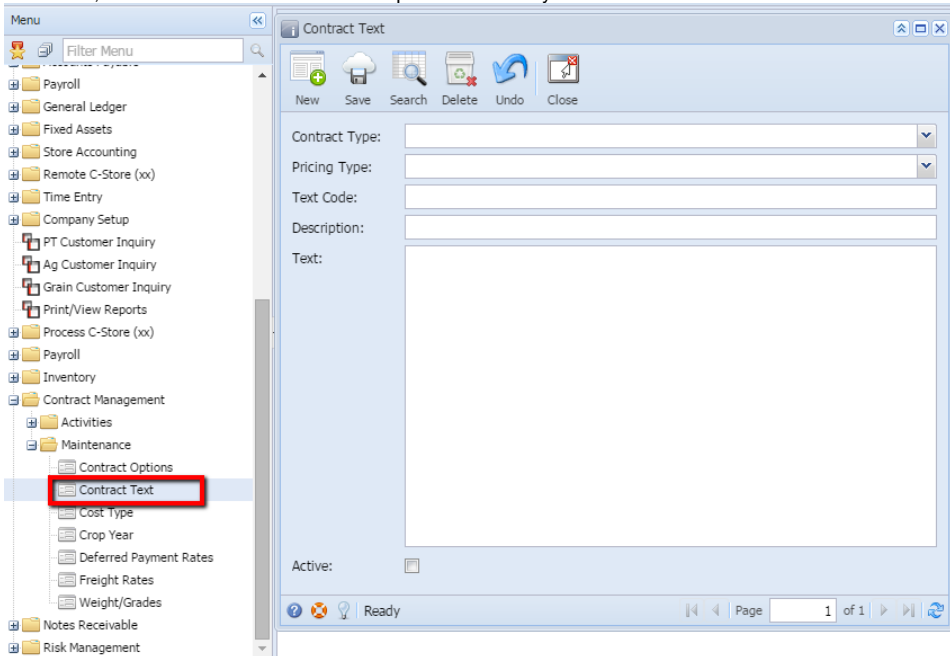


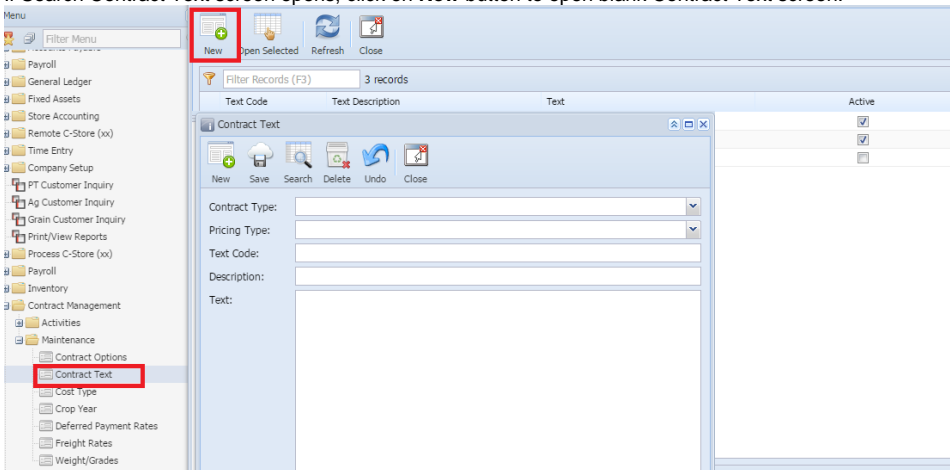
# How To Create New Contract Text

Here are the steps on how to create a Contract Text:

1. From the **Contract Management > Maintenance** menu, click **Contract Text**. If there's an existing text, **Search Contract Text** screen will open. Otherwise, **New Contract Text** screen will open automatically.



2. If Search Contract Text screen opens, click on **New** button to open blank Contract Text screen.



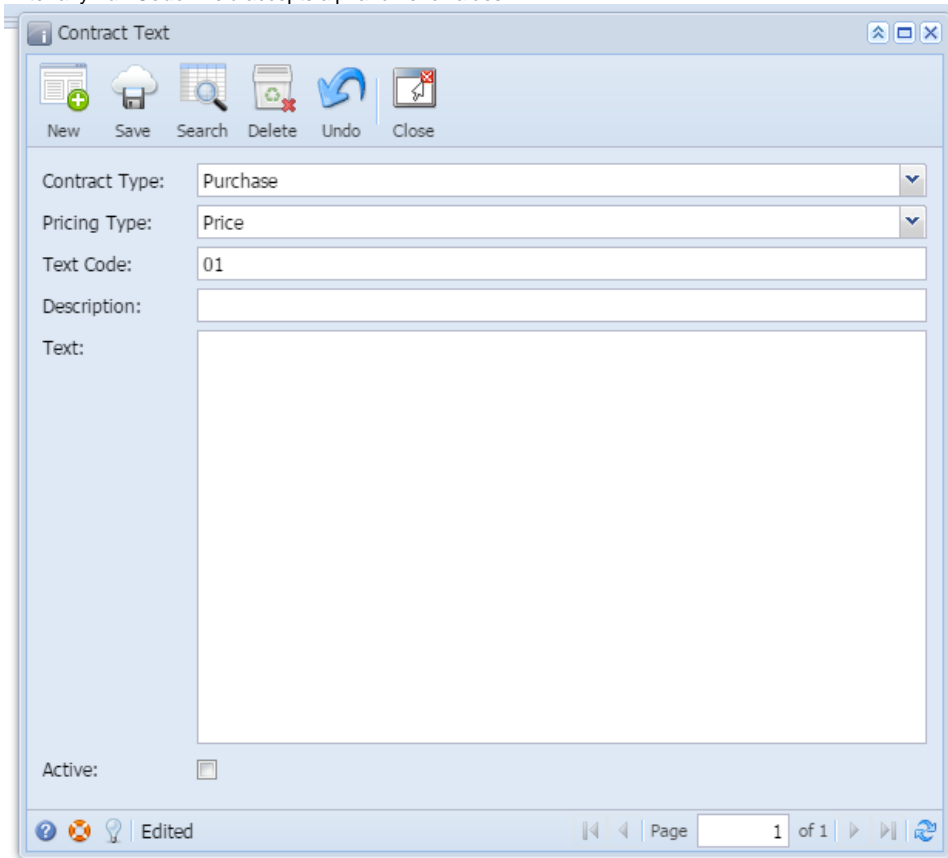
3. Click on the **Contract Type** drop down to select Contract Type.

