

Purchase Priced Contract Scale Ticket Distribution

1. Create **Purchase Priced Contract** from **Contract Management > Contracts**, click **New**.

- a. Select **Type 'Purchase'**
 - b. Select an **Entity**
 - c. Select **Commodity**.
 - d. Select Contract **UOM** and enter Contract **Qty**
 - e. Select **PricingType 'Priced'**
 - f. Select **Salesperson**
 - g. Click the **Save** toolbar button.
2. Click the **Insert** grid button to create Contract Sequence.

- a. Select Contract **EndDate**.
- b. Select an **Item**.

Remember that the items listed from the Item combobox dropdown are only linked /associated to selected Commodity.

Quantity should display equal to the entered Contract Qty. If the Contract Sequence UOM was changed to other UOM (ex. LB), Quantity should be automatically converted to make it equal to Contract Qty.

- c. Enter **Futures and Basis Price**
- d. Click the **Save** toolbar button.
- e. Select Contract **Freight** charge under **Cost tab** of Purchase Contract header.

Contract - 3721

New Save Search Undo Duplicate Print Email Process Pricing Submit for Approval Status Close

Details Additional Info Documentation DMS Audit Log Approval Amendment (0) Activities History Scheduled

Template Contract Date 01/11/2019 Position Contract No 3721

Type Purchase Vendor Ref Vendor Ref INCO/Ship Term Salesperson Bob Smith

Vendor A1 Portal Farms, Inc. Contact Country Contract Text

Book Load Based Pricing Type Priced Grades

Sub Book Load # of Loads Terms Net 30 Weights

Commodity Corn Qty/Load Delivered Signed Printed

Quantity 1,000 Bushels

+ Insert X Remove Open Copy Slice Load Quality Transfer Washout Bulk Change Export View Filter (F3)

Sequence	Status	Approval Status	Location	Contract Item	Item	Start Date	End Date	Freight Terms	Contracted	UOM	Balance	Applied
1	Open	Waiting for S...	0001-Fort Way...	corn item	01/01/20...	01/31/20...			1,000.00	Bushels	1,000.00	0.0000

Costs Rail Vessel Options Print Remarks

X Remove Export View Filter (F3)

Other Charges	Vendor	Cost Method	Currency	Rate	UOM	Forex Rate Type	Forex Rate	Amount	Status	Act. Amount	Accrual Amount	% Ret
Freight	ABC Trucking	Per Unit	USD	0.120	Bushels	Spot		120.0000	Open		120.0000	1
			USD			Spot			Open			1

? 3.18s Waiting for Submit 1 of 1 Refresh

3. From **Ticket Management** menu > **Tickets**, click **New**.
 - a. Select **Type: Load In**
 - b. Select **Vendor**.
 - c. Select an **Item**.
 - d. Select **Distribution: Contract**
4. **Contract Selection** screen will open. Double-click the created **Purchase Contract** to automatically populated in **Scale Ticket** screen.

Ticket - FWA - (SCT-1862)

New Save Delete Undo Contract Load Sales Print Distribute Undistribute Void CPE Receipts Close

Details Attachments Audit Log Activities

Ticket No SCT-1862 Driver Scale Options Scale 1: No NTEP Capacity

Type Load In Truck Id Scale Date 01/11/2019 Gross (F3) Stable 0 lb

Vendor A1 Portal Farms, Inc. Reference Freight Gross Unit 0.000 Tare (F4)

Item corn item Pit Deduct from Vendor Weight Details

Distribution Contract Contract Selection Gross Weight 0

Location 0001-Fort Wayne Tare Weight 0

Stor. Location Contract Selection

Storage Unit Contract Selection

Plate No. Contract Selection

Comments Contract Selection

Grades / Readings Contract Selection

Discount Schedule 1 Contract Selection

Comment Contract Selection

Export View Filter (F3) Contract Selection

Contract Type	Contract	Seq	Entity	Item	Item Description	Location	Field Number	Basis	Price	Pricing
Purchase	3721	1	A1 Portal Farm...	corn item	corn item	0001-Fort Wayne		3	8	Priced

? 3.79s Saved

- a. Enter **Discount Readings**
- b. Enter **Gross Weight** and **Tare Weight** to automatically calculate the Net Units

Ticket - FWA - (1045)

New Save Delete Undo Contract Load Sales Print Distribute Undistribute Void CPE Receipt Close

Details Attachments Audit Log Activities

Ticket No: 1045 Driver:

Type: Load In Truck Id:

Vendor: A1 Portal Farms, Inc. Reference:

Item: corn item Pit:

Distribution: Contract

Location: 0001-Fort Wayne

Stor. Location:

Storage Unit:

Plate No.:

Comments:

Grades / Readings

Discount Schedule: 1

Comment:

Export View Filter (F3) X

Discount Code	Reading	Discount
Corn Test We...	50	0.08
Corn Moisture	14	0.01
Corn Damage	3	0.03

Split Details

Split:

Export View Filter (F3) X

Entity	Percent	Dist

Scale Options

Scale Date: 01/11/20

Freight Per Unit: 0.120

Deduct from Vendor: ☐

Hauler: ABC Tru

Fees: 0.000

Deduct Fees from Vendor: ☐

Futures: 5.000

Basis: 3.000

Contract Number: 3721

Contract Sequence: 1

Contract Location: 0001-Fort W

Farm/Field: State-2-F

Grades:

Weights:

Delivery Sheets:

