## Reviewing and Managing Amendment Details

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| 1.   | Begin by navigating to the **General** page.  

Click the **Customer Contracts** link. |
| 2.   | Click the **General Information** link.  

Click in the **Contract** field. |
| 3.   | Enter the desired information into the **Contract** field. Enter a valid value e.g. "EASY_SOLUTIONS".  

Click the **Search** button. |
| 4.   | Use the **General** page to set up and manage contract header information.  

Use the **Amendments** page to enter the initial amendment details when you first begin an amendment. View a list of all amendments made to a contract and navigate to the details of those amendments. |
| 5.   | Click the **Detail** link to enter details, such as the negotiated amount and discount change of the contract attributes that are being amended.  

Click the **Detail** link. |
| 6.   | Use the **Amendment Details** page to review and manage amendment details. Make changes to the amendment amount.  

The **Amendment Type** field displays an amendment type, which is a high-level indicator that enables you to create categories of amendments. |
| 7.   | The **Amendment Reason** field provides users with a quick reference as to why an amendment was initiated. This field is for informational purposes only; no processing is initiated from this field.  

The **Negotiated Amount** field displays the total amendment amount. This total can be an amount increase or decrease. |
| 8.   | The **Discount / Surcharge** field displays the total discount or surcharge amount for this amendment.  

The **Amend Status** field displays the current amendment status. |
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<tr>
<td>16.</td>
<td>When you have selected the <em>Allocation is Complete</em> check box on the <em>Amendment Amount Allocation</em> page, the system populates the <em>Allocation</em> field with <em>Allocation Complete</em>.</td>
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<tr>
<td>17.</td>
<td>You have successfully reviewed amendment details. <strong>End of Procedure.</strong></td>
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