

Creating Contract Change Requests



Your screen in SCPro may differ slightly from this training, but the steps to complete the activity will be the same

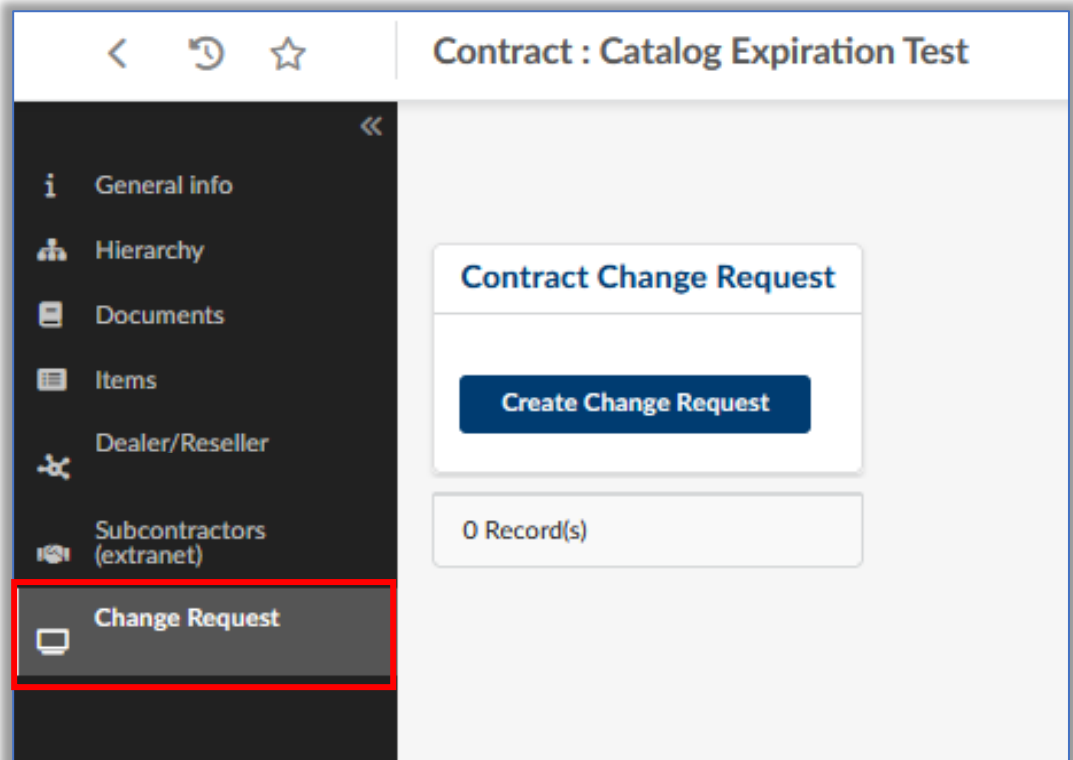


This icon indicates there are further **policy or business process details** relating to a step.

1. To locate the contract, navigate to the **Contracts** header in the Main-Menu Navigation Bar and select **Manage Contracts**.
2. Use the **Keywords** search field or other available filters to locate the contract.

For more information on Browsing Contracts, refer to the QRG for *Browsing Contracts and Viewing The Contract Document Repository*.

3. Click the Pencil () icon next to the contract.
4. Navigate to the **Change Request** tab.



5. Click the **Create Change Request** button.

Creating Contract Change Requests

6. Complete the fields, especially the mandatory fields indicated by a red asterisk (*).
 - a) **Change Request Label:** The request category. The drop-down options include:
 - **Address Change:** Refers to the organizations that have access to the contract data.
 - **Name Change:** Updates to the Contract Name.
 - **Non-Renewal:** When the contract won't be renewed.
 - **Other:** For any changes that do not fit into the other categories provided.
 - **Price Change:** When the price of one or more items on the contract change.
 - **Scope Change:** When the scope of the contract changes (e.g. more commodities, more State organizations are covered).
 - b) **Contract Change Request Description:** A detailed description of what should be changed and the reason for the change.

7. Click **Save**.

8. Click **Submit**.

The screenshot shows a web form titled "Contract Change Request (Supplier Side)". At the top right are icons for print, a folder, and a close button. Below the title are four buttons: "Save", "Save & Close", "Close", and "Submit". The form fields are organized into two columns. The left column contains: "Contract" (text box with "Catalog Expiration Test"), "Change Request Label*" (dropdown menu with "Price Change"), "Contract Change Request Description*" (text area with "Test"), "Supplier Response" (text area), "Contract Owner Response" (text area), and "Status" (text box with "Draft"). The right column contains: "Request Initiator" (text box with "RAE Issa") and "Supplier Responder" (text box). Red asterisks indicate mandatory fields.



The suggested changes must be reviewed and approved by the State before they can take effect.



Congratulations! You have successfully completed the required SCPro steps to create a contract change request!