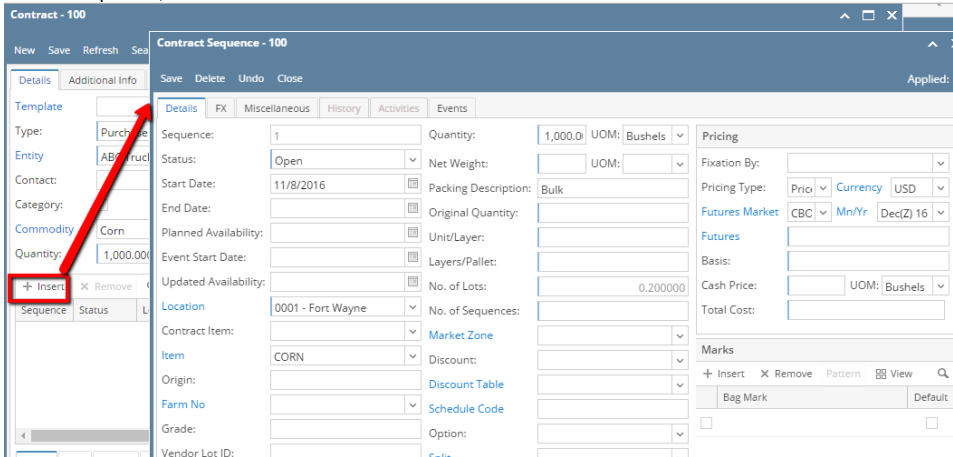


# Add Sequence to Contract Header

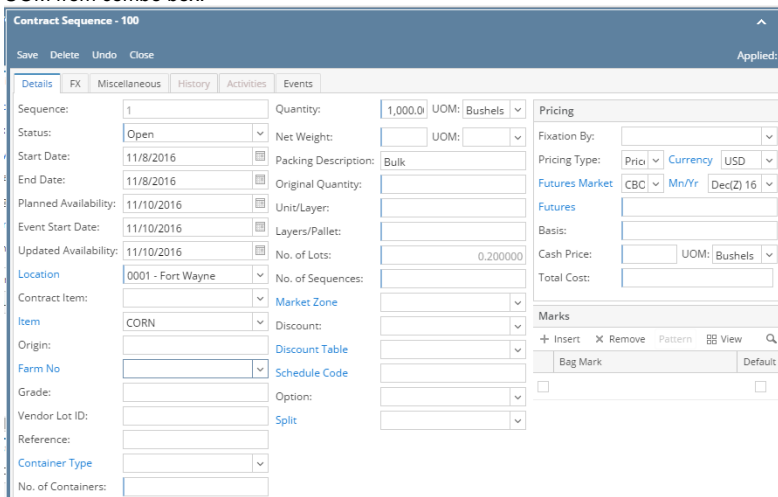
A sequence represents an anticipated activity (ship / receive) against a given contract.

Here are the steps on how to add sequence:

1. To add sequence, click on the **Insert** button.

The screenshot shows the 'Contract Sequence - 100' window. On the left, there is a 'Details' tab and a list of sequences. The 'Insert' button, represented by a plus sign in a square, is highlighted with a red box and a red arrow pointing to it. The main area of the form contains various fields for sequence details, including Sequence, Status, Start Date, End Date, Planned Availability, Event Start Date, Updated Availability, Location, Contract Item, Item, Origin, Farm No, Grade, Vendor Lot ID, Quantity, Net Weight, Packing Description, Original Quantity, Unit/Layer, Layers/Pallet, No. of Lots, No. of Sequences, Discount, Discount Table, Schedule Code, Option, Pricing, Fixation By, Pricing Type, Currency, USD, Futures Market, CBC, Mn/Yr, Dec(Z) 16, Basis, Cash Price, UOM, Bushels, Total Cost, and Marks.

2. In the Contract Sequence screen enter the value in **Details** tab.
3. **Sequence No** is system generated. It is non-editable.
4. To select the **Status**, click on the drop list.
5. **Start Date** defaults to Contract date. To change the date, click on the combo box button to open the mini calendar and select date.
6. To enter **End Date**, click on the combo box button to open the mini calendar and select date.
7. To enter **Event Start Date**, click on the combo box button to open the mini calendar and select date.
8. To enter **Planned Availability**, click on the combo box button to open the mini calendar and select date.
9. To enter **Updated Availability**, click on the combo box button to open the mini calendar and select date.
10. The **Location** field is automatically filled in with the default Location set in the User configuration. To change it for a different location, select Location from combo box.
11. The **Item** field is automatically filled in with the item configured for the location. To change item, select item from combo box.
12. **Origin**
13. To capture the Garden/Estate name, enter **Farm ID**.
14. Enter **Vendor Lot ID**.
15. Select the **Container Type** from the drop list.
16. Enter the **No of containers**.
17. The **Quantity** field is automatically filled in with the default contract header qty. Enter different quantity to change the data.
18. The **UOM** field is automatically filled in with the stock UOM set in the **Inventory > Item** option. To change it for a specific contract, select different UOM from combo box.

