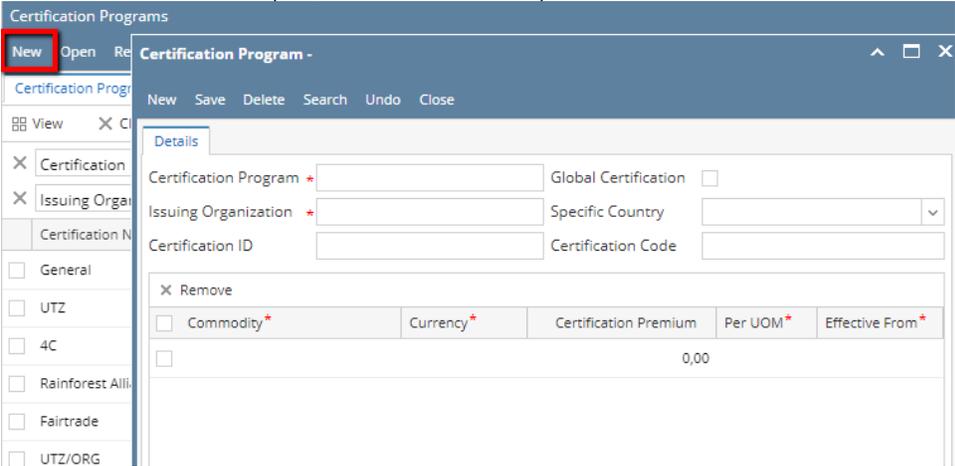


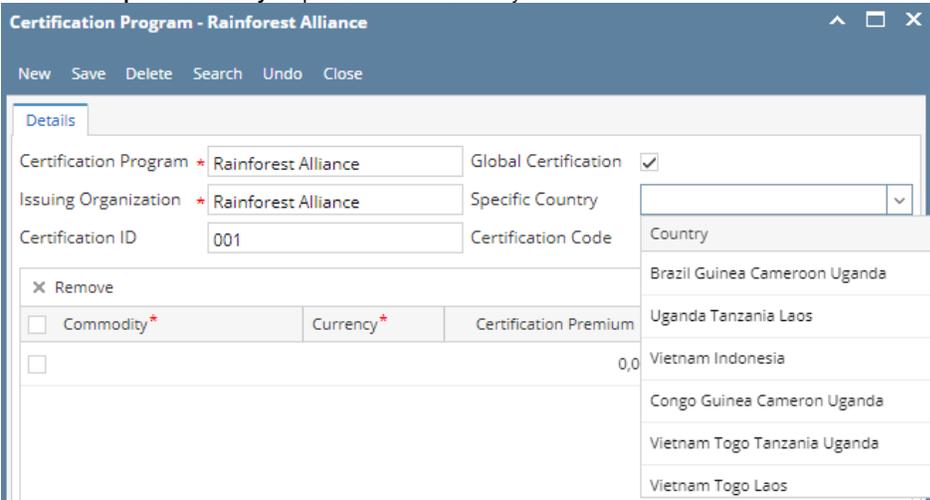
How To Create New Certification Program

Here are the steps on how to create a Certification Program:

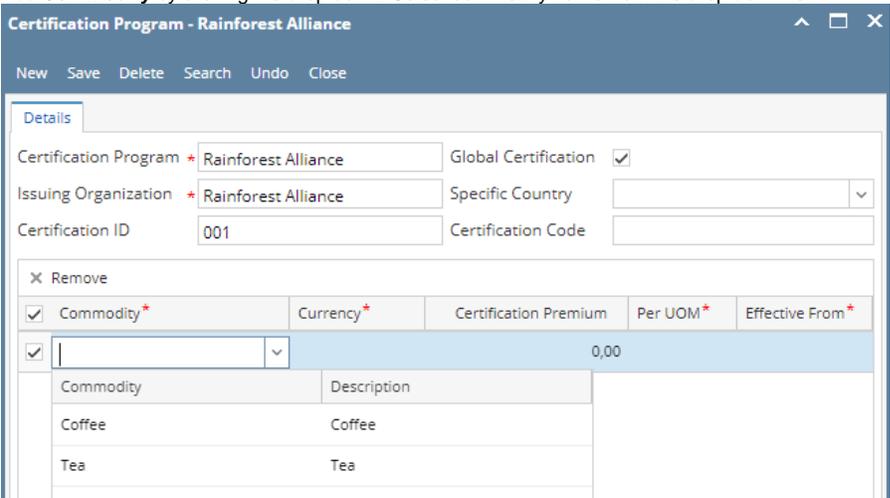
1. From the **Contract Management > Certification Programs** menu, click **Certification**. If there's an existing text, **Search Contract Text** screen will open. Otherwise, **New Contract Text** screen will open automatically.
2. If Search Certification screen opens, click on **New** button to open blank certification.



