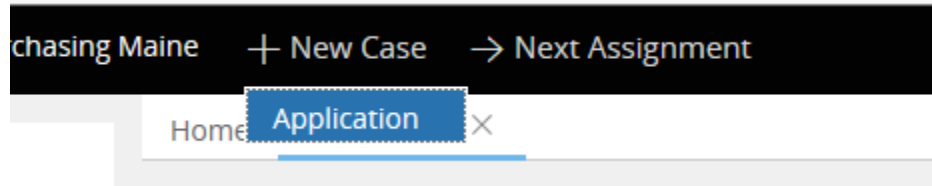


HOW TO DO A CONSTRUCTION AMENDMENT

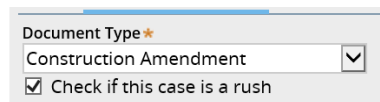
- 1) LOG INTO THE PURCHASING ME APPLICATION
- 2) CLICK ON NEW CASE AND THEN APPLICATION



You will see that a case number is established for your document; in this case it is PM-1269. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.

Purchasing Maine (PM-1269)

- 3) Fill out the following fields:
 - a. Document Type (Choose “Construction Amendment”)
 - b. Department (select your department by putting in either your agency number or department name.)
 - c. If applicable you can check the “Check if this case is a rush” button



- d. Short Description of Goods or Services (use drop down to select your service)

POINT OF INFORMATION - WHEN PICKING YOUR SERVICE, IF YOU DO NOT SEE ANY SERVICE LISTED THAT WOULD APPLY TO THE SERVICE YOU ARE OBTAINING, THEN SELECT “Other” AND DIRECTLY ACROSS, A FIELD WILL APPEAR WHERE YOU CAN ENTER IN THE SERVICE.

- e. Contractor Name (enter in your vendor name)
- f. Select your Contract Start Date and Contract End Date by using the drop down feature or by using the date icon.
- g. Advantage CT or RQS Number (enter in the Advantage number associated with the contract) **Please put the entire number in this field – you can copy the Advantage number by highlighting it using (ctrl C) and paste into the Purchasing ME case field by using (ctrl V).**

- h. Internal Department Contract Number (optional only if applicable to your agency)
- i. Under “What is the dollar amount of the contract?” (enter in the amount of the contract amendment)

Enter Form Data Answer Questions Upload Documents

Document Type *
 Construction Amendment
 Check if this case is a rush

Department *
 15A-Department of Defense, Veterans, and Emergency Management

Short Description of Goods or Services *
 Facility Services

Contractor Name *
 ABC TEST

Contract Start Date *
 Apr 29 2019

Contract End Date *
 Apr 21 2020

Advantage CT or RQS Number *
 2019041000000000433

Internal Department Contract Number

What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. *
 \$8,000.00

[Next >>](#)

NOW CLICK THE “Next” BUTTON

- 4) You will now be at the Answer Questions page. For this type of contract there will be no questions to answer – it will just simply tell you what contract form to use. You can now click on the Next button.

Enter Form Data **Answer Questions** Upload Documents

There is no additional information required for your submittal. Please select Next to upload your Construction Amendment document.

[<< Back](#) [Next >>](#)

- 5) You will now be at the Upload Documents Page where it will instruct you on what document you will need to attach.

NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters

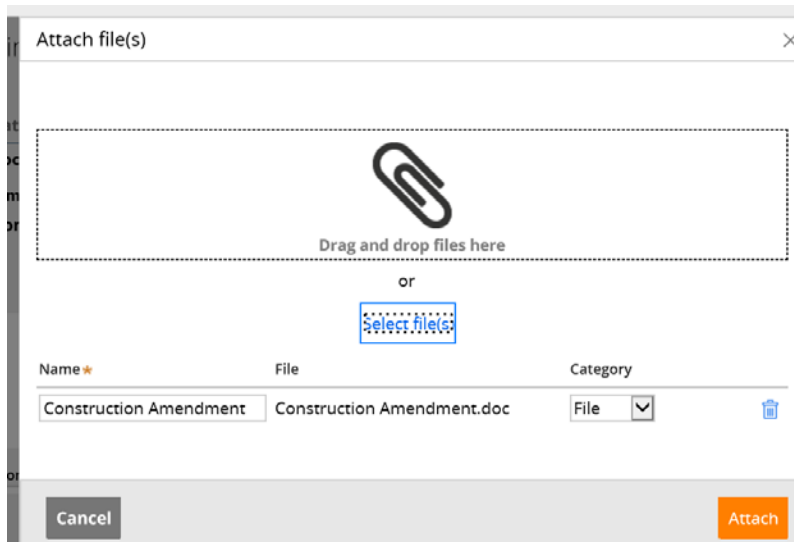
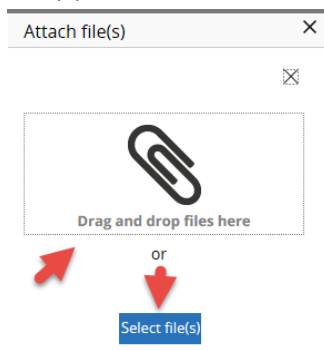
Enter Form Data **Answer Questions** **Upload Documents**

