

# How to Create Contra Addendum

## Objectives

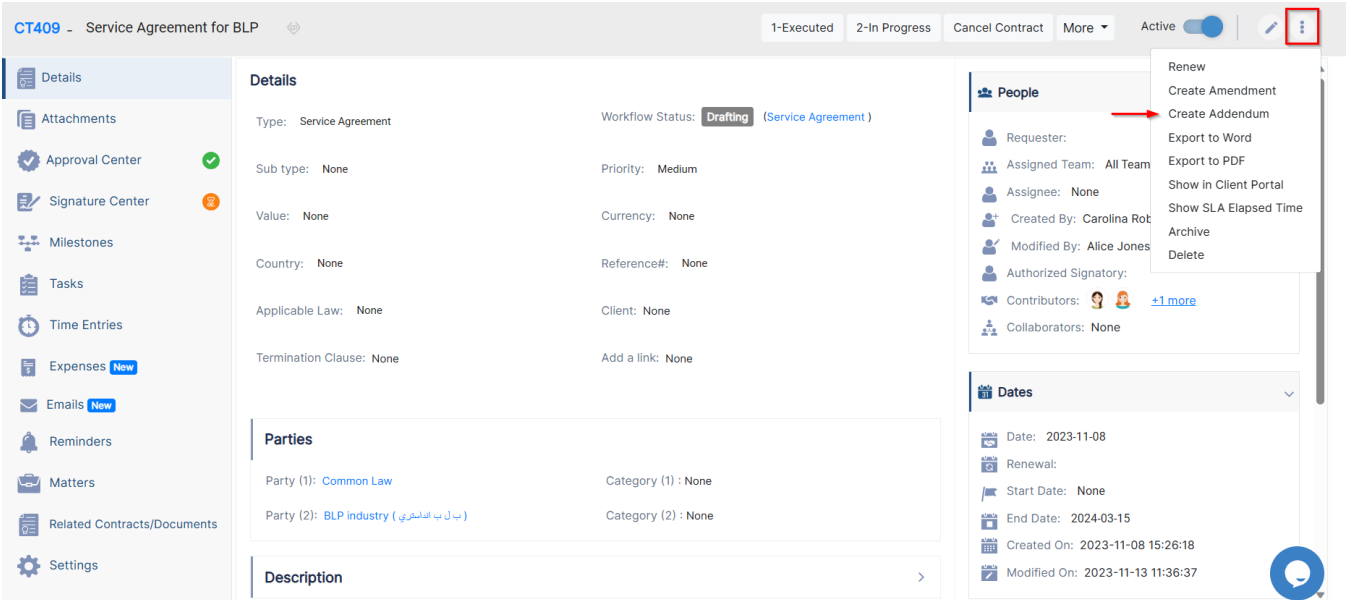
- Create a contract addendum

## Steps

An addendum is an additional document that supplements an existing contract without modifying its terms. Addendums are typically used to add new provisions or information to a contract without affecting the original agreement. For example, an addendum might be used to add a new clause, extend the term of a contract, or add a new party to the contract. In contra, amendments, and addendums are typically tracked and stored with the original contract, allowing users to access a complete and up-to-date record of the contract and its history of changes. This can help ensure compliance with the terms of the contract and resolving disputes that may arise.

To create an addendum, simply open the contract page:

Click on the **three dots** at the top right of the page and choose **Create Addendum**.



You have a list of checkboxes that you can choose from, that ask you if you would like to deactivate or archive the previous contract or inherit the same approval and signature center.

Addend Contract/Document

Do you want to deactivate the previous contract/document?

☒

Do you want to archive the previous contract/document?

☒

Do you want to inherit the Approval Center of the previous contract/document?

☒

Do you want to inherit the Signature Center of the previous contract/document?

☒

Type\*

Service Agreement

Sub type

None

Name\*

[Addendum 202311] Service Agreement for BLP

Description

Save

Cancel

Additionally, you have some mandatory fields which are:

- **Type:** The type of the addendum.
- **Name:** The name of the addendum.
- **Date:** The date of the addendum.

Addend Contract/Document

Type\*Service Agreement

Sub typeNone

Name\*[Addendum 202311] Service Agreement for BLP

Description

ValueNone

Requester

Party (1)Company / Group

Common Law

Start typing to select from possible matches.

Category (1)None

Party (2)Company / Group

BLP industry

Start typing to select from possible matches.

Category (2)None

Add more

Date\*2023-11-08

Renewal---

Start DateYYYY-MM-DD

End Date2024-03-15

Reference#

SaveCancel

Other data could be added like the:

- Description
- Start date
- End date
- Priority.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!