following fields from the *Amendment Information* section:

Field Name	Required / Optional	Description
Amendment Type	Required	Identifies the amendment type, and can include the following: <ul style="list-style-type: none"> <i>Change</i> - Change contract information, terms and amounts such as total contract amount and/ or add, change or remove goods and services line items. <i>Extension</i> - Extend the time frame of the original supplier contract. <i>Renewal</i> - Set, change, or add renewals to services lines. <i>Termination</i> - Terminate contract enables the processing of supplier invoices through the contract end date, but nothing beyond.

Field Name	Required / Optional	Description
Amendment Date	Required	Identifies the active date of the amendment. This date can be in the future.
Amendment Number	Optional	Tracks the versions of the supplier contract.
Amendment Signed Date	Required	Identifies the signed date from the updated supplier contract.
Amendment Description	Required	Provides a description of the amendment for reporting purposes.

4. As required, complete, review, and/or update the following fields from the *Contract Information* section:

Field Name	Required / Optional	Description
Company	Required	This is always CMSD.
Supplier	Required	Identifies the existing supplier.
Contract Specialist	Required	Identifies the contract creator. Note: Verify the contract is one you created. Users can only amend their created contracts.
Contract Type	Required	Identifies the contract type and displays the original selection. Review for change if applicable.
Contract Name	Optional	Identifies contract name and displays original name of contract.
Contract Reference	Optional	Identifies the contract number the supplier uses if it was provided in the Contract Reference field.

5. As required, complete, review and/or update the following fields in the *Terms and Amounts* section:

Field Name	Required / Optional	Description
Start Date	Required	Identifies the start date of the contract. Note: The start date controls when supplier invoices can begin generating.
Contract Signed Date	Required	Identifies the signed date of the contract. Note: This field is required if the contract has goods lines with <i>Contract Signed Date</i> for the service date.

Field Name	Required / Optional	Description
End Date	Optional	Identifies the end date of the contract. Note: Enter the date to stop processing business documents against this contract.
Total Contract Amount	Required	Identifies the maximum amount for this contract.
Original Contract Amount	Required	Displays maximum total contract amount from original contract.
Currency	Required	Displays default currency selected in original contract.
Default Tax Code	Optional	Displays tax code if selected in original contract.
Default Payment Type	Required	Displays default payment type selected in original contract.
Override Payment Type	Optional	Identifies a payment override. Note: Unless specified in the amended contract, do not override the default payment type.

6. Click the **Services** tab to access the services line items.

Create Supplier Contract Amendment – Services

Contract Overview

Contract Overview Format B I U A ☰ 🔗

Transaction Budget Check Status Not Required on 05/09/2017

Goods Lines | **Service Lines** | Project-Based Service Lines | Tax | Retention Terms | Attachments | Process History

Service Lines 39 items 🔍 ☰ 🔗

*Contract Line	*Description and Category	Tax	Cost	Retention	
Line Number * 1	Item Description * Reprogram Fire Panel - Central Kitchen	Tax Applicability <input type="text"/>	Extended Amount * 500.00	<input type="checkbox"/>	Do Not Aut <input type="checkbox"/>
Contract Line Q	Spend Category * 690SC Other Capital Outlay	Tax Code <input type="text"/>			Renewal Au 0.00
Company for Invoices Cleveland Metropolitan School District					
On Hold					