Before uploading any documents, ensure that you have all necessary signatures for each document.

You are required to submit the following documents:
 You must submit your **Construction Amendment** .

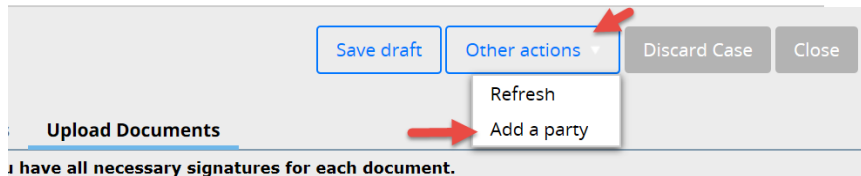


6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”

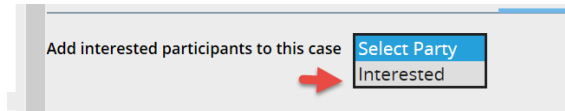


OPTIONAL FEATURE

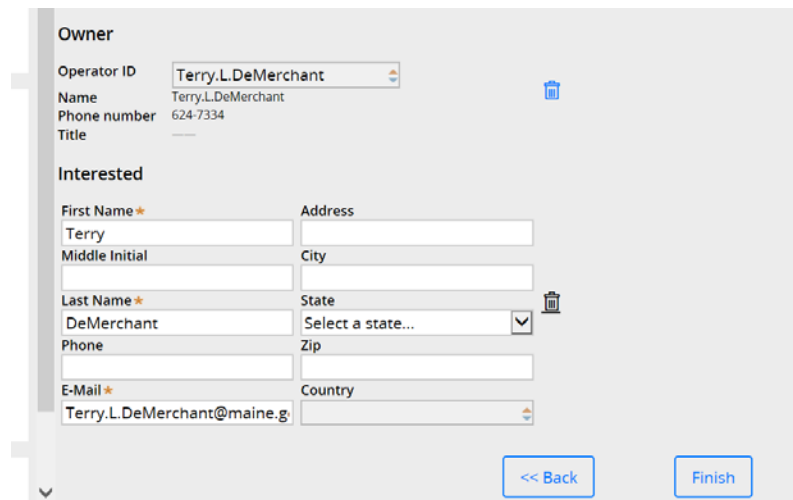
- 7) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested



The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



A screenshot of a form for adding a party. The form is divided into two sections: 'Owner' and 'Interested'. The 'Owner' section has fields for 'Operator ID' (Terry.L.DeMerchant), 'Name' (Terry.L.DeMerchant), 'Phone number' (624-7334), and 'Title'. The 'Interested' section has fields for 'First Name' (Terry), 'Middle Initial', 'Last Name' (DeMerchant), 'Phone', 'E-Mail' (Terry.L.DeMerchant@maine.g), 'Address', 'City', 'State' (Select a state...), 'Zip', and 'Country'. At the bottom right, there are two buttons: '<< Back' and 'Finish'.

YOU ARE ALL SET TO CLICK THE “Finish” BUTTON

<< Back

Finish



- 8) YOU WILL THEN SEE THE STATUS OF SUBMITTED, WHICH MEANS IT HAS ROUTED TO THE DIVISION OF PURCHASES AND THE CASE IS CLOSED TO YOU FOR EDITING.

Overview Information Attachments Tools Audit

Case details

Case ID PM-1149	Urgency 10	Status Submitted
Created 8 minutes ago	Goal 2 days 23 hours from now	Last Update less than a minute ago
Created by Terry.L.DeMerchant	Deadline 7 days from now	Last Updated By Terry.L.DeMerchant

Case information

Enter Form Data

Document Type* Construction Contract True	Department* 18P-DAFS - Division of Purchases
--	--

Short Description of Goods or Services*

Submit Application ✓ Assign Review Verify Disposition Finalize [Show all steps](#)