Driver On: ☒

Scale Operator: IRELY AD

Scale 1: No NTEP Capacity

Gross (F3): Stable 0 lb

Tare (F4):

Weight Details

Gross Weight: 57,000

Tare Weight: 1,000

Net Weight: 56,000

Gross Units: 1000 Bushels

Shrink Units: 7.5 Bushels

Net Units: 992.5 Bushels

Trucks in Yard

Export View Filter (F3) X

Ticket No.	Type	Entity Name	Loc	Status
1045	Load In	A1 Port...	000...	O
SCT-1858	Load In	Adept	000...	O
SCT-1857	Load Out	A1 Port...	000...	O
SCT-1855	Load In	Agrium	000...	O
SCT-1853	Load In	A1 Port...	000...	O
SCT-1851	Load In	A1 Port...	000...	O
1035	Load Out	ABC Tr...	000...	O
SCT-1840	Load In	A CUST...	000...	O
1031	Load In	Techro...	000...	O

Refresh



Freight Charge from the selected Contract should auto populate in Scale Ticket screen if the Default Freight from the used Scale Station are both matched. Else, Freight, Deduct from Vendor and Hauler fields are enabled.

5. Click the **Distribute** toolbar button. This message will be shown.



iRely i21

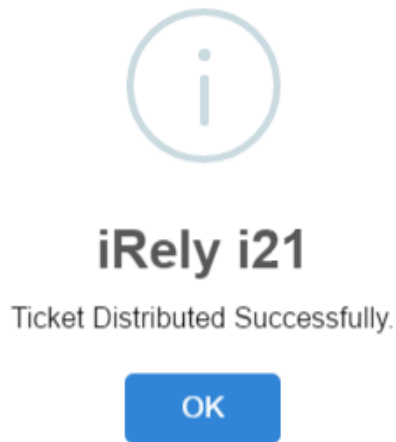
Distribute this ticket now?

Yes

No

- If the **Ticket Completion Options** checkbox from Ticket Pool is set to 'Auto', it will automatically distribute the Scale Ticket.
- If the **Ticket Completion Options** checkbox from Ticket Pool is set to 'Manual', Manually Distribute Tickets screen should be displayed. Units to be Distributed is automatically assigned to Unit Entry field in the Contracts panel.

6. Click the **Yes** button. This message will be shown.



It will automatically create **Inventory Receipt** and **Voucher** transaction.

7. Open the created **Inventory Receipt** transaction.

A screenshot of the 'Inventory Receipt - IR-252' window. The window has a menu bar (New, Save, Search, Delete, Undo, Print, Unpost, Recap, Voucher, Vendor, Close) and a tab bar (Details, Charges & Invoice, Incoming Inspection, EDI, Activities (9), Attachments (9), Audit Log (2)). The 'Details' tab is active. It contains various input fields for Order Type (Purchase Contract), Source Type (Scale), Vendor (AG Specialties), Location (0001 - Fort Wayne), Receipt Date (9/15/2016), Currency (USD), Receipt No. (IR-252), BOL No., Vendor Ref No., Ship From (CA Warehouse), Freight Terms, FOB Point, Tax Group, Blanket Release No., Ship Via (Truck), and Vessel. Below these fields is a table with columns: Order Number, Source No., Item No., Description, Load Contract, Ordered UOM, Ordered, Received so far, Receipt UOM, Qty to Receive, Cost Currency, Cost, Cost UOM, Ownership Type, and Line Total. The table has two rows: the first row shows item 227 (CORNMEAL) with a quantity of 999.99 and a cost of 15,000; the second row is empty. At the bottom, summary fields show SubTotal: 14,999.85, Tax: 0.00, Charges: 2,129.98, Gross: 0.00, Net: 0.00, and Total: 17,129.83.

- Order Type** should be 'Purchase Contract'.
- Source Type** should be 'Scale'
- Vendor** display is the selected Vendor from Scale Ticket
- Location** should be coming from the Scale Location.
- Qty to Receive** is the total Load In Units distributed from Scale.
- Ownership Type** should be 'Own'.

8. Open the **Voucher transaction** from **Purchasing | Voucher**.

- Voucher Detail should contains the item and discount charges.

9. Check the **Item On Hand** Units from **Inventory** menu > **Items**.

10. Go to **Stock** tab. **On Hands** will be increased by the total Net Units distributed from Scale.

A screenshot of the 'Item - corn Item' window. It has a menu bar (New, Save, Search, Delete, Undo, Duplicate, Close) and a tab bar (Details, Setup, Pricing, Stock, Commodity, Add-On, Substitute, Factory & Lines, Activities, Attachments, Audit Log, Report Translations). The 'Stock' tab is active. It shows a table with columns: Location, UOM, Purchase Order, In Transit Inbound, On Hand, In Transit Outbound, In Transit Direct, Sales Order, On Storage, Consigned Purchase, Reserved, and Available. The table has one row for location '0001-Fort Wayne' with UOM 'Bushels'. The 'On Hand' value is 992.50 and the 'Available' value is 992.50. Both values are highlighted with red boxes.

11. Open the existing Purchase Contract used and check the Applied and Available Units.

Applied units is the total Net units distributed.