Submit Save for Later Cancel

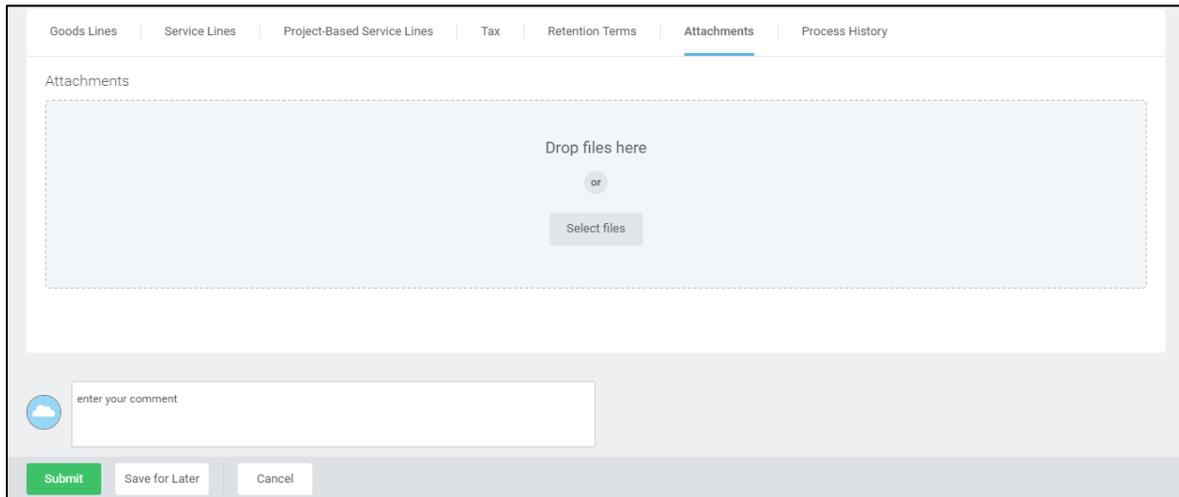
7. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Line Number	Required	Identifies a unique identifier for each line of the contract.
Company for Invoices	Required	Company invoiced for the good or service Note: This is always CMSD
On Hold	<u>Do Not Use</u>	No supplier contract should be placed on hold.
Item	Optional	Identifies the name of the line item associated with the contract. Note: When using this field, be sure to select available items and do not enter the item name.
Description	Required	Identifies the service to include in the contract. Note: If using the Item field, the description will auto populate.
Spend Category	Required	Is a way of grouping similar items or services that drives the financial reporting.
Extended Amount	Required	Identifies the total cost for the line item.
Renewal	Optional	Indicates if a Supplier contract has a renewal option.
Dates	Optional	Identifies the start and end date of supplier contract.
Ship to Address	Optional	Identifies the address for the party responsible for receiving the order.
Ship to Contact	Optional	Identifies the contact information for the party receiving the order.
Memo	Optional	Use to provide additional information regarding the line item to those processing the supplier contract.
Fund	Required	Use to identify which fund will pay for the services being procured.
Cost Center	Required	Use to identify which cost center will pay for the services being procured.
Function	Required	Use to identify which function will pay for the services being procured.
Program	Required	Use to identify which program will pay for the services being procured. Value defaults in based on the entered Cost Center.

Field Name	Required / Optional	Description
Additional Worktags	Optional	Use when creating a requisition being paid by a Grant, Gifts, or Projects. Note: Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

8. Click the **Attachments** tab to access the current attachments or upload new attachments.

Create Supplier Contract Amendment – Attachments



9. As required, review the current attachments and/or upload new attachments.

Note: The Vendor Contract or Term Agreement must be attached to all Supplier Contracts and Amendments.

10. Complete one of the following:

If you want to...	Then...	Go to
Cancel the Supplier Contract Amendment,	Click <input type="button" value="Cancel"/> .	–
Save the Supplier Contract Amendment, to finish processing at a later time,	Click <input type="button" value="Save for Later"/> .	Step 11
Finish processing the Supplier Contract Amendment,	Click <input type="button" value="Submit"/> .	Step 13

Create Supplier Contract Amendment – Save for Later

View Supplier Contract Amendment
Current Amendment for Contract: CON-000009: Quill Corporation 02/01/2017 (version 1) Actions

CON-000009: Michels Test Contract Supplier Contract Amendment Contract Number CON-000009 Version 1 Status Draft

Amendment Information

Supplier Contract Amendment Type [Change](#)
Amendment Date 05/10/2017

Contract Information

Company [Cleveland Metropolitan School District](#)
Supplier [Quill Corporation](#)
Contract Specialist [Michelle Michels \(498493\)](#)
Contract Type [ZZZDNU \(Do not use\) Catalog Contract](#)
Contract Name Michels Test Contract
Contract Reference (empty)
On Hold No

