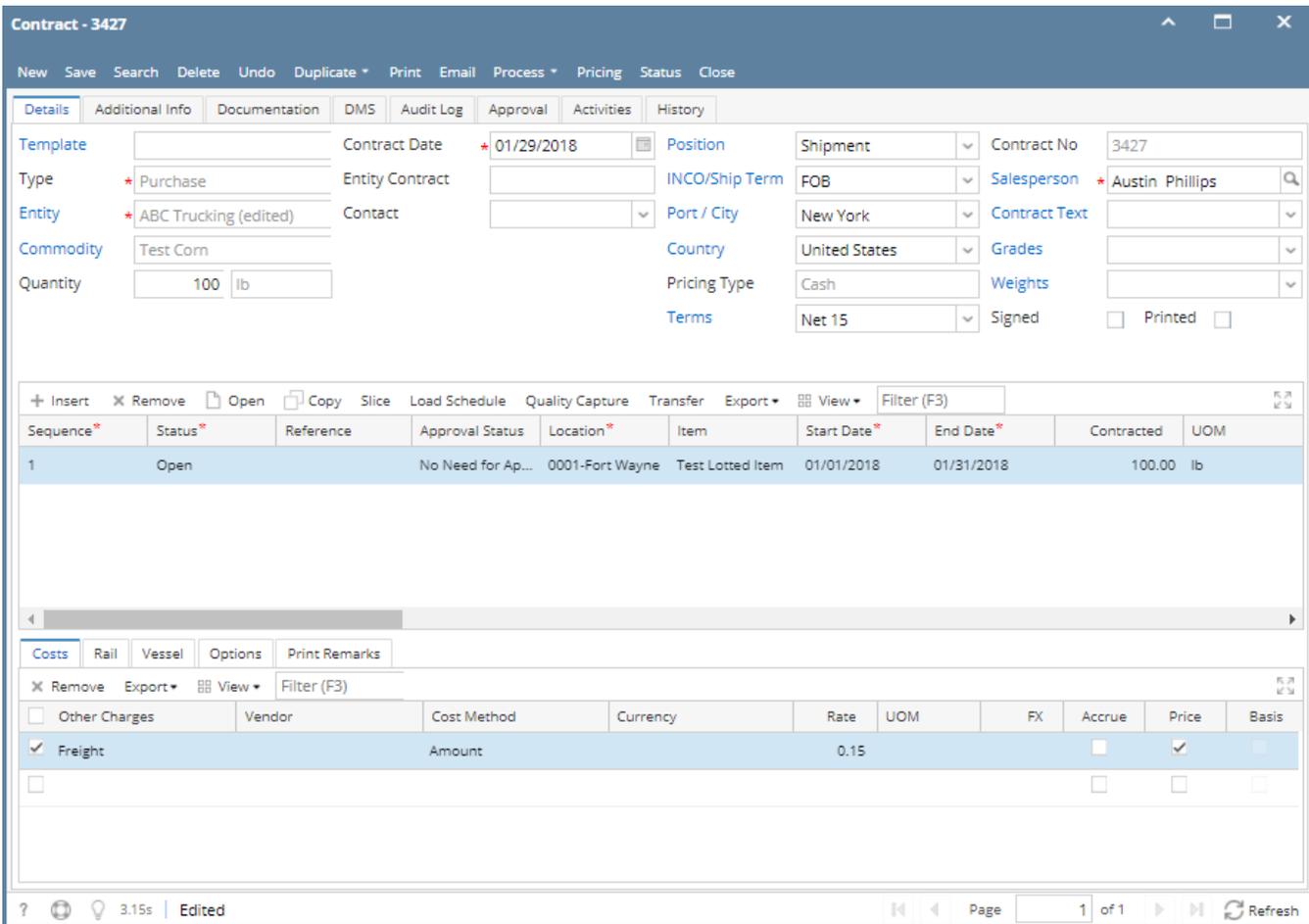


How to Create Inventory Receipt - Purchase Contract Type

1. Open new contract screen. Go to **Contract Management>Contracts>New**.
2. Enter/select the following contract details:
 - a. **Type:** Purchase
 - b. **Entity:**
 - c. **Commodity**
 - d. **Quantity/Uom**
 - e. **Position**
 - f. **Pricing Type**
 - g. **Terms**
 - h. **Sales Person**
 - i. **Insert > Contract Sequence**
 - i. **Item**
 - ii. **Qty**
 - iii. **Price**
 - j. **Other Charge**



