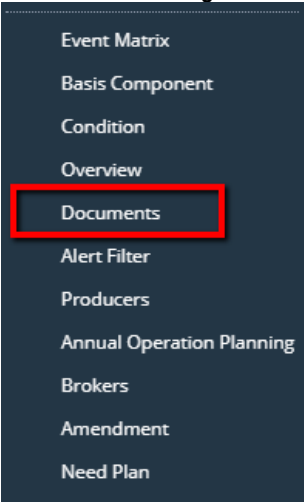


How To Create New Contract Documents via the Search Screen

Here are the steps on how to create new record via the Search screen:

1. Select **Contract Management ->Documents** from the **Menu**.



2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the Search Contract Documents search screen.

Contract Document						
New Open Refresh Report +						
Contract Document						
BB View Filter (F3) 25 record(s)						
Document Name	Description	Commodity	Standard	Certification Name	Certification Code	Certification Id
<input type="checkbox"/> Bill of Lading	Bill of Lading	Coffee	✓			
<input type="checkbox"/> Commercial Invoice	Commercial Invoice	Coffee	✓			
<input type="checkbox"/> Phytosanitary Certificate	Phytosanitary Certificate	Coffee				
<input type="checkbox"/> Bill Of Lading	Bill Of Lading	Tea	✓			
<input type="checkbox"/> Commercial Invoice	Invoice	Tea	✓			
<input type="checkbox"/> CoA - Micro	Micro	Tea				
<input type="checkbox"/> CoA - Gluten	Gluten	Tea				
<input type="checkbox"/> CoA - Pesticide	Pesticide	Tea				

3. Click **New** button to open blank screen to enter new record.

Document -

New Save Search Delete Undo Close

Details

Document Name *

Description

Document Type * Contract

Commodity *

Certification

Original

Copies

Standard ☐

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Ready

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