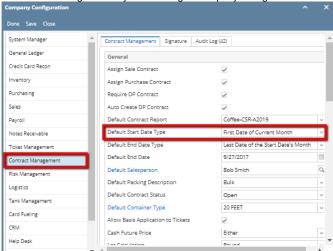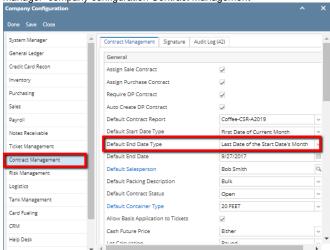# Create Index Contract

Here are the steps on how to add sequence:

1. Create a Contract Header
2. At the time of creating contract header select Pricing Type as Index
3. To add sequence, click on the **Insert** button.
4. In the Contract Sequence screen enter the value in **Details tab**.
5. **Sequence No** is system generated. It is non-editable.
6. **Status** defaults to **Open.** Filed is not editable at the time of creation.
7. **Start Date** defaults to Contract date. To change the date, click on the combo box button to open the mini calendar and select date. Default Start date can be configured at System manager company configuration Contract Management
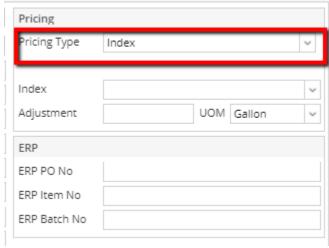

8. To enter **End Date**, click on the combo box button to open the mini calendar and select date. Default End date can be configured at System manager company configuration Contract Management
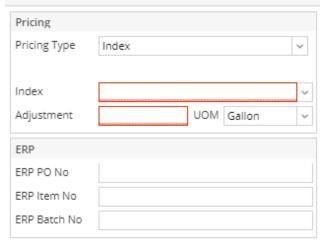

9. To enter **Event Start Date**, click on the combo box button to open the mini calendar and select date.
10. To enter **Planned Availability**, click on the combo box button to open the mini calendar and select date.
11. To enter **Updated Availability**, click on the combo box button to open the mini calendar and select date.
12. The **Location** field is automatically filled in with the default Location set in the User configuration. To change it for a different location, select Location from combo box.
13. The **Item** field is automatically filled in with the item configured for the location. To change item, select item from combo box.
14. **Origin**
15. Enter **Vendor Lot ID**.
16. Select the **Container Type** from the drop list.
17. Enter the **No of containers**.
18. The **Quantity** field is automatically filled in with the default contract header qty. Enter different quantity to change the data.
19. The **UOM** field is automatically filled in with the stock UOM set in the **Inventory > Item** option. To change it for a specific contract, select different UOM from combo box.
20. Net Weight should be field automatically as configured in Item maintenance screen.
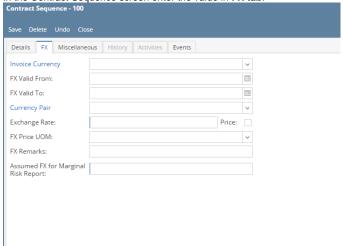21. Enter Original Quantity

22. The **Price Type** field is automatically filled in with the default contract header pricing type i,e Index.

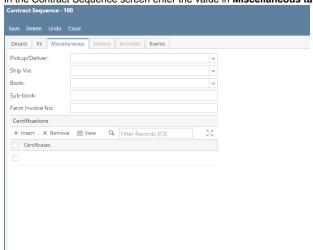23. For Index Pricing Type, Index and Adjustment amounts are mandatory.

24. Select Index from the drop down.
25. Enter Adjustment amount.
26. Select UOM from the UOM drop down.
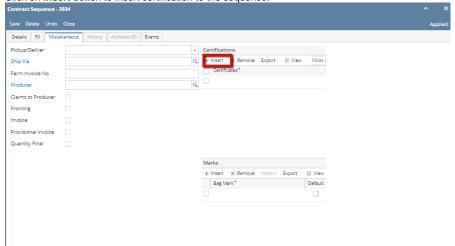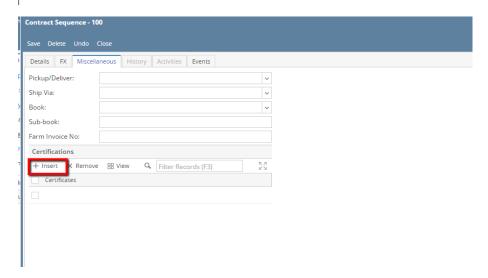27. In the Contract Sequence screen enter the value in **FX tab**.

28. Select the **Invoice currency** from the drop list.
29. To enter **FX Valid From**, click on the combo box button to open the mini calendar and select date.
30. To enter **FX Valid To**, click on the combo box button to open the mini calendar and select date.
31. Select **Currency Pair** from the drop down.
32. Provide valid **Exchange Rate**.
33. Provide Multi line **FX Remarks.**
34. Enter value for **Assumed FX for Marginal Risk Report.**

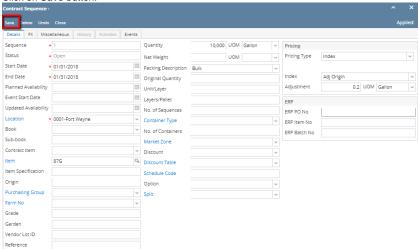35. In the Contract Sequence screen enter the value in **Miscellaneous tab**.

36. Select **Pickup/ Delivery** from the drop list.
37. Select **Transportation** mode from the drop list.
38. Select **Book** from the drop list.
39. Select the **Sub Book** from the drop list. List will display sub books which are associated with the Book.
40. Enter **Farm Invoice No**.
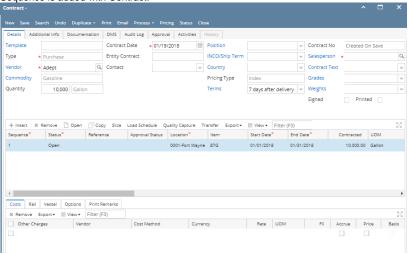41. Click on **Insert** button to insert certification to the sequence.

42. Click on **Save** button.

43. Sequence is added with Contract.

44. To add another sequence click on the **Insert** button.

45. Click on Contract Header Save button to save the entire contract.