3. Create Inventory receipt for the purchase contract. There are several ways to create an Inventory Receipt with Purchase Contract type.

- From Contract module > Contracts > Purchase Type > click **Process**.
- From New Inventory Receipt > select Purchase Contract in the Receipt Type field > **select the Vendor with open Purchase Contract** > the **Add Orders screen** will automatically be opened > select the Contract and click Open Selected.
- From existing Inventory Receipt where Receipt Type of Purchase Contract and Vendor selected has open Purchase Contract > click **Add Orders** > Add Orders screen will be opened > select the Contract and click Open Selected.

Inventory Receipt -

New Save Search Delete Undo Print Post Add Orders Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log

Order Type * Source Type Vendor * Ship From Location (Ship To) Receipt Date * Currency Receipt No

Purchase Contract None ABC Trucking (edited) Office 0001-Fort Wayne 01/29/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Items + Insert X Remove Quality View Tax Details Export View Filter (F3)

Item No.*	Description	Charges Link	Load Contract	Order Quantity	Order UOM	Received to date	Receipt Qty*	Currency Unit	Cost
				0		0	0		

Summary

Gross Wgt. 0.00

Lot Gross Wgt. 0.00

Add Orders

Close

Add Orders

Open Selected Export Columns View

Order Number Contains Add Filter

Order Number	Ordered Qty	Received Qty	Source Number	Item No	Item Description	Is Basket	Basket No	Basket Name	Qty to Receive	Load to Recei
3355	1,000.00	0.00		CORN	CORN	<input type="checkbox"/>			1,000.00	C
3090	1,000.00	896.07		CORN	CORN	<input type="checkbox"/>			103.93	C
2729	1,000.00	0.00		CORN	CORN	<input type="checkbox"/>			1,000.00	C
208	15,000.00	0.00		Great Northerns	Great Northerns	<input type="checkbox"/>			15,000.00	C
64	1,000.00	100.00		CORN	CORN	<input type="checkbox"/>			900.00	C
58	6,000.00	0.00		LPG	Propane	<input type="checkbox"/>			6,000.00	C
53	3,000.00	0.00		87G	87 Unleaded G...	<input type="checkbox"/>			3,000.00	C
21	15,000.00	982.13		CORN	CORN	<input type="checkbox"/>			14,017.86	C

Here is the contract added to the Inventory Receipt.

Inventory Receipt -

New Save Search Delete Undo Print Post Add Orders Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log

Order Type * Source Type Vendor * Ship From Location (Ship To) Receipt Date * Currency Receipt No

Purchase Contract None ABC SA Trucking ABC SA Trucking 0001-Fort Wayne 01/29/2018 ZAR Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Items + Insert X Remove Quality View Tax Details Export View Filter (F3)

Contract No.	Item No.*	Description	Charges Link	Load Contract	Order Quantity	Order UOM	Received to date	Receipt Qty*	Cu
3321	SA Wheat	SA Wheat		<input type="checkbox"/>	500	Metric Ton	0	500 Metric Ton	ZAR
				<input type="checkbox"/>	0		0	0	

Summary

Gross Wgt. 500.00

Lot Gross Wgt. 0.00

Gross Diff 500.00

Net Wgt. 500.00

Lot Net Wgt. 0.00

Net Diff 500.00

Gain/Loss: 0.00

Gain/Loss (%): 0.00%

Sub Total 2,090,000.00

Tax 146,255.00

Charges 0.00

Total 2,236,255.00

0.38s Edited Page 1 of 1 Refresh

