



SAP Ariba 

# Feature at a Glance

## Allow Amendment as an Amendment type to be selected for Expired Contracts

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## Feature at a Glance

# Introducing: **Allow Amendment as an amendment type option for contract workspaces in expired status**

### Customer challenge

If a Contract Workspace is expired, the only Amendment Types available are the Administrative and Renewal Amendment types. If a user wants to create an Amendment as an Amendment type to extend the contract and submit for necessary approval and signature, the user must first perform an Administrative Amendment to change the Expiration Date, and only then perform an Amendment.

### Meet that challenge with

#### SAP Ariba

This feature allows users of SAP Ariba Contracts to select Amendment as an option under Amendment Type to directly extend contracts that are in expired status instead of creating an Administrative amendment first to change the expiration date.

### Experience key benefits

Reduced time and number of clicks due to streamlines amendment process.

### Solution area

SAP Ariba Contracts  
SAP Ariba Strategic Sourcing Suite

### Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

### Prerequisites and Restrictions

None

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### Overview

Contract ID: CW2180  
Contract Status: Expired  
Version: v1  
Owner: [Arnold Davis](#) ⓘ  
Test Project: **No** ⓘ  
Commodity: Information Technology Br... [View more](#)  
Base Language: English  
Regions: SEAsia South East Asia  
Departments: 6 Packaging  
Access Control: (no value) ⓘ  
Description: ⓘ

### Contract Attributes

Related ID:  
Last Published: [SV\\_222\\_CWProject749759518](#) (you are currently viewing this)  
Hierarchical Type: Stand-alone Agreement  
Proposed Contract Amount:  
Contract Amount: \$350,000 USD  
Supplier: (no value) ⓘ  
Affected Parties: (no value) ⓘ  
Agreement Date:  
Process Status: ⓘ  
T12\_505668258:

### Actions

- Edit Attributes
- View Attributes
- Publish
- Amend**
- Put On Hold
- Close
- Create Sub Agreement

Select the option to Amend an expired contracts workspace

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The **Amendment Type** indicates the reason for amending this contract. There are five types of amendments: **Renewal**, **Amendment**, **Administrative**, **Price Update** and **Termination**. **Renewal type** amendments may be used to only renew a contract. [More](#)

The screenshot shows a form with two main fields: "Amendment Type" and "Amendment Reason Comment". The "Amendment Type" field is a dropdown menu currently showing "Renewal". A dashed blue box highlights the dropdown menu and the "Amendment Reason Comment" field. The dropdown menu is open, showing four options: "Renewal", "Amendment", "Administrative", and "Termination". The "Amendment Reason Comment" field is a text area with a small asterisk next to the label. At the bottom right of the form, there are two buttons: "OK" (blue) and "Cancel" (white with blue border).

Previously, the option type -'Amendment' was not available in the Amendment Type drop down list for expired contracts. With this feature users can directly select 'Amendment' as the option from the down list instead of having to create an administrative change first and then extending the contract and submit for approvals. This will also help in accurate versioning.