How to Amend a Contract

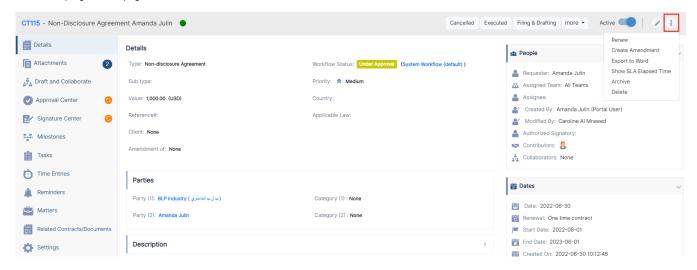
Objectives

Amend a contract

Steps

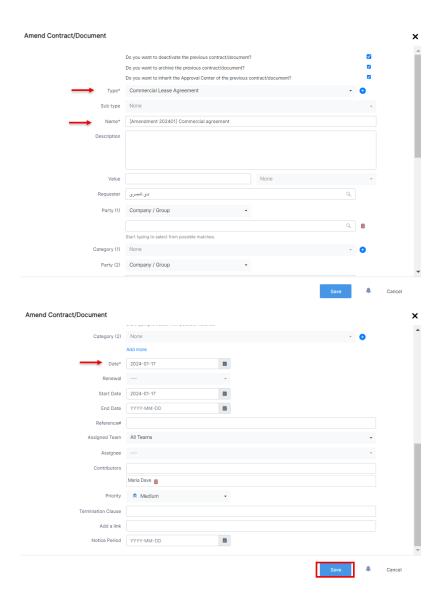
To initiate an amendment to the contract, open the contract page by clicking on the contract name or ID within the grid.

From the top right of the page, click on the three dots Create amendment.



There are some fields to be filled out:

- Contract Type: choose the contract type
- Contract Name: Change its name if needed.
- Contract Date: Choose the date for contract renewal.
- · And Fill out additional details if needed such as Contract Value, Party names, Renewal type, Start and End Dates, Assignee, etc...



You have also the option to decide if you want to deactivate or archive the previous contract and inherit the approval and signature center from the previous one as well.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!