The screenshot shows the 'Contract Sequence - 100' window with the 'Details' tab selected. The form contains various fields for sequence details, including Sequence, Status, Start Date, End Date, Planned Availability, Event Start Date, Updated Availability, Location, Contract Item, Item, Origin, Farm No, Grade, Vendor Lot ID, Reference, Container Type, No. of Containers, Quantity, Net Weight, Packing Description, Original Quantity, Unit/Layer, Layers/Pallet, No. of Lots, No. of Sequences, Discount, Discount Table, Schedule Code, Option, Pricing, Fixation By, Pricing Type, Currency, USD, Futures Market, CBC, Mn/Yr, Dec(Z) 16, Basis, Cash Price, UOM, Bushels, Total Cost, and Marks.

19. Net Weight
20. Original Quantity
21. Unit/Layer
22. Layer/Pallet
23. Select **Fixation By** from the drop list.

24. The **Price Type** field is automatically filled in with the default contract header pricing type. To change it for a specific type, select different type from combo box.

The screenshot shows the 'Contract Sequence - 100' form. The 'Pricing' section on the right has 'Pricing Type' set to 'Priced'. Other fields include 'Quantity: 1,000,000', 'UOM: Bushels', 'Status: Open', 'Start Date: 11/8/2016', 'End Date: 11/8/2016', 'Planned Availability: 11/10/2016', 'Event Start Date: 11/10/2016', 'Updated Availability: 11/10/2016', 'Location: 0001 - Fort Wayne', 'Contract Item: CORN', 'Origin: ', 'Farm No: ', 'Grade: ', and 'Vendor Lot ID: '.

25. The **Future Market, Mn/Yr** field is automatically filled in with the default Market and Month/Year is associated with Commodity. To change it for a specific contract, select different Market and Month/Year from combo box.

The screenshot shows the 'Contract Sequence - 100' form. The 'Pricing' section on the right has 'Pricing Type' set to 'Priced'. The 'Future Market' dropdown is set to 'CBOT Co' and 'Mn/Yr' is set to 'Dec(Z) 16'. These two fields are highlighted with a red box. Other fields are the same as in the previous screenshot.

26. If the Pricing Type is Priced, the followings field are mandatory.

The screenshot shows the 'Contract Sequence - 100' form. The 'Pricing' section on the right has 'Pricing Type' set to 'Priced'. The 'Future Market' dropdown is set to 'CBOT Co' and 'Mn/Yr' is set to 'Dec(Z) 16'. These two fields are highlighted with a red box. Other fields are the same as in the previous screenshot.

- Enter Future price
- Enter Basis
- Cash Price is auto calculated.
- Select UOM from the drop List.

If the Pricing Type is Basis, the followings fields are mandatory:

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000.000 UOM: Bushels

Status: Open Net Weight: 0.000 UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots: 0.200000

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Pricing

Fixation By:

Pricing Type: Basis Currency USD

Futures Market: CBOT Co Mn/Yr Dec(Z) 16

Futures:

Basis:

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Q Filt

Bag Mark Default

- Future is disabled
- Enter Basis.
- Cash Price is disabled.
- Select UOM from the drop List.

If the Pricing Type is HTA, the following fields are mandatory:

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000.000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots: 0.200000

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Pricing

Fixation By:

Pricing Type: HTA Currency USD

Futures Market: CBOT Co Mn/Yr Dec(Z) 16

Futures:

Basis:

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Q Filt

Bag Mark Default

- Enter Future Price.
- Basis/Cash price is disabled.
- Select UOM from the drop List.

If the Pricing Type is Index, the following fields are mandatory:

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000.000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Sequences:

Location: 0001 - Fort Wayne Market Zone

Contract Item: Discount:

Item: CORN Discount Table

Origin: Schedule Code

Farm No: Option:

Grade: Split

Pricing

Pricing Type: Index

Index:

Adjustment: UOM:

Marks

+ Insert X Remove Pattern View Q Filt

Bag Mark Default

If the Pricing Type is Cash, the following fields are disabled:

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000,000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Sequences:

Location: 0001 - Fort Wayne Market Zone

Contract Item: Discount:

Item: CORN Discount Table

Origin: Schedule Code

Farm No: Option:

Grade: Split

Vendor Lot ID:

Pricing

Pricing Type: Cash Currency USD

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Q Filt

Bag Mark Default

a. Enter Cash Price.

c. Select UOM from the drop List.

