Client Initiated Amendment Process

The purpose of Client Initiated Amendment Process is to allow an Agency to request an amendment to a contract that was issued by the State Procurement Office for their Agency. The authorized agency user can enter all requested changes to a draft document, Initiate the document and send to SPO for Review. SPO will pick up the document, in the review they may ask the agency user for any clarifications if needed and then process the request.

This process is not for a standard contract amendment which the agency controls the contract, nor is it to be used for an Old or Transitional amendments. These amendments follow the standard amendment process.

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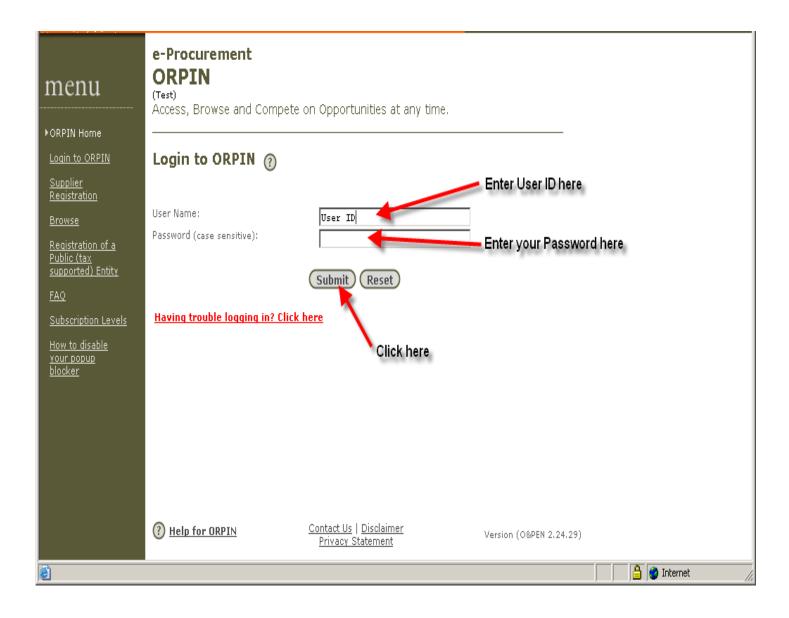
Log in Process

- 1. Open your computer to the ORPIN Web site as usual
- 2. Check to see if there have been any updates to the ORPIN system since the last time you logged in
- 3. Click on the underlined "Login to ORPIN" in the left hand menu to access ORPIN

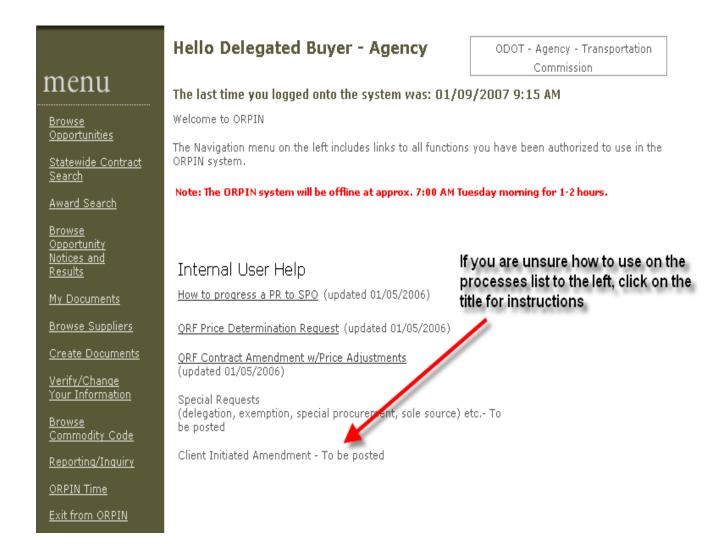


A similar screen will appear

- 4. Login as usual
- 5. If you have trouble logging in click on the red instruction line "Having trouble logging in? Click here" and follow the instructions

