Contract Header Fields

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

<table>
<tr><th colspan="2">Contract Header Fields (red cell indicates mandatory field)</th></tr>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>Template</td><td>Use this to automatically default fields to the template of your choice. Templates can be built / modified via the Contract Template maintenance screen.</td></tr>
<tr><td>Type</td><td>Purchase or Sale</td></tr>
<tr><td>Entity</td><td>Either a customer (Sale) or vendor (Purchase)</td></tr>
<tr><td>Commodity</td><td>What you're selling</td></tr>
<tr><td>Quantity</td><td>The total quantity of the contract along with UOM</td></tr>
<tr><td>Contract Date</td><td>Indicates the date when the document was created</td></tr>
<tr><td>Entity Contract</td><td>Your customer or vendor's contract number</td></tr>
<tr><td>Contact</td><td>Contact person associated with the contract. An email can be sent from here.</td></tr>
<tr><td>Position</td><td>What kind of logistics you're going to use (e.g. Shipment (ocean vessel), Delivery (truck). This configures the fields in the logistics screen.</td></tr>
<tr><td>INCO/Ship Term</td><td>Used to indicate who's paying for the freight. INCO location indicates where ownership changes.</td></tr>
<tr><td>Country</td><td></td></tr>
<tr><td>Pricing Type</td><td>
<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>
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</td></tr>
<tr><td>Contract No</td><td>System assigned</td></tr>
<tr><td>Salesperson</td><td>Add sales person name</td></tr>
<tr><td>Contract Text</td><td>Text that prints on the contract. Example: terms & conditions.</td></tr>
<tr><td>Signed</td><td>Checkbox: indicates that the farmer signed the contract.</td></tr>
<tr><td>Printed</td><td>Checkbox: indicates that the contract was physically printed.</td></tr>
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<table>
<tr><td>Additional Info Tab</td><td>
<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Insurance By</td><td>Linked to INCO/Ship Term (either Seller or Buyer).</td></tr>
<tr><td>Tolerance%</td><td>Not used</td></tr>
<tr><td>Provisional Invoice%</td><td>Invoicing for goods ahead of time (similar to a down payment)</td></tr>
<tr><td>Weight for Invoicing</td><td>Weighment quantity agreed by Entity and Vendor at the time finalizing the PO</td></tr>
<tr><td>Crop Year</td><td>Indicates what crop year that the delivery came from</td></tr>
<tr><td>Association</td><td>Relates to any governing association that is involved with the commodity (an agreement to be bound by the associations rules / regulations).</td></tr>
<tr><td>Arbitration</td><td>If there is an issue (exports) which city / state do we agree for arbitration.</td></tr>
<tr><td>Producer</td><td>Could be buying from a dealer but want to know who was the original grower.</td></tr>
<tr><td>Claims to Producer</td><td>Who will be handling claims when they occur.</td></tr>
<tr><td>Internal Comments</td><td>Internal and won't print on the contract.</td></tr>
<tr><td>Printable Remarks</td><td>Will show on the contract print.</td></tr>
<tr><td>Price Level</td><td></td></tr>
<tr><td>Substitute Item</td><td></td></tr>
<tr><td>Max Price</td><td></td></tr>
<tr><td>Prepaid</td><td>Indicate if there is a prepayment</td></tr>
<tr><td>Unlimited Qty Contract</td><td></td></tr>
<tr><td>Multiple Price</td><td>When checked then all sequences are bundled and priced together (Pricing function). Must select the same futures month and market for all sequences.</td></tr>
<tr><td>Conditions</td><td>Special information that prints in footer of contract.</td></tr>
</table>
</td></tr>
<tr><td>Documentation Tab</td><td>Allows the add of external documents to a given contract.</td></tr>
<tr><td>DMS Tab</td><td>Similar to Documentation tab but allows more sophisticated management of documents. This is an optional module.</td></tr>
<tr><td>Audit Log Tab</td><td>History of the contract history (field level changes).</td></tr>
<tr><td>Approval Tab</td><td>Workflow statuses</td></tr>
<tr><td>Activities Tab</td><td>Task management, integrated into CRM.</td></tr>
<tr><td>History Tab</td><td>History at the sequence level.</td></tr>
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