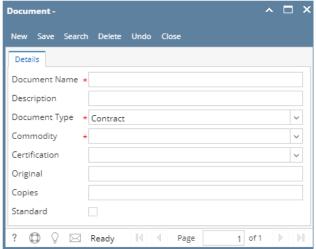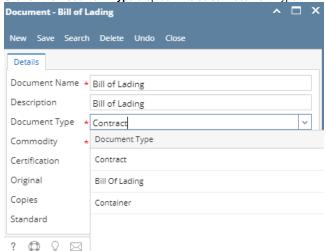# How To Create New Contract Documents

Here are the steps on how to create a Contract Text:
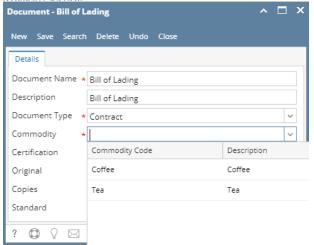
1. From the **Contract Management > Documents** menu, click **Documents.** If there's are existing documents, **Search Contract Document** screen will open. Otherwise, **New Contract Text** screen will open automatically.
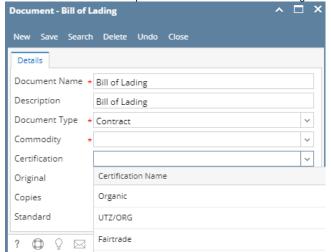2. If Search Contract Documents screen opens, click on **New** button to open blank Documents screen.

3. Enter **Document Name**. Field accepts alphanumeric values.
4. Enter **Description**. Field accepts alphanumeric values.
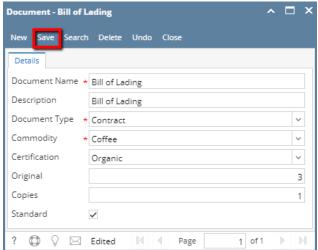5. Click on the **Document Type** drop down to select Document Type.

6. Click on the **Commodity** drop down to select Commodity.

7. Click on the **Certification** drop down to select Certification name against the document.

Document - Bill of Lading	^ □ X

New   Save   Search   Delete   Undo   Close

Details

Document Name	* Bill of Lading
Description	Bill of Lading
Document Type	* Contract ∨
Commodity	* ∨
Certification	∨
Original	Certification Name
Copies	Organic
Standard	UTZ/ORG
? ⊕ ♀ ⊠	Fairtrade

8. Enter any **Original**. Field accepts numeric integer values.
9. Enter any **Copy**. Field accepts numeric integer values.
10. Check the **Standard** check box if you want to make it active else left blank.
11. Click on **Save** button.

Document - Bill of Lading	^ □ X

New   Save   Search   Delete   Undo   Close

Details

Document Name	* Bill of Lading
Description	Bill of Lading
Document Type	* Contract ∨
Commodity	* Coffee ∨
Certification	Organic ∨
Original	3
Copies	1
Standard	✔

? ⊕ ♀ ⊠ Edited |◁ ◁   Page   1   of 1   ▷   ▷|

12. It will save the record.

> ⚠ **Note**
>
> The record will not be saved if any of these are left blank –Document Name, Commodity, Document Type