ARIZONA
P R O C U R E M E N T   P O R T A L

Bilateral Amendments

This document is a quick reference guide for users wishing to process a bilateral amendment in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

A Bilateral amendment enables users with contract edit rights to make "material changes" to a contract. Users will conduct a bilateral amendment when making changes to the scope of work and changes to contract items. Internal and external approvals are required when there are "material changes" to the contract and also when there's a change in pricing.

Bilateral Amendments

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to amend and click the **Pencil** icon to open it.
3. Click the **Header** left margin tab.
4. Click the **Other Actions** drop-down menu.
5. Click **Create an Amendment**.

6. Click **OK**.

> Once you click OK and complete the bilateral amendment, APP accepts you as the **new contract owner** and changes your role to "Owner", with full ownership rights.

7. In the Contract Header section, select **Amendment Reasons**.
8. Verify your updated Contract **Label**.

Contract Header

Contract ID
CTR066125   7

Amendment Reasons
Update items ✕   ✕ ▾   8

Label*
Treats for SPO Amendment #1   en
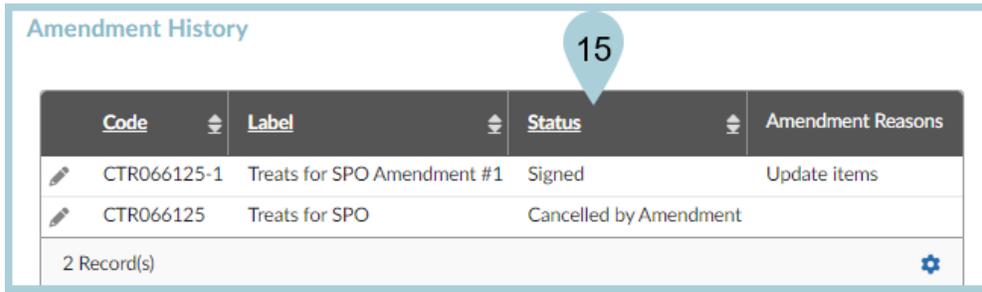
Contract Description

9. Click the **Save** button at the top of the page.
10. Make the applicable changes to the contract.
11. Once changes are complete, click the **Send Contract for Approval** button.
12. The contract goes through the Approval process, including Internal and External approvals.

General Information

Type
Master Agreem 12

Status
Negotiations In Progress

Amendment #
1

13. Once all approvals have been received, click the **Signed** button at the top of the page.
14. The contract Status is **Signed**.

General Information

Type
Master 14 ment

Status
Signed

Amendment #
1

15. To view the Amendment History of the contract, navigate to the **Hierarchy** left margin tab.

Resources

Click the link below for more information on the contract creation processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176