Available units is the remaining contract units (Balance Units - Applied Units)

Contract - 3721

New Save Search Undo Duplicate Print Email Process Pricing Submit for Approval Status Close

Details Additional Info Documentation DMS Audit Log Approval Amendment (0) Activities History Scheduled

Template Contract Date: 01/11/2019 Position Contract No: 3721

Type: Purchase Vendor Ref: Vendor: A1 Portal Farms, Inc. Country: Salesperson: Bob Smith

Book Load Based Load: # of Loads: Pricing Type: Priced Grades: Terms: Net 30 Weights: Signed: Printed:

Sub Book Qty/Load: Delivered: Quantity: 1,000 Bushels

+ Insert X Remove Open Copy Slice Load Quality Transfer Washout Bulk Change Export View Filter (F3)

Sequence	Status	Approval Status	Location	Contract Item	Item	Start Date	End Date	Freight Terms	Contracted	UOM	Balance	Applied	Scheduled	Available	Pricing Type
1	Open	Waiting for S...	0001-Fort Way...	corn item	corn item	01/01/20...	01/31/20...		1,000.00	Bushels	7.5	992.5	0.0000	7.5	Priced

a. You must have to create **Purchase Contract** from **Contract Management > Contracts**, click **New**.

Contract - 225

New Save Refresh Search Delete Undo Duplicate Print Email Process Close

Details Additional Info Documentation Audit Log (1) Activities (0) History

Template Contract Date: 9/15/2016 INCO/Ship Term Contract No: 225

Type: Purchase Entity Contract: Country: Salesperson: Bob Smith

Entity: AG Specialties Provisional: Position: Contract Text:

Contact: Kim Drake Load Based Load: # of Loads: Pricing Type: Priced Grades: Terms: Weights: Signed: Printed:

Category: Qty/Load: Commodity: Corn Quantity: 1,000.000 Bushels

+ Insert X Remove Open Copy Slice Load Schedule Quality Capture Transfer View Filter Records (F3)

Sequence	Status	Location	Contract It	Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	App
1	Open	0001 - Fort Wa...	CORN...		9/15/2016	9/30/2016			1,000	Bushels	1,000	0

Costs Rail Vessel Options Print Remarks

Open X Remove View Filter Records (F3)

Cost Type	Vendor	Cost Method	Currency	Rate	UOM	FX	MTM	Accrue	Price	Add'l Cost
FRT	ABC Trucking	Per Unit	USD	2.15	Bushels					

? ? ? ? Saved Page 1 of 1

- i. Select **Type 'Purchase'**.
- ii. Select an **Entity**.
- iii. Select Entity **Contact**.
- iv. Select **Commodity**.
- v. Select Contract **UOM** and enter Contract **Qty**
- vi. Select **Salesperson**.
- vii. Select **PricingType 'Priced'**.
- viii. Click the **Save** toolbar button.

b. Click the **Insert** grid button to create Contract Sequence.

Contract Sequence

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 9/15/2016 Packing Description:

End Date: 9/30/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots: 1.00

Location: 0001 - Fort Wayne Market Zone:

Contract Item: Discount:

Item: CORNMEAL Discount Table:

Origin: Schedule Code:

Farm No: Option:

Grade:

Vendor Lot ID:

Reference:

Container Type:

No. of Containers:

Pricing

Fixation By:

Pricing Type: Priced Currency: USD

Futures Market: CBOT Corn Mn/Yr: Dec(Z) 16

Futures: 15.0000

Basis: 0.0000

Cash Price: 15.0000 UOM: Bushels

Total Cost: 15,000.0000

Marks

+ Insert X Remove Pattern View Filter Rec

Location Bag Mark Default

- i. Select Contract **EndDate**.
- ii. Select an **Item**.



Remember that the items listed from the Item combobox dropdown are only linked /associated to selected Commodity.

- iii. **Quantity** should display equal to the entered Contract Qty. If the Contract Sequence UOM was changed to other UOM (ex. LB), Quantity should be automatically converted to make it equal to Contract Qty.
 - iv. Enter **Futures**. This will be the Item Unit Price to be displayed in Scale Ticket.
 - v. Click the **Save** toolbar button.
 - vi. Select Contract **Freight** charge under **Cost tab** of Purchase Contract header.
- c. From **Ticket Management** menu > **Tickets**, click **New**.
- d. Click **Contract** toolbar button. The Contract Selection screen will be displayed.

Contract Selection

Close

View ag specialties x

Type	Contract	Seq	Entity	Item	Location	Basis	Price	Type	Start Date	Available Units	Status	Unlimited
Purchase	8	1	AG Specialties	Alpha	0001 - Fo...		26	Cash	10/28/...	10000	Open	<input type="checkbox"/>
Purchase	8	2	AG Specialties	Alpha	0001 - Fo...		25	Cash	11/1/2...	39075.5	Open	<input type="checkbox"/>
Purchase	24	1	AG Specialties	Alpha	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	31	1	AG Specialties	87G	0001 - Fo...		2	Cash	10/29/...	10	Open	<input type="checkbox"/>
Purchase	35	1	AG Specialties	Wheat	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	47	1	AG Specialties	CORN	0001 - Fo...		5	Cash	9/8/2015	250	Open	<input type="checkbox"/>
Purchase	50	1	AG Specialties	Wheat	0001 - Fo...		5000	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	225	1	AG Specialties	CORNMEAL	0001 - Fo...	0	15	Priced	9/15/2...	1000	Open	<input type="checkbox"/>

- e. Double-click the created Purchase Contract to automatically populated in Scale Ticket screen.

