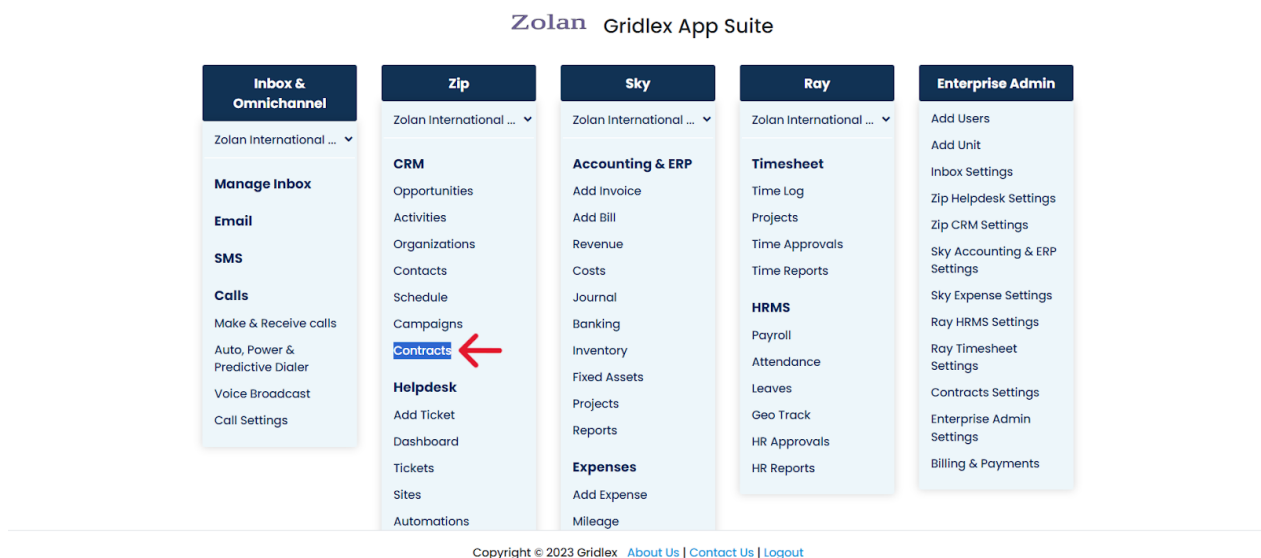


Welcome to our comprehensive guide on how to update contracts in Gridlex Zip.

Contracts are an imperative part of many business dealings, and keeping them current and accurate is essential. Whether you're extending dates or making minor modifications, Gridlex Zip is designed to make this process seamless.

This guide will walk you through the simple steps to update or edit a contract.

**Step 1:** Log in to the Gridlex App Suite and click 'Contracts' under the Zip section.



**Step 2:** Select the contract's name you wish to update or edit.

**GRIDLEX**    Inbox ▾ Zip Helpdesk ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects ▾ Settings ▾ My Account ▾    **Zolan**  
Zolan Internat...

**Contracts**    Create New Contract    Contract Settings

Saved Views    Save View    Clear Filters    Export to Excel

Contract ID	Contract Name	Contract Template Name	Contract Start Date	Contract Signature and Execution Date	Contract End Date	Contract Due	Counterparties - (Contr Counterparties)
118902806680372...	<a href="#">Distribution Agreement</a>	<a href="#">General Contract Template</a>		Jan 01,2023			<a href="#">United Resources</a>
118902533597628...	<a href="#">Quality Control Contracts</a>	<a href="#">General Contract Template</a>	Apr 01,2023				
11890214139161559...	<a href="#">Drug Testing Contract</a>	<a href="#">General Contract Template</a>	Jan 01,2023	Mar 01,2023	Dec 31,2025	Expires in 861 Days	<a href="#">Zember Partners</a>

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<https://go.gridlex.com/g/711/c/ep/5486/en/118/contract/1189028066803728385/detail/>

**Step 3:** Make the required changes, scroll to the bottom and click 'Update Contract'

**Note:** To understand the various fields on this page, please refer to this guide: [How to Create Contracts in Gridlex Zip?](#)

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Department:     Country:

**Custom Fields**

Discount %:     Contract Price:     Contract Type:

Contract Pricing Files:  No file chosen

**Custom Objects**

Price Group:

Choose Instance:

**Note:** To view the history of the changes made to the contract, please refer to this guide: [How to View Contracts History in Gridlex Zip?](#)

Congratulations! You have now learned how to update a contract in Gridlex Zip.