



## AMENDMENT REQUEST FORM

PO #: 4500413625

PR #: \_\_\_\_\_

AMENDMENT #: 1

### GENERAL INFORMATION

- Amendment requests for photocopiers must be done via the Amendment Request Form and sent to [hc.mamd.it.procurement.sc@canada.ca](mailto: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: BUCHANAN	FIRST NAME: GREGORY	PHONE #: 204-984-3340
EMAIL ADDRESS: <a href="mailto:greg.buchanan@canada.ca">greg.buchanan@canada.ca</a>		
BRANCH/DIRECTORATE/SECTION: Public Health Agency of Canada/Program Services/Logistics & Material Supplies - STORES		
REQUEST DATE: October 15th 2020		

### AMENDMENT INFORMATION

ORIGINAL SOLICITATION METHOD: NON-COMPETITIVE
REASON FOR AMENDMENT: FINANCIAL CHANGE
DOES THE AMENDMENT HAVE ANY SECURITY CONSIDERATIONS, INCLUDING EXTENDED ACCESS TO HC/PHAC FACILITIES? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>IF YES, ENSURE INITIAL SECURITY CLEARANCE IS STILL VALID.</i>
DESCRIPTION/RATIONALE FOR AMENDMENT: The PO is being amended because the vendor cannot provide us with line item # 00010 due to the demand from the Covid Pandemic; so this line item has been delted from the PO.

### SAP INFORMATION

ORIGINAL VALUE: \$9,609.02	CURRENT VALUE: \$9,609.02	AMD. VALUE: \$3,559.77	NEW TOTAL VALUE: \$6,049.26
CURRENT END DATE: March 21 <sup>st</sup> 2021		NEW END DATE: No New Date	



HAS THE DATE BEEN MODIFIED IN SAP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	HAS THE VALUE BEEN MODIFIED IN SAP? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
TEXT UPDATED IN SAP TO DESCRIBE AMENDMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TEXT FIELDS IN SAP COMPLETED? (AMENDMENT #, ORIGINAL / AMD. VALUE, ETC.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE <a href="#">GL AND GSIN</a> STILL MAP IN SAP? <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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.*