The screenshot shows the 'Ticket - FWA - (SCT-248)' window. It has a menu bar with options: New, Save, Delete, Undo, Contract, Load, Print, Distribute, Void, Station, Close. The 'Details' tab is active, showing fields for Type (Load In), Ticket No. (SCT-248), Location (0001 - Fort Wayne), Sub-Location, Vendor (AG Specialties), Driver, Truck Id, Item (CORNMEAL), Reference, Comments, Gross Weight (56,001), Gross (999.992 Bushels), Tare Weight (1), Shrink (0 Bushels), Net Weight (56,000), and Net (999.99 Bushels). The 'Scale Options' section includes Freight Per Unit (2.15000), Freight Settlement (USD 2149.98), Unit Price (15.00000), Unit Basis (0.00000), Fees (0.00000), Contract Number (225), Contract Sequence (1), Contract Location (0001 - Fort Wayne), Load, Farm/Field, Driver On (checked), and Scale Operator (irelyadmin). The 'Scale 1: No NTEP Capacity' section shows Gross (66680 lb) and Tare (Stable). The 'Ticket Selection' table lists tickets with columns: Ticket No., Type, Truck ID, Loc, Status. The table includes tickets SCT-232 through SCT-211.

- i. In **Gross Weight** field, you can manually enter the gross weight or click the Gross button to get the reading.
 - ii. Enter **Tare Weight**.
 - iii. In **Distribution** field, Contract will be the default value.
 - iv. Contract Number and Contract Sequence will appear in Scale Ticket.
 - v. Enter the **Discount Reading** if it is applicable.
- f. Click the **Distribute** toolbar button. This message will be shown.



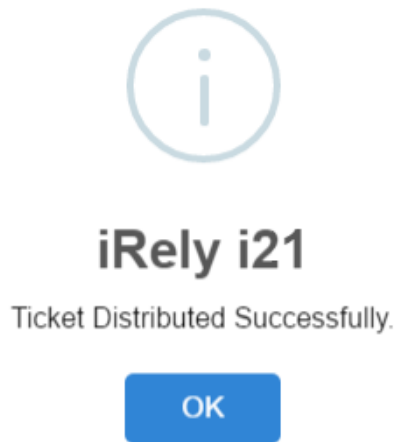
iRely i21

Distribute this ticket now?

Yes No

- i. If the **Ticket Completion Options** checkbox from Ticket Pool is set to 'Manual', Manually Distribute Tickets screen should be displayed.
 1. Note that the Units to be Distributed is reserved/allotted to Unit Entry field in the Contract panel.
- ii. If the **Ticket Completion Options** checkbox from Ticket Pool is set to 'Auto', it will automatically distribute the Scale Ticket.

g. Click the **Yes** button. This message will be shown.



It will automatically create **Inventory Receipt** and **Voucher** transaction.
h. Open the created **Inventory Receipt** transaction.

A screenshot of the 'Inventory Receipt - IR-252' window. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Unpost', 'Recap', 'Voucher', 'Vendor', and 'Close'. Below the menu bar are several tabs: 'Details', 'Charges & Invoice', 'Incoming Inspection', 'EDI', 'Activities (0)', 'Attachments (0)', and 'Audit Log (2)'. The 'Details' tab is active, showing a form with fields for 'Order Type' (Purchase Contract), 'Source Type' (Scale), 'Vendor' (AG Specialties), 'Location' (0001 - Fort Wayne), 'Receipt Date' (9/15/2016), 'Currency' (USD), and 'Receipt No.' (IR-252). There are also fields for 'BOL No.', 'Vendor Ref No.', 'Blanket Release No.', 'Receiver', 'Ship From' (CA Warehouse), 'Ship Via' (Truck), 'Freight Terms', 'FOB Point', 'Tax Group', and 'Shift Number'. Below the form is a table with columns: 'Order Number', 'Source No.', 'Item No.', 'Description', 'Load Contract', 'Ordered UOM', 'Ordered', 'Received so far', 'Receipt UOM', 'Qty to Receive', 'Cost Currency', 'Cost', 'Cost UOM', 'Ownership Type', and 'Line Total'. The table contains one row with data: Order Number 225, Source No. 227, Item No. CORNMEAL, Description CORNMEAL, Load Contract, Ordered UOM, Ordered 999.99, Received so far 0, Receipt UOM Bushels, Qty to Receive 999.99, Cost Currency USD, Cost 15,000, Cost UOM Bushels, Ownership Type Own, and Line Total 14,999.85. At the bottom of the window, there is a summary bar with fields for 'SubTotal: 14,999.85', 'Tax: 0.00', 'Charges: 2,129.98', 'Gross: 0.00', 'Net: 0.00', and 'Total: 17,129.83'. The status bar at the very bottom shows 'Ready' and 'Page 1 of 1'.

- i. **Order Type** should be 'Purchase Contract'.
 - ii. **Source Type** should be 'Scale'
 - iii. **Vendor** display is the selected Vendor from Scale Ticket
 - iv. **Location** should be coming from the Scale Location.
 - v. **Qty to Receive** is the total Load In Units distributed from Scale.
 - vi. **Ownership Type** should be 'Own'.
- i. Open the **Voucher transaction** from **Purchasing | Voucher**.
- i. Voucher Detail should contains the item and discount charges.
- j. Check the Item **On Hand Units** from **Inventory** menu > **Items**.
- k. Go to **Stock** tab. **On Hands** will be increased by the total Net Units distributed from Scale.

