WESTERN CONTRACT MANAGEMENT MODULE

Quick Reference: How to Create an Amendment in Two Ways

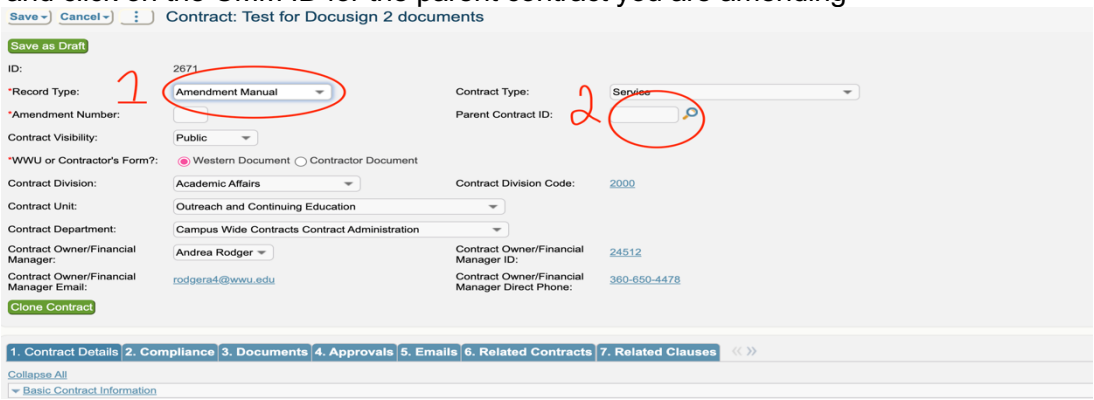
Logging In

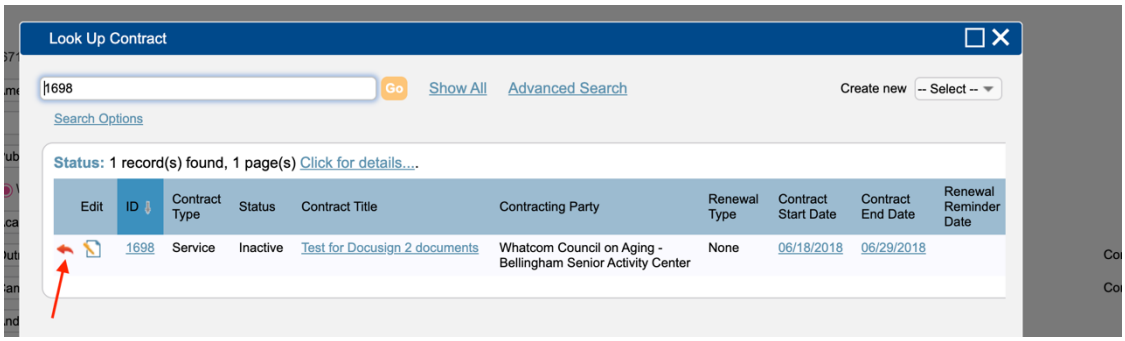
- Log onto CMM. Links to CMM are under My Available Apps and under the Employee Tab then Technology Tools on My Western. There are also links on the Business Services and Business and Financial Systems web pages.

Steps to complete an Amendment option 1

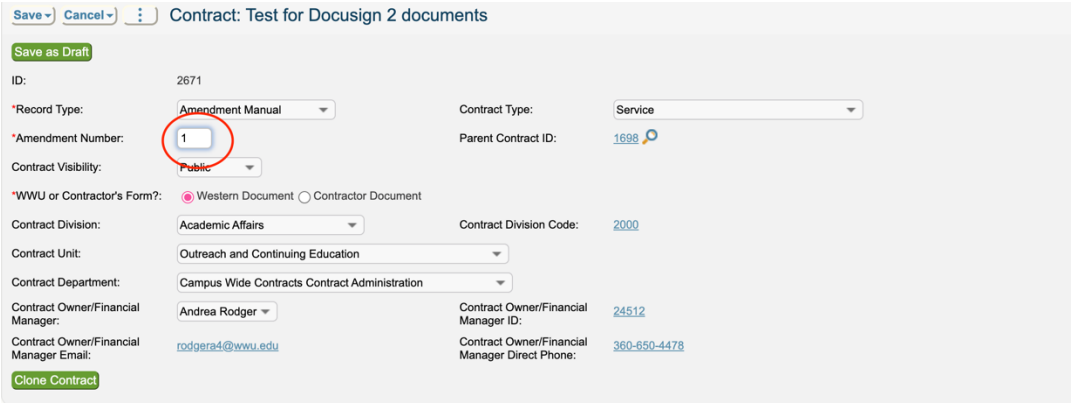
- Open the record you are wanting to amend and on tab one "Contract Details" click on the green button called 'Clone Contract.'

