1. Expand “Contracts” – Open Request for Service Screen – Click N - >
2. Request Type: “Term Extension”
3. Enter the appropriate “Eff Date Range” *Note: Date must be accurate and entered at the beginning. If a rate change coincides with term extension, the effective date should be the start date of the rate increase.
4. Open the pick list […] and enter the contract number needed to be extended. This will then auto-populate all the current contract details.
5. Update the “Primary Expiration Date” to the new end date.
6. *Note: Contract quantities cannot change without authorization.
7. If the term extension involves a rate change, enter the type of rate in the “Requested Rate Type,” key in “Requested Rate(s),” then tab off both.

8. Add contact information through “Contact ID” pick list [...]. *Note: This information should auto-populate.
9. Click “Update.”
10. Click “Validate.”
11. After verifying no errors occurred upon validating, click “Submit.”

For additional information, please contact the Contracting hotline at (801) 324-5200 #2