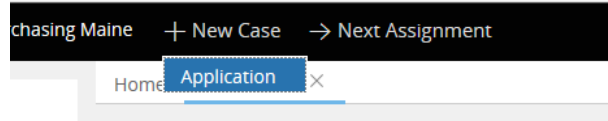


HOW TO DO A CONTRACT AMENDMENT DOCUMENT

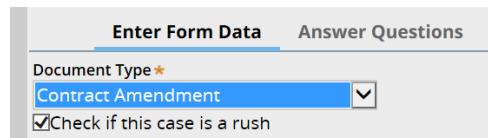
- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-1893. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.



- 3) Fill out the following fields:
 - a. Document Type (Choose “ Contract 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 clicking on the date icon.
- g. Advantage CT or RQS Number (enter in the Advantage number associated with the contract amendment) **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). Sample 20161005000000001221**

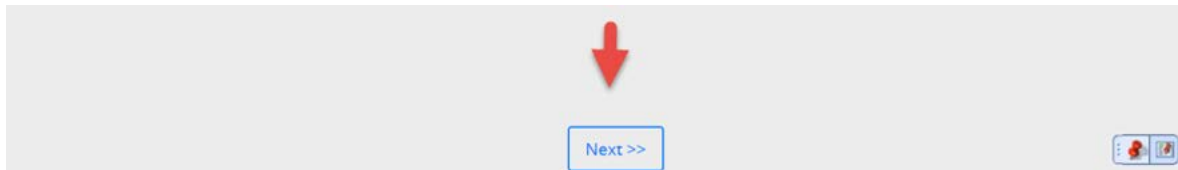
- h. Internal Department Contract Number (optional only if applicable to your agency)
- i. Under “What is the dollar amount of the contract?” (enter in the amount of the contract amendment – if there is no amount change you can put 0.00)

NOW CLICK THE “Next” BUTTON

Purchasing Maine (PM-1893) Save draft Other actions ▾ Discard

Enter Form Data Answer Questions Upload Documents

Document Type * Contract Amendment ▾	Department * 09A-Department of Inland Fisheries and Wildlife
Short Description of Goods or Services * Fisheries and Wildlife Services ▾	
Contractor Name * Fisheries Experts	
Contract Start Date * Apr ▾ 18 ▾ 2016 ▾	Contract End Date * Oct ▾ 29 ▾ 2017 ▾
Advantage CT or RQS Number * 2016100500000001221	Internal Department Contract Number
What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. * \$12,000.00	



- 4) You will now be at the Answer Questions page. If your amendment is under \$10,000 then it will just instruct you to attach a Contract Amendment Form and then you can click on the Next button.

Enter Form Data **Answer Questions** Upload Documents

Please use the [Contract Amendment Form](#).

If your amendment is over \$10,000 then you will have a set of questions to answer.

Is this amendment a renewal from a contract as the result of a RFP? *

Yes
 No

If you choose Yes, it will instruct you to use the Contract Amendment Form and the CA Form:

Is this amendment a renewal from a contract as the result of a RFP? *

Yes
 No

Please use the [Contract Amendment Form](#). You must also submit a [CA](#) form.

If you choose No, it will instruct you to use the Contract Amendment Form and the WCB

Is this amendment a renewal from a contract as the result of a RFP? *

Yes
 No

Please use the [Contract Amendment Form](#). You must also submit a [WCB](#) form.

Once you are done – click the Next button:



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

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

If your amendment amount was under \$10,000 then it will instruct you to attach the Contract Amendment Form:

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:

Please use the [Contract Amendment Form](#).

If your amendment amount was over \$10,000 and was the result of a RFP process, then it will instruct you to attach the Contract Amendment Form and CA form:

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:

Please use the [Contract Amendment Form](#). You must also submit a [CA](#) form.

If your amendment amount was over \$10,000 and was not the result of a RFP process, then it will instruct you to attach the Contract Amendment Form and WCB form:

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:

Please use the [Contract Amendment Form](#). You must also submit a [WCB](#) form.