- By clicking on the 'Clone Contract' button it will automatically create a new contract record. From there you will need to first click on the record type and select 'Amendment Manual.' Then go to 'Parent Contract ID' and click on the magnifying glass and search and click on the CMM ID for the parent contract you are amending





- Once you have that information filled out you will need to select what amendment number this will be. If you are unsure of the Amendment number to assign, please check with Contract Administration, or add a note for Contract Administration to confirm the amendment number during review. Once the top half of tab one is completed you will fill in the rest of the information like when you submit a contract. Make sure to list the changes to the parent contract (for example small change to scope of work, extension of term) on Contract description /Scope field. ***Please note: If the scope is entirely different and the original contract requires extensive changes, a new contract may be required. Contract Administration can help determine if a new contract is required.***

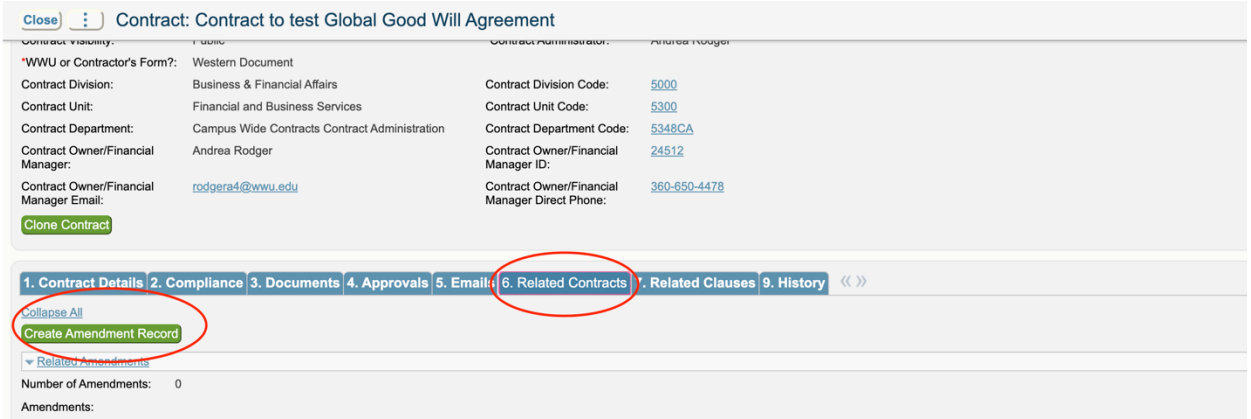


- Lastly, On tab 3 “Documents” generate the amendment template or attach the amendment provided by the other Party. Also, don’t forget to click on ‘Submit for Review’ when you are done and ready for Contract admin to review.

- Contract Amendments require specific language to amend the relevant sections of the original agreement. Contract Administration will edit the Amendment language as required to complete the amendment.

Steps to complete an Amendment option 2

- Open the record you are wanting to amend and go to tab 6 Related Contracts and click on the green button on the bottom left-hand side called 'Create Amendment.'



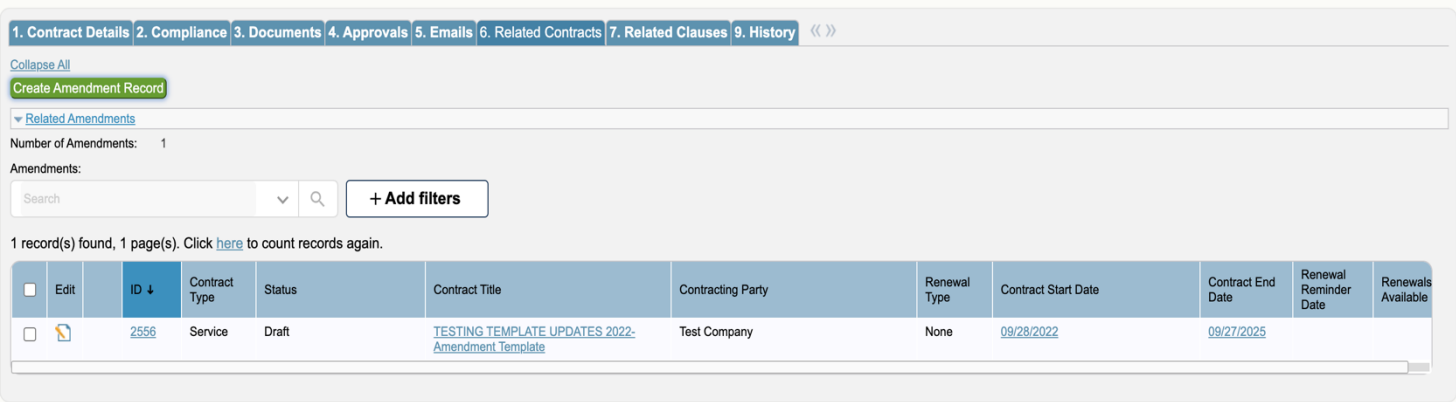
- Clicking on the 'Create Amendment' button it will automatically create a new CMM record (?) for the Amendment. This function will auto fill the record type to 'Amendment Manual' and link the parent contract ID. Leaving you to fill out the amendment number and the rest of the areas that have an asterisk next to them. Make sure to list out the changes to the parent contract on Contract Description/Scope field. ***Please note: If the scope is entirely different and the original contract requires extensive changes, a new contract may be required. Contract Administration can help determine if a new contract is required.***

- Lastly, on tab 3 "Documents" make sure to generate the amendment template or attach the amendment contract from the other Party. Also, don't forget to click on 'Submit for Review' when you are done and ready for Contract admin to review.

- Contract Amendments require specific language to amend the relevant sections of the original agreement. Contract Administration will edit the Amendment language as required to complete the amendment.

How to Keep Track of the Amendments

- No matter what option you select to create an amendment it will lead to the same result. You can keep track of all the amendments by opening the parent contract record and going to tab 6 Related Contracts. There are you will be able to see all the amendments listed out.



- For any additional assistance please email the contractadmin@wwu.edu inbox, thank you!