A screenshot of the 'Item - CORNMEAL' window. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', and 'Close'. Below the menu bar are several tabs: 'Details', 'Setup', 'Pricing', 'Stock', 'Commodity', 'Activities (0)', 'Attachments (0)', and 'Audit Log (1)'. The 'Stock' tab is active, showing a table with columns: 'Location', 'UOM', 'On Order', 'In Transit Inbound', 'On Hand', 'In Transit Outbound', 'Back Order', 'Committed', 'On Storage', and 'Consigned Purchase'. The table contains one row with data: Location 0001 - Fort Wayne, UOM Bushels, On Order 0.00, In Transit Inbound 0.00, On Hand 999.99, In Transit Outbound 500.00, Back Order 0.00, Committed 0.00, On Storage 68.57, and Consigned Purchase 0.00. At the bottom of the window, there is a summary bar with fields for '0', '0', '999.99', '500', '0', '0', '68.57', and '0'. The status bar at the very bottom shows 'Ready' and 'Page 1 of 1'.

I. Open the existing Purchase Contract used and check the Applied and Available Units.

Applied units is the total Net units distributed.

Available units is the remaining contract units (Balance Units - Applied Units)

The screenshot shows the 'Contract - 225' form. The 'Details' tab is active. The 'Type' is 'Purchase', 'Entity' is 'AG Specialties', 'Contact' is 'Kim Drake', 'Commodity' is 'Corn', and 'Quantity' is '1,000,000 Bushels'. The 'Contract Date' is '9/15/2016'. The 'Applied' units are '999,999' and 'Available' units are '0.01'. The table below shows the contract items:

Sequence	Status	Location	Contract Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Applied	Available	Pricing Type
1	Open	0001 - Fort Wa...	CORN...	9/15/2016	9/30/2016			1,000	Bushels	0.01	999.99	0.01	Priced

i. You must have to create **Purchase Contract** from **Contract Management > Contracts**, click **New**.

The screenshot shows the 'Contract - 225' form. The 'Details' tab is active. The 'Type' is 'Purchase', 'Entity' is 'AG Specialties', 'Contact' is 'Kim Drake', 'Commodity' is 'Corn', and 'Quantity' is '1,000,000 Bushels'. The 'Contract Date' is '9/15/2016'. The 'Applied' units are '999,999' and 'Available' units are '0.01'. The table below shows the contract items:

Sequence	Status	Location	Contract Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Applied	Available	Pricing Type
1	Open	0001 - Fort Wa...	CORN...	9/15/2016	9/30/2016			1,000	Bushels	1,000	0		

1. Select **Type** 'Purchase'.
2. Select an **Entity**.
3. Select **Entity Contact**.
4. Select **Commodity**.
5. Select **Contract UOM** and enter **Contract Qty**
6. Select **Salesperson**.
7. Select **PricingType** 'Priced'.
8. Click the **Save** toolbar button.

ii. Click the **Insert** grid button to create Contract Sequence.

The **Contract Sequence** form is divided into several sections:

- Details:** Includes fields for Sequence (1), Status (Open), Start Date (9/15/2016), End Date (9/30/2016), Planned Availability, Event Start Date, Updated Availability, Location (0001 - Fort Wayne), Contract Item, Item (CORNMEAL), Origin, Farm No, Grade, Vendor Lot ID, Reference, Container Type, and No. of Containers.
- Pricing:** Includes Quantity (1,000.0000), UOM (Bushels), Net Weight, UOM, Packing Description, Original Quantity, Unit/Layer, Layers/Pallet, No. of Lots (1.00), Market Zone, Discount, Discount Table, Schedule Code, Option, Fixation By, Pricing Type (Priced), Currency (USD), Futures Market (CBOT Corn), Mn/Yr (Dec(2) 16), Basis (0.0000), Cash Price (15.0000), UOM (Bushels), and Total Cost (15,000.0000).
- Marks:** Includes buttons for + Insert, X Remove, Pattern, View, and Filter Rec. Below these are checkboxes for Location, Bag Mark, and Default.

1. Select Contract **EndDate**.
2. Select an **Item**.



Remember that the items listed from the Item combobox dropdown are only linked /associated to selected Commodity.

3. **Quantity** should display equal to the entered Contract Qty. If the Contract Sequence UOM was changed to other UOM (ex. LB), Quantity should be automatically converted to make it equal to Contract Qty.
4. Enter **Futures**. This will be the Item Unit Price to be displayed in Scale Ticket.
5. Click the **Save** toolbar button.
6. Select Contract **Freight** charge under **Cost tab** of Purchase Contract header.

iii. From **Ticket Management** menu > **Tickets**, click **New**.

iv. Click **Contract** toolbar button. The Contract Selection screen will be displayed.

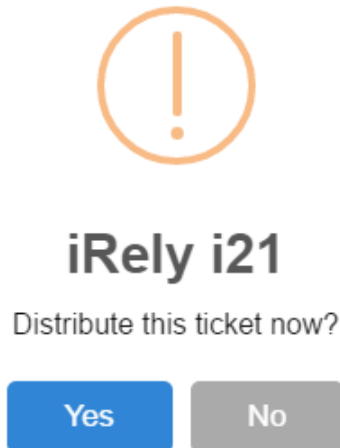
The **Contract Selection** screen displays a table with the following columns: Type, Contract, Seq, Entity, Item, Location, Basis, Price, Type, Start Date, Available Units, Status, and Unlimited. The table contains several rows of contract data, with the last row highlighted in red.