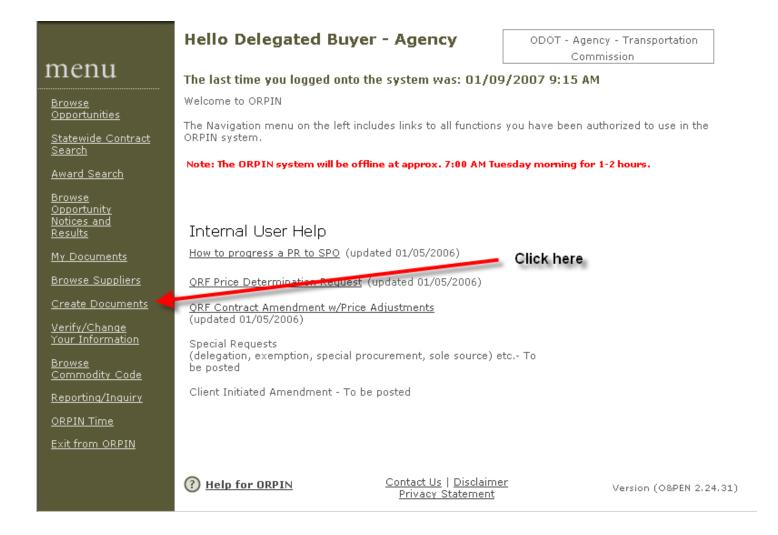


6. Help on how to progress various types of documents in the system is available for Internal Users



Client Initiated Amendment Process

7. Select Create Documents to start the process



8. Select "Client Initiated Amendment in either the left hand menu or on the main page

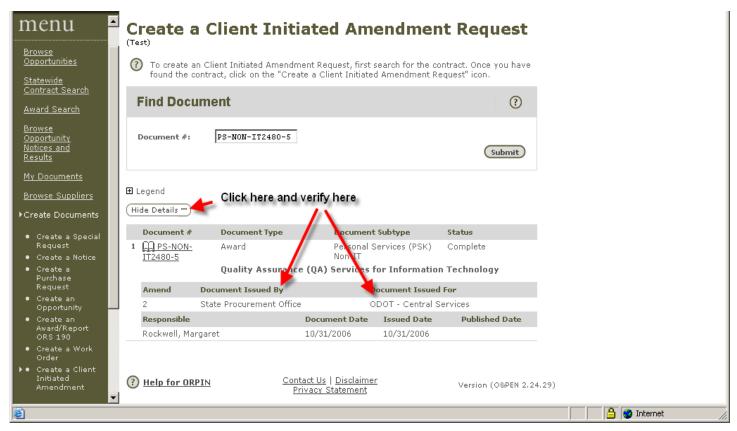


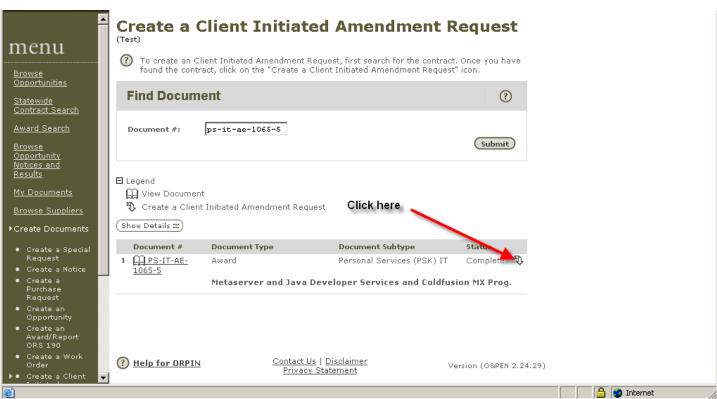
A similar screen will display

9. Enter the document number for the award you wish to have amended and then click on "Submit"

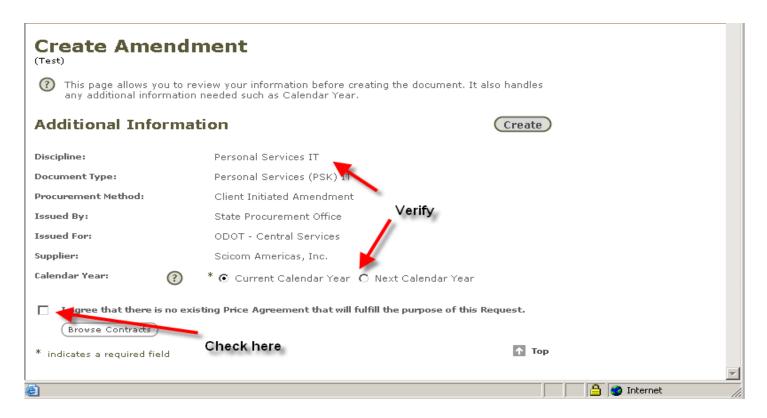


10. Click on the Show/Hide button to verify the document is under SPO control and it was issued for your agency. Once verified click on the ribbon





