

The screenshot displays the 'New Contract' form with the following components highlighted by numbered red boxes:

- 5:** The 'Terms & Conditions' section, which includes a rich text editor with a toolbar (Bold, Italic, Underline, Strikethrough, Normal, Bulleted List, Numbered List, Link, Image, Font Family: Sans Serif, Font Size) and a text area with the placeholder 'Enter Text'.
- 6:** The 'Contract Approver' section, featuring a dropdown menu labeled 'Contract Approver *' and an '+ Add' button.
- 7:** The 'Documents' section, which contains a dashed box for file uploads with the text 'Drag files to upload or' and a 'Choose File' button.
- 8:** The 'Cancel' button.
- 9:** The 'Save' button.
- 10:** The 'Save Draft' button.

The left sidebar shows the navigation menu with 'Contract Administration' as the active section, and sub-items: Vendor, Working Time, Terms & Conditions, Contract Approver, and Documents. The top breadcrumb shows 'Contracts < New Contract'.

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.

Revision #2

Created 11 September 2024 09:22:26 by Sushma Palapatta Chandran

Updated 13 September 2024 04:37:45 by Sushma Palapatta Chandran