Type	Contract	Seq	Entity	Item	Location	Basis	Price	Type	Start Date	Available Units	Status	Unlimited
Purchase	8	1	AG Specialties	Alpha	0001 - Fo...		26	Cash	10/28/...	10000	Open	<input type="checkbox"/>
Purchase	8	2	AG Specialties	Alpha	0001 - Fo...		25	Cash	11/1/2...	39075.5	Open	<input type="checkbox"/>
Purchase	24	1	AG Specialties	Alpha	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	31	1	AG Specialties	87G	0001 - Fo...		2	Cash	10/29/...	10	Open	<input type="checkbox"/>
Purchase	35	1	AG Specialties	Wheat	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	47	1	AG Specialties	CORN	0001 - Fo...		5	Cash	9/8/2015	250	Open	<input type="checkbox"/>
Purchase	50	1	AG Specialties	Wheat	0001 - Fo...		5000	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	225	1	AG Specialties	CORNMEAL	0001 - Fo...	0	15	Priced	9/15/2...	1000	Open	<input type="checkbox"/>

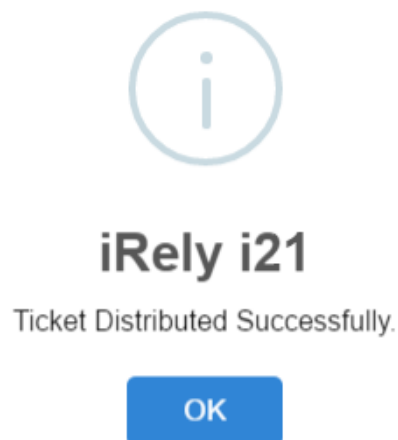
- v. Double-click the created Purchase Contract to automatically populated in Scale Ticket screen.

1. In **Gross Weight** field, you can manually enter the gross weight or click the Gross button to get the reading.
2. Enter **Tare Weight**.
3. In **Distribution** field, Contract will be the default value.
4. Contract Number and Contract Sequence will appear in Scale Ticket.
5. Enter the **Discount Reading** if it is applicable.

- vii. Click the **Distribute** toolbar button. This message will be shown.



- vii. Click the **Yes** button. This message will be shown.



It will automatically create **Inventory Receipt** transaction.

viii. Open the created **Inventory Receipt** transaction.

Inventory Receipt - IR-252

Order Type: Purchase Contract Source Type: Scale Vendor: AG Specialties Location: 0001 - Fort Wayne Receipt Date: 9/15/2016 Currency: USD Receipt No: IR-252

BOL No: Vendor Ref No: Ship From: CA Warehouse Freight Terms: FOB Point: Shift Number: 0.00

Blanket Release No: 0 Ship Via: Truck Vessel:

Order Number	Source No.	Item No.	Description	Load Contract	Ordered UOM	Ordered	Received so far	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Ownership Type	Line Total
225	227	CORNMEAL	CORNMeal			999.99	0	Bushels	999.99	USD	15,000	Bushels	Own	14,999.85
						0	0		0		0.000			0.00

SubTotal: 14,999.85 Tax: 0.00 Charges: 2,129.98 Gross: 0.00 Net: 0.00 Total: 17,129.83

1. **Order Type** should be 'Purchase Contract'.
2. **Source Type** should be 'Scale'
3. **Vendor** display is the selected Vendor from Scale Ticket
4. **Location** should be coming from the Scale Location.
5. **Qty to Receive** is the total Load In Units distributed from Scale.
6. **Ownership Type** should be 'Own'.

ix. Check the Item **On Hand** Units from **Inventory** menu > **Items**.

x. Go to **Stock** tab. **On Hands** will be increased by the total Net Units distributed from Scale.

Item - CORNMEAL

View: Filter Records (F3)

Location	UOM	On Order	In Transit Inbound	On Hand	In Transit Outbound	Back Order	Committed	On Storage	Consigned Purchase
0001 - Fort Wayne	Bushels	0.00	0.00	999.99	500.00	0.00	0.00	68.57	0.00

0 0 999.99 500 0 0 68.57 0

xi. Open the existing Purchase Contract used and check the Applied and Available Units.

Applied units is the total Net units distributed.

Available units is the remaining contract units (Balance Units - Applied Units)

Contract

View: Filter Records (F3) 239 record(s)

Created Date	Contract Date	Contract Type	Contract Number	Entry	Quantity	Balance	Applied	UOM	Entry Contract	Signed	Date Signed	Printed	Status
9/15/2016	9/15/2016	Purchase	225	AG Specialties	1,000.0000	0.0100	999.99000	Bushels					Open

Contract - 225

New Save Refresh Search Delete Undo Duplicate Print Email Process Close

Details Additional Info Documentation Audit Log (2) Activities (0) History

Template: Contract Date: 9/15/2016 INCO/Ship Term: Contract No: 225

Type: Purchase Entity Contract: Country: Salesperson: Bob Smith

Entity: AG Specialties Provisional: ☐ Position: Contract Text:

Contact: Kim Drake Load Based: ☐ Pricing Type: Priced Grades:

Category: ☐ Load: ☐ # of Loads: Terms: Weights:

Commodity: Corn Qty/Load: Signed: ☐ Printed: ☐

Quantity: 1,000.0000 Bushels

Sequence	Status	Location	Contract Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Applied	Available	Pricing Type
1	Open	0001 - Fort Wa...	CORN...	9/15/2016	9/30/2016			1,000	Bushels	0.01	999.99	0.01	Priced

Costs Rail Vessel Options Print Remarks

Open Remove View Filter Records (F3)

Cost Type	Vendor	Cost Method	Currency	Rate	UOM	FX	MTM	Accrue	Price	Add'l Cost
<input type="checkbox"/> FRT	ABC Trucking	Per Unit	USD	2.15	Bushels		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ready Page 1 of 1

a. You must have to create **Purchase Contract** from **Contract Management > Contracts**, click **New**.

