

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**

The screenshot shows the 'Contract - 3427' window with various tabs and fields. The 'Details' tab is active, showing contract information like Type (Purchase), Entity (ABC Trucking), Commodity (Test Corn), and Quantity (100 lb). Below this is a table with columns: Sequence, Status, Reference, Approval Status, Location, Item, Start Date, End Date, Contracted, and UOM. The table contains one row with Sequence 1, Status Open, and Item Test Lotted Item.

Sequence*	Status*	Reference	Approval Status	Location*	Item	Start Date*	End Date*	Contracted	UOM
1	Open		No Need for Ap...	0001-Fort Wayne	Test Lotted Item	01/01/2018	01/31/2018	100.00	lb

Below the table is a 'Costs' section with tabs for Rail, Vessel, Options, and Print Remarks. It includes a table with columns: Other Charges, Vendor, Cost Method, Currency, Rate, UOM, FX, Accrue, Price, and Basis. The 'Freight' row is checked and shows a rate of 0.15.

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 * Purchase Contract Source Type None Vendor * ABC Trucking (edited) Ship From Office Location (Ship To) 0001-Fort Wayne Receipt Date * 01/29/2018 Currency USD Receipt No 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		

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				1,000.00	C
3090	1,000.00	896.07		CORN	CORN				103.93	C
2729	1,000.00	0.00		CORN	CORN				1,000.00	C
208	15,000.00	0.00		Great Northerns	Great Northerns				15,000.00	C
64	1,000.00	100.00		CORN	CORN				900.00	C
58	6,000.00	0.00		LPG	Propane				6,000.00	C
53	3,000.00	0.00		87G	87 Unleaded G...				3,000.00	C
21	15,000.00	982.13		CORN	CORN				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 * Purchase Contract Source Type None Vendor * ABC SA Trucking Ship From ABC SA Trucking Location (Ship To) 0001-Fort Wayne Receipt Date * 01/29/2018 Currency ZAR Receipt No 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			500	Metric Ton	0	500 Metric Ton	ZAR
					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

