AMENDMENT REQUEST FORM

PO #: <u>4500409868</u>

PR #: _____   **AMENDMENT #:** _____

GENERAL INFORMATION

- Amendment requests for photocopiers must be done via the Amendment Request Form and sent to hc.mamd.it.procurement.sc@canada.ca **only**
- Regardless of value, financial and date extension amendments must be done using the established PR should one exist. Otherwise, amendments are requested using the PO document. In both instances, the SAP document (PR or PO) should have text in the header text (PO) or the item text (PR) indicating the summary for amendment. Example of such text is:
  - o YYYY-MM-DD – Amendment XXX is requested to increase/decrease the value by $$$ (excluding taxes) and to extend the contract/call-up period from YYYY-MM-DD to YYYY-MM-DD. All other terms and conditions remain unchanged.
  - o YYYY-MM-DD – Amendment XXX is requested to increase/decrease the value by an additional $$$ (excluding taxes) and to exercise option XXX.   All other terms and conditions remain unchanged.
- Amendment requests for value changes and/or date (not to exercise an option), either a revised proposal or an email confirmation from the supplier is required with the request. MAMD will review and advise accordingly.
- Should the amendment be for a date extension and security clearance is required for resources, the security validation for each resource must be uploaded into SAP.
- Should the amendment be for a change that does not trigger a workflow (ex. resource name), please send an email to Contracts East who will ensure it gets processed.
- A signed copy of the contract/call-up amendment must be uploaded into SAP once approved.

REQUESTOR INFORMATION

LAST NAME:	FIRST NAME:	PHONE #:
Lanyon	Jody	204-784-5975
EMAIL ADDRESS: jody.lanyon@canada.ca		
BRANCH/DIRECTORATE/SECTION: NML		
REQUEST DATE:		

AMENDMENT INFORMATION

ORIGINAL SOLICITATION METHOD: NON-COMPETITIVE
REASON FOR AMENDMENT: Choose an item.
DOES THE AMENDMENT HAVE ANY SECURITY CONSIDERATIONS, INCLUDING EXTENDED ACCESS TO HC/PHAC FACILITIES? ☒ NO ☐ YES *IF YES, ENSURE INITIAL SECURITY CLEARANCE IS STILL VALID.*
DESCRIPTION/RATIONALE FOR AMENDMENT: Please change from 231395 to 231283

SAP INFORMATION

ORIGINAL VALUE:	CURRENT VALUE:	AMD. VALUE:	NEW TOTAL VALUE:
$	$	$	$
CURRENT END DATE:		NEW END DATE:	
HAS THE DATE BEEN MODIFIED IN SAP? ☐ YES ☒ NO		HAS THE VALUE BEEN MODIFIED IN SAP? ☒ YES ☐ NO	

TEXT UPDATED IN SAP TO DESCRIBE AMENDMENT? ☐ YES ☐ NO	ADDITIONAL TEXT FIELDS IN SAP COMPLETED? (AMENDMENT #, ORIGINAL / AMD. VALUE, ETC.) ☐ YES ☐ NO
DOES THE GL AND GSIN STILL MAP IN SAP? ☒ YES ☐ NO	

NOTE: SOME CHANGES TO THE CONTRACT/CALL-UP ARE NOT CONSIDERED AMENDMENTS. PLEASE CONSULT MYSOURCE "When to Select "Amendment to Contract" or "Correction to Contract" in SAP" TO VIEW THE DIFFERENCES.