Contract - 225

New Save Refresh Search Delete Undo Duplicate Print Email Process Close

Details Additional Info Documentation Audit Log (1) Activities (0) History

Template: Contract Date: 9/15/2016 INCO/Ship Term: Contract No: 225

Type: Purchase Entity Contract: Country: Salesperson: Bob Smith

Entity: AG Specialties Provisional: ☐ Position: Contract Text:

Contact: Kim Drake Load Based: ☐ Pricing Type: Priced Grades:

Category: ☐ Load: ☐ # of Loads: Terms: Weights:

Commodity: Corn Qty/Load: Signed: ☐ Printed: ☐

Quantity: 1,000.000 Bushels

Sequence	Status	Location	Contract Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	App
1	Open	0001 - Fort Wa...	CORN...	9/15/2016	9/30/2016			1,000	Bushels	1,000	0

Costs Rail Vessel Options Print Remarks

Open Remove View Filter Records (F3)

Cost Type	Vendor	Cost Method	Currency	Rate	UOM	FX	MTM	Accrue	Price	Add'l Cost
<input checked="" type="checkbox"/> FRT	ABC Trucking	Per Unit	USD	2.15	Bushels		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Saved Page 1 of 1

- i. Select **Type** 'Purchase'.
- ii. Select an **Entity**.
- iii. Select **Entity Contact**.
- iv. Select **Commodity**.
- v. Select **Contract UOM** and enter **Contract Qty**
- vi. Select **Salesperson**.
- vii. Select **PricingType** 'Priced'.
- viii. Click the **Save** toolbar button.

b. Click the **Insert** grid button to create Contract Sequence.

Contract Sequence

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 9/15/2016 Packing Description:

End Date: 9/30/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots: 1.00

Location: 0001 - Fort Wayne Market Zone:

Contract Item: Discount:

Item: CORNMEAL Discount Table:

Origin: Schedule Code:

Farm No: Option:

Grade:

Vendor Lot ID:

Reference:

Container Type:

No. of Containers:

Pricing

Fixation By:

Pricing Type: Priced Currency: USD

Futures Market: CBOT Corn Mn/Yr: Dec(Z) 16

Futures: 15.0000

Basis: 0.0000

Cash Price: 15.0000 UOM: Bushels

Total Cost: 15,000.0000

Marks

+ Insert X Remove Pattern View Filter Rec

Location Bag Mark Default

- i. Select Contract **EndDate**.
- ii. Select an **Item**.



Remember that the items listed from the Item combobox dropdown are only linked /associated to selected Commodity.

- iii. **Quantity** should display equal to the entered Contract Qty. If the Contract Sequence UOM was changed to other UOM (ex. LB), Quantity should be automatically converted to make it equal to Contract Qty.
 - iv. Enter **Futures**. This will be the Item Unit Price to be displayed in Scale Ticket.
 - v. Click the **Save** toolbar button.
 - vi. Select Contract **Freight** charge under **Cost tab** of Purchase Contract header.
- c. From **Ticket Management** menu > **Tickets**, click **New**.
- d. Click **Contract** toolbar button. The Contract Selection screen will be displayed.

Contract Selection

Close

View ag specialties x

Type	Contract	Seq	Entity	Item	Location	Basis	Price	Type	Start Date	Available Units	Status	Unlimited
Purchase	8	1	AG Specialties	Alpha	0001 - Fo...		26	Cash	10/28/...	10000	Open	<input type="checkbox"/>
Purchase	8	2	AG Specialties	Alpha	0001 - Fo...		25	Cash	11/1/2...	39075.5	Open	<input type="checkbox"/>
Purchase	24	1	AG Specialties	Alpha	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	31	1	AG Specialties	87G	0001 - Fo...		2	Cash	10/29/...	10	Open	<input type="checkbox"/>
Purchase	35	1	AG Specialties	Wheat	0001 - Fo...		5	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	47	1	AG Specialties	CORN	0001 - Fo...		5	Cash	9/8/2015	250	Open	<input type="checkbox"/>
Purchase	50	1	AG Specialties	Wheat	0001 - Fo...		5000	Cash	10/28/...	50000	Open	<input type="checkbox"/>
Purchase	225	1	AG Specialties	CORNMEAL	0001 - Fo...	0	15	Priced	9/15/2...	1000	Open	<input type="checkbox"/>

- e. Double-click the created Purchase Contract to automatically populated in Scale Ticket screen.