Once you have determined what forms to attach, you can proceed to attach your document(s):

Attachments

+ Attach new

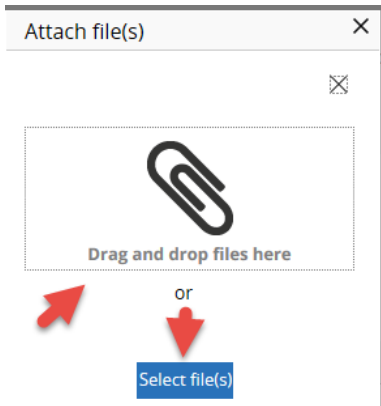
File from device

Do you have any exceptions to the State of Maine standard contract terms and conditions? *

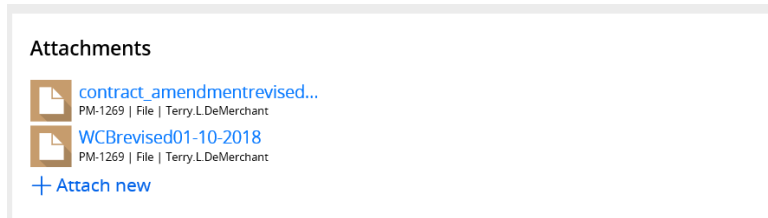
YES

No

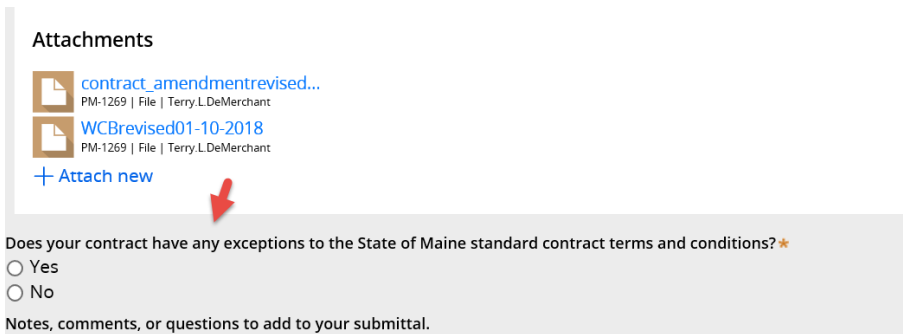
- 6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”



For this exercise I’m going to click on “select file(s)” which you would then find and select your documents to attach:



- 1) Once you see that your document is attached, you will see a question that you will need to answer



7) QUESTION “Does your contract have any exceptions to the State of Maine standard contract terms and conditions?” If you select YES, then you’ll have another question to answer, “Is a legal review attached covering the changes to the State’s standard terms and conditions?” If you select YES to this question, then proceed to attach a file with legal’ s review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?*

Yes
 No

Is a legal review attached covering the changes to the State's standard terms and conditions?*

Yes
 No

Notes, comments, or questions to add to your submittal.

8) If you select YES to the exceptions but NO to a legal review – please put in a comment as to why you did not get the review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?*

Yes
 No

Notes, comments, or questions to add to your submittal.

IT ALWAYS HAS BEEN APPROVED IN PREVIOUS CONTRACTS

OPTIONAL FEATURE

9) 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

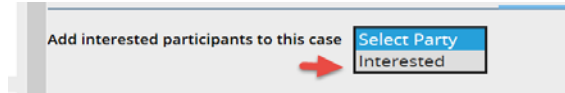
Save draft Other actions Discard Case Close

Refresh
Add a party

Upload Documents

I have all necessary signatures for each document.

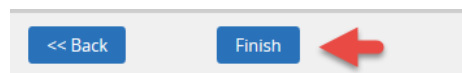
Under Select Party choose Interested



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 web form. The form is divided into two sections: "Owner" and "Interested".
The "Owner" section contains:
- "Operator ID" with a dropdown menu showing "Terry.L.DeMerchant".
- "Name" with the text "Terry.L.DeMerchant".
- "Phone number" with the text "624-7334".
- "Title" with a blank field.
The "Interested" section contains:
- "First Name *" with a text input field containing "Terry".
- "Middle Initial" with a text input field.
- "Last Name *" with a text input field containing "DeMerchant".
- "Address" with a text input field.
- "City" with a text input field.
- "State" with a dropdown menu showing "Select a state...".
- "Phone" with a text input field.
- "Zip" with a text input field.
- "E-Mail *" with a text input field containing "Terry.L.DeMerchant@maine.g".
- "Country" with a dropdown menu.
At the bottom right of the form, there are two buttons: "<< Back" and "Finish".

10) When done with this page you can click the Finish button




11) You will then see the status of submitted, which means it has routed to the Division of Procurement Services and the case is closed to you for editing.

Case details

Case ID PM-1893	Urgency 10	Status Submitted 
Created 8 minutes ago	Goal 4 days 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 * Contract Amendment	Department * 09A-Department of Inland Fisheries and Wildlife
Short Description of Goods or Services * Fisheries and Wildlife Services 	
Contractor Name *	

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

You will receive an e-mail once the case is assigned