The screenshot shows the 'Contract Text' window. The 'Contract Type' dropdown is open, displaying a list of options: 'Contract Type', 'Purchase', 'Sales', 'Weight Cert', and 'DP'. The 'Pricing Type' dropdown is also open, showing 'Filter Records' and '4 records'. The 'Text Code' field is empty. The 'Description' field is empty. The 'Text' field is empty. The 'Active' checkbox is unchecked. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

4. Click on the **Pricing Type** drop down to select Pricing Type.

The screenshot shows the 'Contract Text' window. The 'Contract Type' dropdown is set to 'Purchase'. The 'Pricing Type' dropdown is open, displaying a list of options: 'Contract Price Type', 'Price', 'Basis', 'HTA', 'Target', 'Unit', and 'Defer Pay'. The 'Text Code' dropdown is open, showing 'Filter Records' and '6 records'. The 'Description' field is empty. The 'Text' field is empty. The 'Active' checkbox is unchecked. The status bar at the bottom shows 'Edited' and 'Page 1 of 1'.

5. Enter any **Tax Code**. Field accepts alphanumeric values.

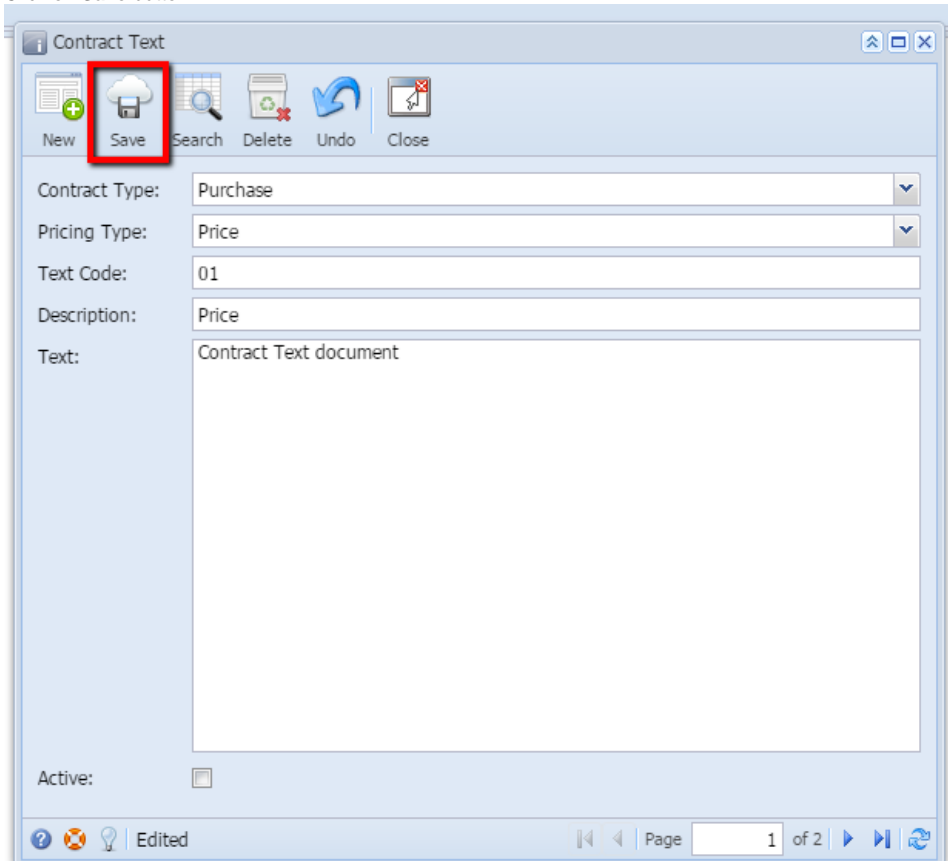


The screenshot shows the 'Contract Text' window with the following fields and values:

- Contract Type: Purchase
- Pricing Type: Price
- Text Code: 01
- Description: (empty)
- Text: (empty text area)
- Active: ☐

The toolbar at the top includes icons for New, Save, Search, Delete, Undo, and Close. The status bar at the bottom shows 'Page 1 of 1'.

6. Enter **Description** and Text for the Contract Type.  
7. Check the **Active** check box if you want to make it active else left blank.  
8. Click on **Save** button.



The screenshot shows the 'Contract Text' window after data entry and saving. The 'Save' button in the toolbar is highlighted with a red box. The fields now contain the following data:

- Contract Type: Purchase
- Pricing Type: Price
- Text Code: 01
- Description: Price
- Text: Contract Text document
- Active: ☐

The status bar at the bottom now shows 'Page 1 of 2'.

9. It will save the record.



The record will not be saved if any of these are left blank –Contract Type, Pricing Type, Text Code, Description

Each combination of Contract Type, Pricing Type and Text code should be Unique