Contract Header Fields

- Created by Steve Palm, last modified by George Olney on 10-30-2017

Contract Header Fields (red cell indicates mandatory field)	
Field Name	**Description**
Template	Use this to automatically default fields to the template of your choice. Templates can be built / modified via the Contract Template maintenance screen.
Type	Purchase or Sale
Entity	Either a customer (Sale) or vendor (Purchase)
Commodity	What you're selling
Quantity	The total quantity of the contract along with UOM
Contract Date	Indicates the date when the document was created
Entity Contract	Your customer or vendor's contract number
Contact	Contact person associated with the contract. An email can be sent from here.
Position	What kind of logistics you're going to use (e.g. Shipment (ocean vessel), Delivery (truck). This configures the fields in the logistics screen.
INCO/Ship Term	Used to indicate who's paying for the freight. INCO location indicates where ownership changes.
Country	
Pricing Type	<table><tr><th>Type</th><th>Description</th></tr><tr><td>Priced</td><td>A price contract allows for the entry of both the futures price and basis amount.</td></tr><tr><td>Basis</td><td>A basis contract allows the entry of the basis component upfront along with the futures month. The futures price be set before or after delivery.</td></tr><tr><td>HTA</td><td>An HTA (Hedge to Arrive) contract locks down the futures price but not the basis. Typically, the future price is entered before delivery.</td></tr><tr><td>Unit</td><td>A Unit contract will allow entry of quantity but not futures price or basis.</td></tr><tr><td>DP</td><td>A DP (deferred price) contract will not allow entry of futures price, basis nor quantity. Quantity will be incremented upon deliveries.</td></tr><tr><td>Cash</td><td>A Cash contract is treated the same as Priced but is for a commodity that is not board traded.</td></tr></table>
Contract No	System assigned
Salesperson	Add sales person name
Contract Text	Text that prints on the contract. Example: terms & conditions.
Signed	Checkbox: indicates that the farmer signed the contract.
Printed	Checkbox: indicates that the contract was physically printed.

	Column	Description
Additional Info Tab	Insurance By	Linked to INCO/Ship Term (either Seller or Buyer).
	Tolerance%	Not used
	Provisional Invoice%	Invoicing for goods ahead of time (similar to a down payment)
	Weight for Invoicing	Weighment quantity agreed by Entity and Vendor at the time finalizing the PO
	Crop Year	Indicates what crop year that the delivery came from
	Association	Relates to any governing association that is involved with the commodity (an agreement to be bound by the associations rules / regulations).
	Arbitration	If there is an issue (exports) which city / state do we agree for arbitration.
	Producer	Could be buying from a dealer but want to know who was the original grower.
	Claims to Producer	Who will be handling claims when they occur.
	Internal Comments	Internal and won't print on the contract.
	Printable Remarks	Will show on the contract print.
	Price Level	
	Substitute Item	
	Max Price	
	Prepaid	Indicate if there is a prepayment
	Unlimited Qty Contract	
	Multiple Price	When checked then all sequences are bundled and priced together (Pricing function). Must select the same futures month and market for all sequences.
	Conditions	Special information that prints in footer of contract.
Documentation Tab	Allows the add of external documents to a given contract.	
DMS Tab	Similar to Documentation tab but allows more sophisticated management of documents. This is an optional module.	
Audit Log Tab	History of the contract history (field level changes).	
Approval Tab	Workflow statuses	
Activities Tab	Task management, integrated into CRM.	
History Tab	History at the sequence level.	