Ticket - FWA - (SCT-248)

New Save Delete Undo Contract Load Print Distribute Void Station Close

Details

Type: Load In Driver: Truck Id: Item: CORNMEAL Reference: Vendor: AG Specialties

Ticket No: SCT-248 Location: 0001 - Fort Wayne Sub-Location: Ptc: Comments:

Storage Location: Gross Weight: 56,001 Gross: 999.992 Bushels Tare Weight: 1 Shrink: 0 Bushels Net Weight: 56,000 Net: 999.99 Bushels

Scale Options

Freight Per Unit: 2.15000 Deduct From Farmer: Hauler: ABC Trucking Freight Settlement: USD 2149.98 Unit Price: 15.00000 Unit Basis: 0.00000 Fees: 0.00000 Contract Number: 225 Contract Sequence: 1 Contract Location: 0001 - Fort Wayne Load Farm/Field Driver On: Scale Operator: irelyadmin

Scale 1: No NTEP Capacity

Gross: 66680 lb Tare: Stable

Ticket Selection

Ticket No.	Type	Truck ID	Loc	Status
SCT-248	Load In	000...	O	
SCT-232	Load ...	000...	O	
SCT-231	Load ...	000...	O	
SCT-230	Load ...	000...	O	
SCT-229	Load In	000...	O	
SCT-227	Load In	000...	O	
SCT-225	Load ...	000...	O	
SCT-218	Load In	000...	O	
SCT-217	Load In	000...	O	
215	Load In	000...	O	
216	Load In	000...	O	
213	Load In	000...	O	
211	Direct In	000...	O	

Grades / Readings

Discount Schedule: 1 Comment: View Filter Records (F3)

Discount Code	Reading	Discount	Shrink
TW	56	-0.02	0
M	15	0.01	0
D	3	0.03	0

Distribution and Split

Distribution: Contract Split: View Filter Records (F3)

Entity	Percent	Distribution
--------	---------	--------------

Ready

- i. In **Gross Weight** field, you can manually enter the gross weight or click the Gross button to get the reading.
- ii. Enter **Tare Weight**.
- iii. In **Distribution** field, Contract will be the default value.
- iv. Contract Number and Contract Sequence will appear in Scale Ticket.
- v. Enter the **Discount Reading** if it is applicable.
- f. Click the **Distribute** toolbar button. This message will be shown.



iRely i21

Distribute this ticket now?

Yes No

- g. Click the **Yes** button. This message will be shown.



iRely i21

Ticket Distributed Successfully.

OK

It will automatically create **Inventory Receipt** transaction.

h. Open the created **Inventory Receipt** transaction.

Inventory Receipt - IR-252

Order Type: Purchase Contract | Source Type: Scale | Vendor: AG Specialties | Location: 0001 - Fort Wayne | Receipt Date: 9/15/2016 | Receipt No: IR-252

Order Number	Source No.	Item No.	Description	Load Contract	Ordered UOM	Ordered	Received so far	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Ownership Type	Line Total
225	227	CORNMEAL	CORNMEAL			999.99	0	Bushels	999.99	USD	15,000	Bushels	Own	14,999.85
						0	0		0		0.000			0.00

SubTotal: 14,999.85 | Tax: 0.00 | Charges: 2,129.98 | Gross: 0.00 | Net: 0.00 | Total: 17,129.83

- i. **Order Type** should be 'Purchase Contract'.
 - ii. **Source Type** should be 'Scale'
 - iii. **Vendor** display is the selected Vendor from Scale Ticket
 - iv. **Location** should be coming from the Scale Location.
 - v. **Qty to Receive** is the total Load In Units distributed from Scale.
 - vi. **Ownership Type** should be 'Own'.
- i. Check the Item **On Hand Units** from **Inventory** menu > **Items**.
- j. Go to **Stock** tab. **On Hands** will be increased by the total Net Units distributed from Scale.

Item - CORNMEAL

View: Filter Records (F3)

Location	UOM	On Order	In Transit Inbound	On Hand	In Transit Outbound	Back Order	Committed	On Storage	Consigned Purchase
0001 - Fort Wayne	Bushels	0.00	0.00	999.99	500.00	0.00	0.00	68.57	0.00

0 | 0 | 999.99 | 500 | 0 | 0 | 68.57 | 0

k. Open the existing Purchase Contract used and check the Applied and Available Units.

Applied units is the total Net units distributed.

Available units is the remaining contract units (Balance Units - Applied Units)

Contract

View: Filter Records (F3) | 239 record(s)

Created Date	Contract Date	Contract Type	Contract Number	Entity	Quantity	Balance	Applied	UOM	Entity Contract	Signed	Date Signed	Printed	Status
9/15/2016	9/15/2016	Purchase	225	AG Specialties	1,000.0000	0.0100	999.99000	Bushels					Open

Contract - 225

NewSaveRefreshSearchDeleteUndoDuplicatePrintEmailProcessClose

DetailsAdditional InfoDocumentationAudit Log (2)Activities (0)History

Template

Type:PurchaseEntity Contract:AG SpecialtiesContract:Kim DrakeCategory:CommodityCornQuantity:1,000.0000Bushels

Contract Date:9/15/2016INCO/Ship TermCountry:PositionPricing Type:GradesWeightsSigned:Printed:

Load BasedLoad:Qty/Load:

Contract No:225Salesperson:Bob SmithContract Text:Grades:Weights:

+ InsertX RemoveOpenCopySliceLoad ScheduleQuality CaptureTransferViewFilter Records (F3)

Sequence	Status	Location	Contract Itm	Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Applied	Available	Pricing Type
1	Open	0001 - Fort Wa...	CORN...		9/15/2016	9/30/2016			1,000	Bushels	0.01	999.99	0.01	Priced

CostsRailVesselOptionsPrint Remarks

OpenX RemoveViewFilter Records (F3)

Cost Type	Vendor	Cost Method	Currency	Rate	UOM	FX	MTM	Accrue	Price	Add'l Cost
FRT	ABC Trucking	Per Unit	USD	2.15	Bushels					

Ready

Page 1 of 1