

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### Edit a Supplier 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 update 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. Amending is used for formally updating the contract document created electronically through SWIFT. The supplier agrees to the change (e.g., 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 when there has not been any activity on the contract. An activity includes purchase orders, receipts and vouchers.
<b>Close a Contract</b>	Use when there has been activity on the contract. An activity includes purchase orders, receipts and vouchers. SWIFT will not allow you to cancel or close an existing contract or contract line if there are any active transactions against it.
<b>Create a New Version</b>	Use 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. Updating is used when the change does not impact the supplier on the contract document created electronically through SWIFT. For example, use this option 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 complete

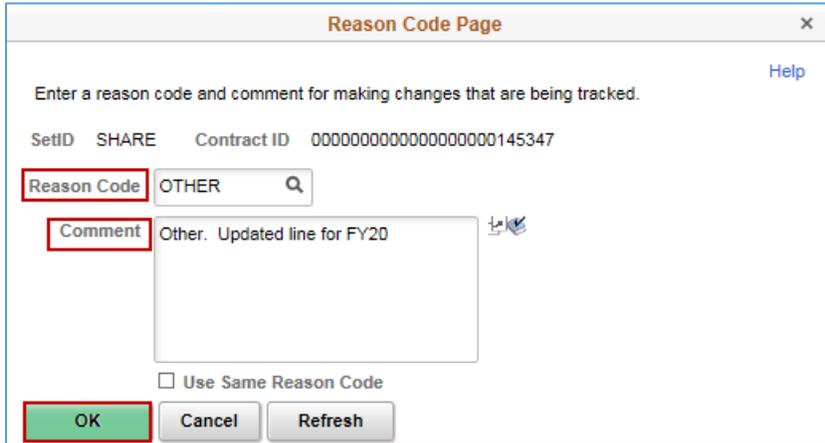
- Step 1: Navigate to the Contract Entry page
- Step 2: Edit the supplier contract
- Step 3: Save the supplier contract





## Step 4: Save the supplier contract

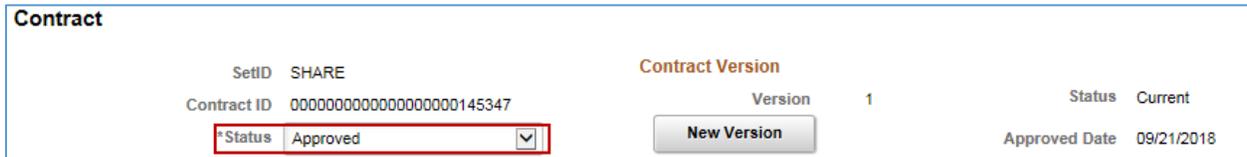
1. Press the **Save** button at the bottom of the page.
  - The **Change Reason** page reappears. Update it as needed and then select **OK**.



The image shows a dialog box titled "Reason Code Page" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main text reads "Enter a reason code and comment for making changes that are being tracked." Below this, the "SetID" is "SHARE" and the "Contract ID" is "000000000000000000000000145347". There are two input fields: "Reason Code" with the value "OTHER" and a search icon, and "Comment" with the text "Other. Updated line for FY20" and a clear icon. Below the comment field is a checkbox labeled "Use Same Reason Code" which is unchecked. At the bottom, there are three buttons: "OK" (highlighted in green), "Cancel", and "Refresh".

2. On the header, update the *Status* to “Approved” at the top of the page.

Do not set a *Status* to “Approved” until you have fully executed the contract document associated with this contract shell.



The image shows the "Contract" header section. It includes "SetID" (SHARE) and "Contract ID" (000000000000000000000000145347). To the right, under "Contract Version", the "Version" is "1". Below this, there is a dropdown menu for "\*Status" with "Approved" selected. To the right of the status dropdown is a "New Version" button. Further right, the "Status" is "Current" and the "Approved Date" is "09/21/2018".

**You have successfully edited an existing supplier contract shell.**