Terms and Amounts

Start Date 02/01/2017 03:00:00.000 EST
Contract Signed Date (empty)
End Date 06/30/2017 03:00:00.000 EDT
Total Contract Amount 0.00
Line Total Amount 0.00
Currency USD
Default Tax Code (empty)
Default Payment Type [Check](#)
Override Payment Type (empty)
Credit Card (empty)

Spend Transactions

Non-PO Invoice Amount 0.00

Contract Overview

Contract Overview

Catalog Item Pricing

Catalog (empty)
Catalog Discount Percent

Amendments 1 Item

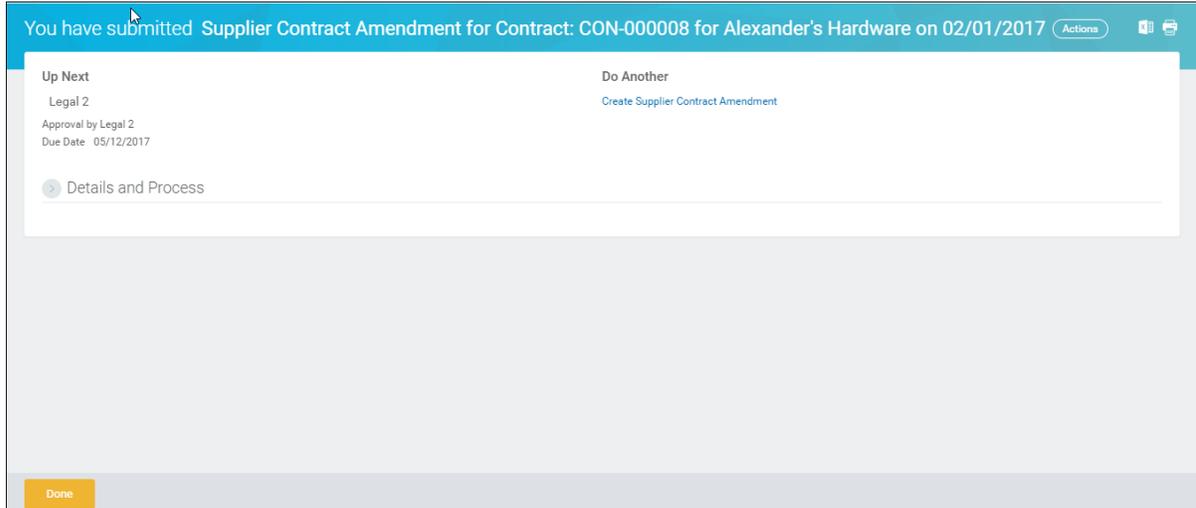
Q	Version	Status and Date	Amount	Changed Line Details
	1	Version Status Amendment In Process Amendment Type Change Amendment Date 05/10/2017	Changed Amount 0.00 Contract Amount 0.00	

11. Review the displayed information.

Note: If additional changes are required, click **Actions**, select **Supplier Amendment**, and click **Edit**.

12. Click **Done** to complete the task of saving the supplier contract amendment for later processing.

Create Supplier Contract Amendment – Submitted



You have submitted Supplier Contract Amendment for Contract: CON-000008 for Alexander's Hardware on 02/01/2017 Actions

Up Next	Do Another
Legal 2	Create Supplier Contract Amendment
Approval by Legal 2 Due Date: 05/12/2017	

[Details and Process](#)

Done

13. Review the *Up Next* section to identify the next step in the process, which is the approval by the cost center/ program manager.

14. Click **Done** to exit this task.

Result:

You have successfully created a Supplier Contract Amendment. The supplier contract amendment is now on route for approval.

Note: If the contract **Amendment Type** is set to *Termination*, the supplier contract status changes to *Terminated* after approving the amendment.

Note: For additional information on this Supplier Contract Amendment, click  to the left of **Details and Process** and review the available details, prior to clicking **Done**.