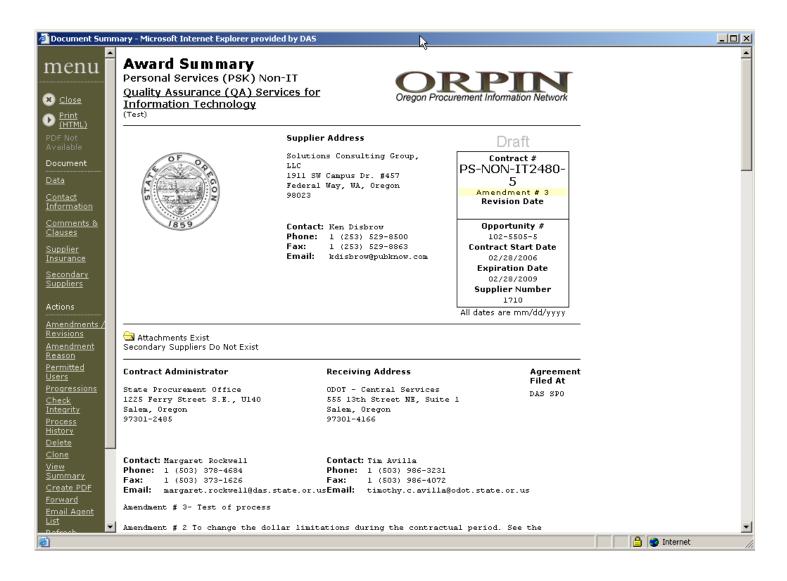
11. Verify data and check for an existing Price Agreement



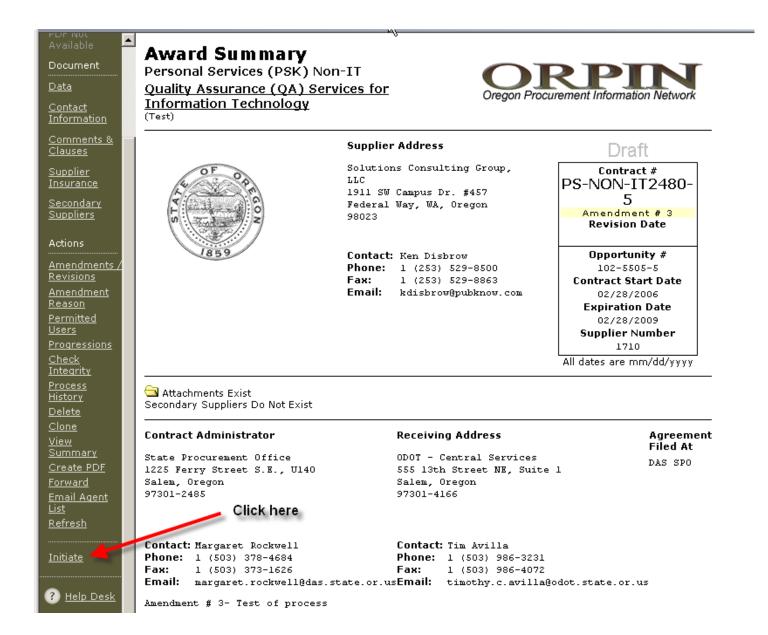
12. Click on "Create"



13. Make any adjustments for the Amendment changes you are requesting



- 14. Once you have made all the changes, make a list of them and note them under the Amendment reason
- 15. Click on "Initiate" in the left hand menu to send the Amendment Request to SPO



A similar screen will display

- 16. Your current step is to Initiate the Amendment Request
- 17. The next step is to progress the Amendment Request to SPO



18. Pick the Person Responsible for the next as indicated below, then click on "Submit/Return"



See chart on next page for choices under "Select Person Responsible"

```
Select Person Responsible
-- ODOT - Central Services --
-- ODOT - Oregon Department of Transportation --
-- ODOT - Agency - Transportation Commission --
-- OAC Agencies... --
-- DAS Authority Agencies --
-- Executive --
Select to send for processing, SPO PR Forwarding Ascount -
-- State Government --
-- ORPIN System --
```

- 19. The document is now out of your control and at SPO
- 20. Send e-mail to SPO buyer that document is in the SPO processing box
- 21. SPO takes over the processing of the Amendment Request
- 22. If there are any questions SPO may make contact by phone or e-mail for clarifications
- 23. SPO could send the document back to the agency for further details. The agency representative would go back to step 13 provide the details and follow the steps as previously described