

4. New Contract

New Contract:

Create a new contract by navigating to Contracts >> New Contracts from application dashboard.

Contracts < New Contract

New Contract

Contract Detail

Contract Administration

Vendor

Working Time

Terms & Conditions

Contract Approver

Documents

Contract Detail

Contract Name *

Contract No. *

Contract Category *

Contract Type

Start Date *

Expiry Date *

Contract Value *

RM0

Contracts < New Contract

Contract Administration

Vendor

Working Time

Terms & Conditions

Contract Approver

Documents

Contract Administration

Contract Administration *

+ Add

Contract Administration is required

Contracts < New Contract

Contract Administration

Vendor

Working Time

Terms & Conditions

Contract Approver

Documents

Vendor

Vendor *

Department *

+ Add

Contracts < New Contract

Contract Administration

Vendor

Working Time

Terms & Conditions

Contract Approver

Documents

Working Time

Custom Work Time

If enabled, you can specify the work time for this vendor's contract. Else, it will follow your organisation working time.

Work Days

Define the work days of the week.

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W

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F

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S

Work Hours

Define the start and end time of the work days.

Days	Start Time	End Time
Thursday	Choose valid ti	Choose valid ti

Switch to General Work Hours

First Day of the week

Define first day of the week

The screenshot displays the 'New Contract' interface. On the left is a sidebar with navigation links: Contract Administration, Vendor, Working Time, Terms & Conditions, Contract Approver, and Documents. The main content area is divided into sections. Section 5, 'Terms & Conditions', features a rich text editor with a toolbar (Bold, Italic, Underline, Strikethrough, Normal, Bulleted List, Numbered List, Link, Image, Font Family: Sans Serif) and a text input field. Section 6, 'Contract Approver', contains a dropdown menu labeled 'Contract Approver *' and an '+ Add' button. Section 7, 'Documents', shows a file upload area with the text 'Drag files to upload or' and a 'Choose File' button. At the bottom right, three buttons are visible: 'Cancel' (8), 'Save' (9), and 'Save Draft' (10).

Below are the parameters involved in the New Contract creation process.

1. **Contract Details:** This section is given to describe the basic information of the Contract which includes Contract name, Contract number, Contract Category, Start date, Expiry date & Contract value. Contract type list will auto populate on selecting the Contract category based on configuration. Users can select the type from the list.
2. **Contract Administration:** To select the Contract administrator from the drop-down list.
3. **Vendor:** To select the Vendor from the drop-down list. The list of Vendors available in the Vendor module will be displayed in the drop-down.
4. **Working Time:** To describe the Working time.
 - If the Custom Work Time is enabled: work time can be defined for the Vendor's Contract.
 - If Custom Work Time is enabled disabled: It will consider the Organization work time.
5. **Terms & Condition:** To describe the terms & conditions of the contract.
6. **Contract Approver:** To add Contract Approver for Approving the Contract on submission.
7. **Documents:** To upload support document.
8. **Cancel:** To cancel the Contract submission process.
9. **Save:** To complete the Contract submission process.
10. **Save Draft:** To save the Contract created as draft.

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