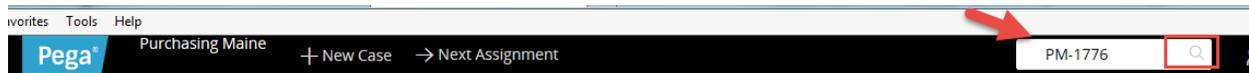


- 1) IF WE FIND THAT THERE ARE CHANGES TO BE MADE TO YOUR CASE, WE WILL RETURN IT TO YOU WITH AN EXPLANATION AS TO WHY. YOU WILL RECEIVE AN E-MAIL SAYING IT WAS RETURNED TO YOU.

“This email is a notification from the State of Maine Division of Purchases to inform you that we have reviewed your document PM-1821 and sent it back to you for further work.”

- 2) AT THE TOP OF THE SCREEN YOU WILL SEE A SEARCH BOX. ENTER IN YOUR CASE NUMBER AND HIT ENTER TO BRING UP YOUR CASE



- 3) ONCE YOUR CASE APPEARS YOU WILL SEE THE CONTRACT MANAGER’S COMMENT WITH INSTRUCTIONS ON WHAT TO DO TO AMEND YOUR CASE.

Enter Form Data

Comments from Contracts Manager:

AMENDMENT FORM DOLLAR AMOUNT DOESN'T MATCH THE DOLLAR AMOUNT IN ADVANTAGE - PLEASE CHANGE AMOUNT

Document Type*

Contract Amendment

Short Description of Goods or Services*

Employment Services

Contractor Name*

abc

Contract Start Date*

12/22/16

Advantage CT or RQS Number*

8900090890

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

\$3,500.00

Department*

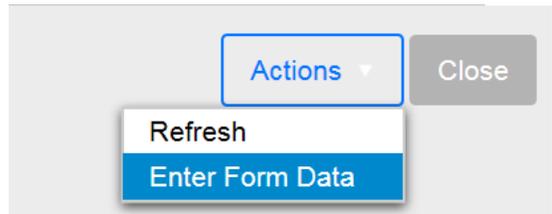
12A-Department of Labor (DOL)

Contract End Date*

12/23/19

Internal Department Contract Number

- 4) IN THE UPPER RIGHT HAND CORNER, YOU WILL FIND AN “Actions” BOX. CHOOSE “Enter Form Data”. THIS WILL ALLOW YOU TO EDIT YOUR DOCUMENT



- 5) PROCEED TO MAKE THE NECESSARY CHANGES. IN THIS CASE, I WILL BE CHANGING THE DOLLAR AMOUNT AS INSTRUCTED. ONCE THE CHANGE HAS BEEN DONE, CLICK NEXT AT THE BOTTOM OF THE PAGE.

Comments from Contracts Manager:

AMENDMENT FORM DOLLAR AMOUNT DOESN'T MATCH THE DOLLAR AMOUNT IN ADVANTAGE - PLEASE CHANGE AMOUNT

Document Type *
Contract Amendment

Department *
12A-Department of Labor (DOL)

Short Description of Goods or Services *
Employment Services

Contractor Name *
abc

Contract Start Date *
Dec 22 2016

Contract End Date *
Dec 23 2019

Advantage CT or RQS Number *
8900090890

Internal Department Contract Number

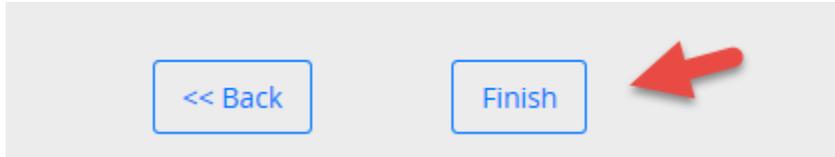
What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. *
\$4,500.00

A red arrow pointing downwards towards the 'Next >>' button at the bottom right of the form.

- 6) IF THERE ARE NO ADDITIONAL CHANGES TO BE MADE ON THE “Answer Questions” PAGE THE “NEXT” BUTTON CAN BE CLICKED.

- 7) THE NEXT PAGE WOULD BE THE ATTACHMENT PAGE – IF YOU WERE INSTRUCTED TO CORRECT ONE OF YOUR DOCUMENTS – THIS IS WHERE YOU WOULD ATTACH THE CORRECTED COPY.

- 8) ONCE YOU HAVE DETERMINED TO BE DONE WITH YOUR CORRECTIONS, YOU CAN PROCEED TO CLICK THE “Finish” BUTTON.



- 9) THE CASE PAGE WILL CHANGE AT THE BOTTOM OF THE PAGE TO READ THAT THE CASE HAS FINISHED THE REWORK AND IS NOW BACK AT THE DIVISION OF PURCHASES FOR REVIEW.