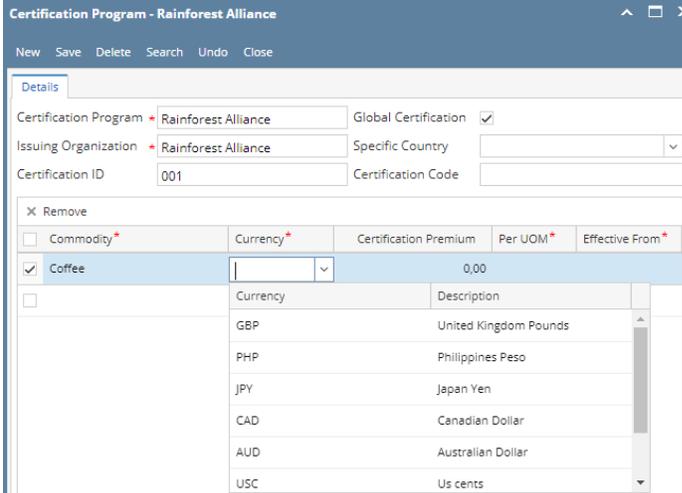
3. Enter any **Certification Program** name. Field accepts alphanumeric values.
4. Enter any **Issuing Organization** name. Field accepts alphanumeric values.
5. Enter any **Certification Id** name. Field accepts alphanumeric values.
6. Check the **Global Certification** check box if you want to make it global certification, else left blank.
7. Click on the **Specific Country** drop down to select Country.



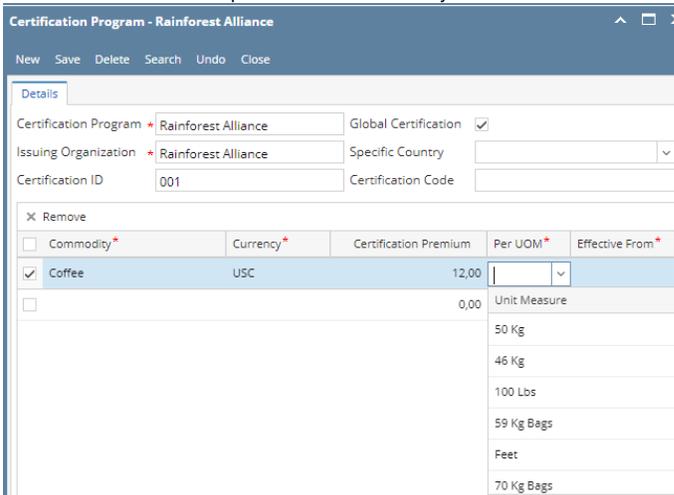
8. Enter any **Certification** name. Field accepts alphanumeric values.
9. Add **Commodity** by clicking the drop down. Select commodity name from the drop down list.



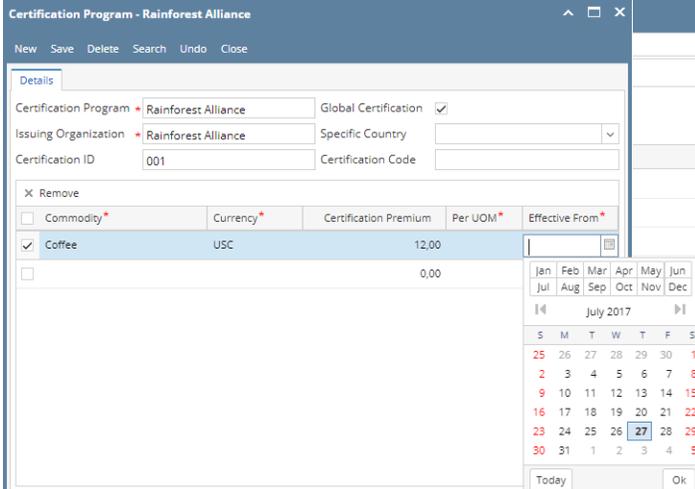
10. Add **Currency** by clicking the drop down. Select currency from the drop down list.



11. Enter any **Certification Premium** value. Field accepts numeric values.
12. Click on the **Per UOM** drop down to select Country.



13. Add **Effective From** date clicking the calendar drop down. Select Date from the drop down list.



14. Click on **Save**