

## Edit a Contract Shell

Once you create a supplier contract shell, there may be times when you need to change it. The nature of the change to a supplier contract impacts how you edit it. The table below provides an overview of the different changes you can make to a supplier contract and when you would use this change.

Type of Change	Description of Change
<b>Amend a Contract</b>	In SWIFT, amending and updating a contract shell is the same process. Amend it when you are formally updating the contract document created electronically through SWIFT. The supplier agrees to the change such as an update to the deliverables, dates or prices. The change is legally binding. This method requires the formal approval and signature processes.
<b>Cancel a Contract</b>	Use this action when there has not been any activity on the contract. An activity includes purchase orders, receipts and vouchers.
<b>Close a Contract</b>	Use this action when there has been activity on the contract. An activity includes purchase orders, receipts and vouchers. SWIFT will not allow you to close an existing contract or contract line if there are any active transactions against it.
<b>Create a New Version</b>	Use this action when you want to cancel a contract line or reactivate the contract line that was cancelled.
<b>Update a Contract</b>	In SWIFT, amending and updating a contract shell is the same process. Update it when the change does not impact the supplier on the contract document created electronically through SWIFT. For example, use this action when you need to update the buyer or change the description.

This guide provides the steps to edit an existing supplier contract shell. It does not describe how to edit a contract document created electronically through SWIFT.

## Steps to edit an existing supplier contract

You will need to switch the Status from “Approved” to “Open” so that you can update the buyer or change the description. Then you need to return the Status back to “Approved.” Do not set a contract Status to “Approved” until it is fully executed.

### Step 1: Access the Contact Entry page

1. Navigate to the **Contract Entry** page.



2. Add a comment about why you are updating the contract shell.
  - a. Select the **Add/Edit Comments** hyperlink on the header.

- b. SWIFT displays the Header Comments page.
- c. On the Comments field, enter a message describing the reason for editing the contract shell.
- d. Add any attachments, as needed.
- e. Check the **Send to Supplier** box, if appropriate.
- f. Then, select **OK**.

3. Edit the contract information as needed. On the Contract Entry page, make the needed changes.

## Step 4: Save the supplier contract shell

1. Press the **Save** button at the bottom of the page.
2. The Reason Code Page appears. Edit it as needed and then select **OK**.

3. On the header, update the Status to “Approved.”

**IMPORTANT:** If there is a contract document associated with this contract shell, do not set a Status to “Approved” until you have fully executed the contract document.