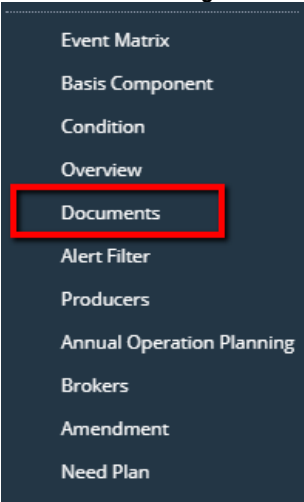


How To Create New Contract Documents via the Search Screen

Here are the steps on how to create new record via the Search screen:

1. Select **Contract Management ->Documents** from the **Menu**.



2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the Search Contract Documents search screen.

| Contract Document | | | | | | |
|--|---------------------------|-----------|----------|--------------------|--------------------|------------------|
| New Open Refresh Report + | | | | | | |
| Contract Document | | | | | | |
| BB View Filter (F3) 25 record(s) | | | | | | |
| Document Name | Description | Commodity | Standard | Certification Name | Certification Code | Certification Id |
| <input type="checkbox"/> Bill of Lading | Bill of Lading | Coffee | ✓ | | | |
| <input type="checkbox"/> Commercial Invoice | Commercial Invoice | Coffee | ✓ | | | |
| <input type="checkbox"/> Phytosanitary Certificate | Phytosanitary Certificate | Coffee | | | | |
| <input type="checkbox"/> Bill Of Lading | Bill Of Lading | Tea | ✓ | | | |
| <input type="checkbox"/> Commercial Invoice | Invoice | Tea | ✓ | | | |
| <input type="checkbox"/> CoA - Micro | Micro | Tea | | | | |
| <input type="checkbox"/> CoA - Gluten | Gluten | Tea | | | | |
| <input type="checkbox"/> CoA - Pesticide | Pesticide | Tea | | | | |

3. Click **New** button to open blank screen to enter new record.

Document -

New Save Search Delete Undo Close

Details

Document Name *

Description

Document Type * Contract

Commodity *

Certification

Original

Copies

Standard ☐

?

Ready

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