27. If the Pricing Type is DP, the following fields are disabled:

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Sequences:

Location: 0001 - Fort Wayne Market Zone

Contract Item: Discount:

Item: CORN Storage Schedule

Origin: Option:

Farm No: Split

Grade:

Vendor Lot ID:

Pricing

Pricing Type: DP (Priced Later)

Marks

+ Insert X Remove Pattern View Q Filt

Bag Mark Default

28. The **Currency** field is automatically filled in with the default set in the Company preference option. To change it for a specific contract, select different currency from combo box.

**Contract Sequence - 100**

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots:

Location: 0001 - Fort Wayne Market Zone

Contract Item: Discount:

Item: CORN Discount Table

Origin: Schedule Code

Farm No:

Pricing

Fixation By:

Pricing Type: Priced Currency USD

Future Currency

Future EUR

Basis: USC

Cash F GBP

Total C PHP

Marks JPY

+ Inse USD

Bag Mark Default

29. No of Lots

30. Select **Market Zone** from the drop list.

31. Select **Discount** from the drop list.

32. Select **Schedule** from the drop list.

33. Select **Option** from the drop list.

34. Click on **Insert** button to insert bag mark to the sequence.

Contract Sequence - 100

Save Delete Undo Close

Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM: Packing Description: Bulk

Start Date: 11/8/2016 Original Quantity: Unit/Layer: Layers/Pallet: No. of Lots: No. of Sequences: Market Zone: Discount: Discount Table: Schedule Code: Option: Split: Reference:

End Date: 11/8/2016

Planned Availability: Event Start Date: Updated Availability: Location: 0001 - Fort Wayne Contract Item: Item: CORN Origin: Farm No: Grade: Vendor Lot ID: Reference:

Pricing

Fixation By: Pricing Type: Priced Currency USD Futures Market CBOT Co Mn/Yr Dec(Z) 16 Futures Basis: Cash Price: UOM: Bushels Total Cost:

Marks

+ Insert X Remove Pattern View Filter

Bag Mark Default

35. In the Contract Sequence screen enter the value in **FX** tab.

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Invoice Currency

FX Valid From: FX Valid To: Currency Pair

Exchange Rate: Price: FX Price UOM: FX Remarks: Assumed FX for Marginal Risk Report:

36. Select the **Invoice currency** from the drop list.
37. To enter **FX Valid From**, click on the combo box button to open the mini calendar and select date.
38. To enter **FX Valid To**, click on the combo box button to open the mini calendar and select date.
39. Select **Currency Pair** from the drop down.
40. Provide valid **Exchange Rate**.
41. Provide Multi line **FX Remarks**.
42. Enter value for **Assumed FX for Marginal Risk Report**.
43. In the Contract Sequence screen enter the value in **Miscellaneous** tab.

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Pickup/Deliver: Ship Via: Book: Sub-book: Farm Invoice No: Certifications

+ Insert X Remove View Filter Records (F3)

Certificates

44. Select **Pickup/ Delivery** from the drop list.
45. Select **Transportation** mode from the drop list.
46. Select **Book** from the drop list.
47. Select the **Sub Book** from the drop list. List will display sub books which are associated with the Book.

48. Enter **Farm Invoice No.**  
49. Click on **Insert** button to insert certification to the sequence.

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Pickup/Deliver:

Ship Via:

Book:

Sub-book:

Farm Invoice No:

Certifications

**+** Insert X Remove View Filter Records (F3)

☐ Certificates

50. Click on **Save** button.

Contract Sequence - 100

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots:

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Grade: Option:

Vendor Lot ID: Split

Reference:

Container Type

No. of Containers:

Pricing

Fixation By:

Pricing Type: Priced Currency USD

Futures Market CBOT Co Mn/Yr Dec(Z) 16

Futures

Basis:

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Filter

Bag Mark Default

51. Sequence is added with Contract.

Contract - 100

New Save Refresh Search Delete Undo Duplicate Print Email Process Close

Details Additional Info Documentation Audit Log (0) Activities (0) History

Template Contract Date: 11/8/2016 INCO/Ship Term FCA Contract No: 100

Type: Purchase Entity Contract: Warehouse FG Station Salesperson Bob Smith

Entity: ABC Trucking Provisional: Country: United States Contract Text

Contact: Load Based Position

Category: Load: # of Loads: Pricing Type: Priced Weights

Commodity: Corn Qty/Load: Terms Net 15 Signed: Printed:

Quantity: 1,000.000 Bushels

+ Insert X Remove Open Copy Slice Load Schedule Quality Capture Transfer View Filter Records (F3)

Sequence	Status	Location	Contract Item	Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Ap
1	Open		CORN		11/8/2016	11/8/2016			1,000.0000	Bushels		

52. To add another sequence click on the **Insert** button.