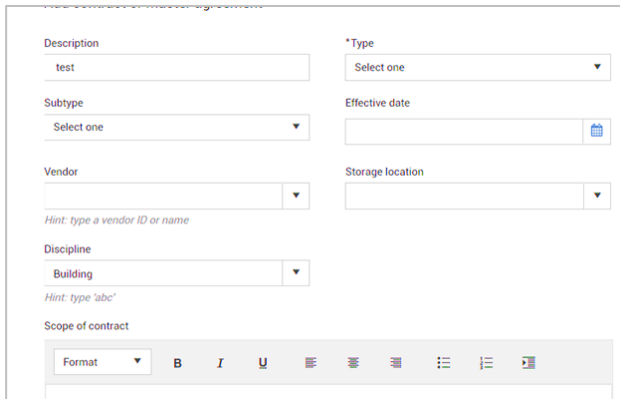


CREATE CONTRACT

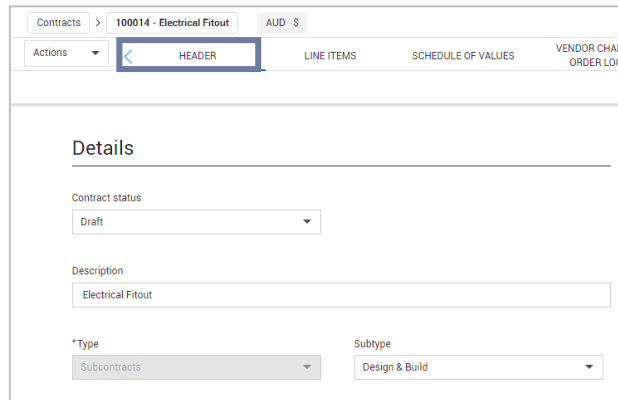
CREATE A CONTRACT

1. Either from the Bid Package module select **Convert to Contract** or from the Contracts List press **+** then complete the details and press **Add**



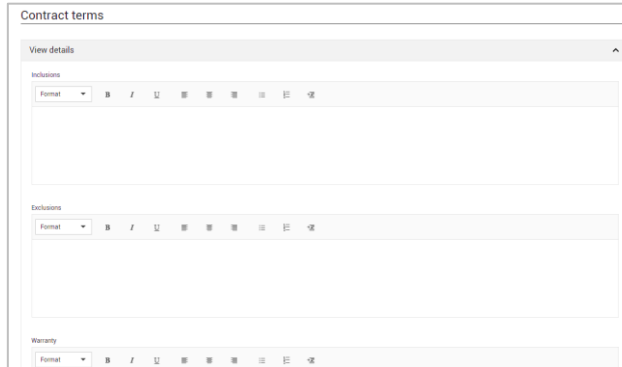
Form fields include: Description (text), *Type (dropdown), Subtype (dropdown), Effective date (calendar), Vendor (dropdown), Storage location (dropdown), Discipline (dropdown), and Scope of contract (text area with formatting tools). Hints are provided for some fields.

2. On the Header tab complete the relevant details for the contract



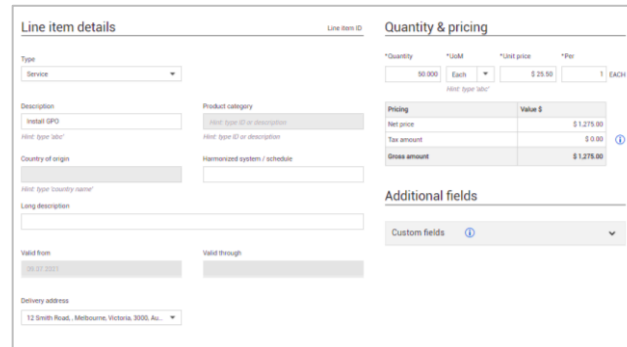
Form fields include: Contract status (dropdown), Description (text), *Type (dropdown), and Subtype (dropdown). The contract is titled '100014 - Electrical Fitout'.

3. Include any Contract Terms eg Inclusions, Exclusions, Warranty



Form fields include: Inclusions (text area), Exclusions (text area), and Warranty (text area). Each field has a 'Format' dropdown and a toolbar.

4. Move to the Line Items tab and press the **+** icon to start adding the contract detail



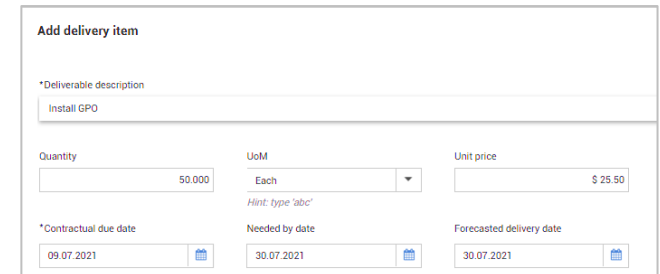
Form fields include: Type (dropdown), Description (text), Product category (dropdown), Quantity (text), *UoM (dropdown), *Unit price (text), *Tax (text), and Pricing table. The pricing table shows Net price, Tax amount, and Gross amount.

5. Continue adding line items by selecting **Save & New** or once complete press **Save**

NOTE: It is possible to import contract line items if the detail already exists.

DELIVERY SCHEDULE

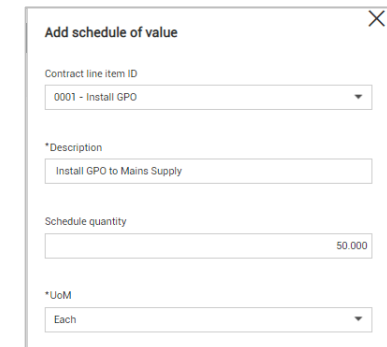
1. By Selecting **Save and Create Delivery Schedule** you can create a delivery program for the line item. This can include a further breakdown on the delivery of the items and any liquidated damages.



Form fields include: *Deliverable description (text), Quantity (text), UoM (dropdown), Unit price (text), *Contractual due date (calendar), Needed by date (calendar), and Forecasted delivery date (calendar). Hints are provided for some fields.

SCHEDULE OF VALUES

1. To provide a more granular level of detail to the contract you can also include a Schedule of Values. These can be displayed in Plan & Progress for onsite monitoring of completion.



Form fields include: Contract line item ID (dropdown), *Description (text), Schedule quantity (text), and *UoM (dropdown). Hints are provided for some fields.