

# 4. New Contract

## New Contract:

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

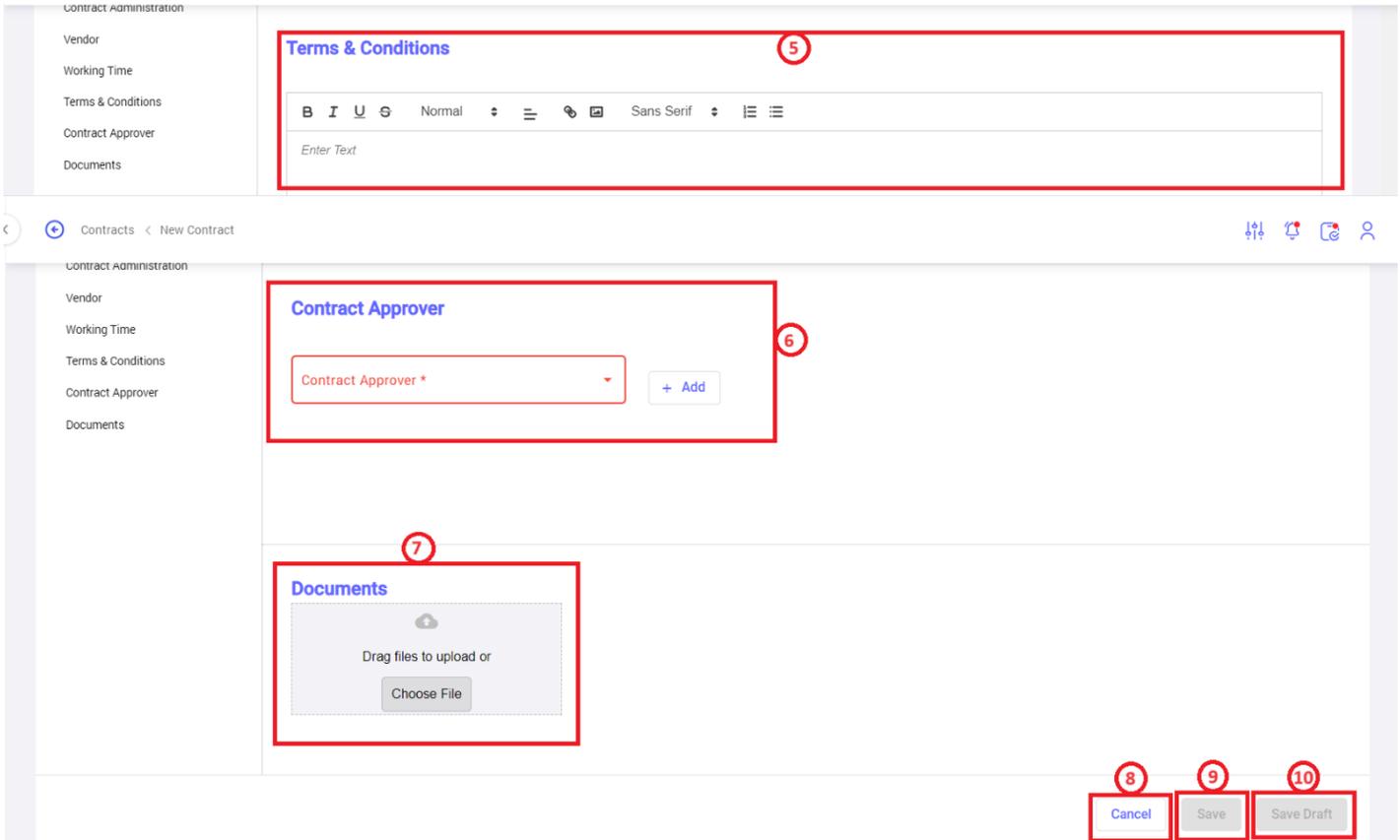
The screenshot shows the 'New Contract' form with the 'Contract Detail' section highlighted by a red box and labeled with a circled '1'. The form includes the following fields:

- Contract Name \*
- Contract No. \*
- Contract Category \*
- Contract Type
- Start Date \*
- Expiry Date \*
- Contract Value \* (RM) 0

The screenshot shows the 'New Contract' form with the 'Contract Administration' and 'Vendor' sections highlighted by red boxes and labeled with circled '2' and '3' respectively. The 'Contract Administration' section includes a dropdown menu for 'Contract Administration \*' and an '+ Add' button. The 'Vendor' section includes a dropdown menu for 'Vendor \*' and a 'Department \*' field with an '+ Add' button.

The screenshot shows the 'New Contract' form with the 'Working Time' section highlighted by a red box and labeled with a circled '4'. The section includes the following fields and controls:

- Custom Work Time:** A toggle switch that is currently turned on. Text: "If enabled, you can specify the work time for this vendor's contract. Else, it will follow your organisation working time."
- Work Days:** A section with the text "Define the work days of the week." and a row of buttons for days of the week: M, T, W, T, F, S, S. The 'T' button is currently selected.
- Work Hours:** A section with the text "Define the start and end time of the work days." and a table with columns for Days, Start Time, and End Time. The table contains one row for Thursday with 'Choose valid ti' buttons for both Start Time and End Time.
- Switch to General Work Hours:** A link below the Work Hours section.
- First Day of the week:** A section with the text "Define first day of the week" and a dropdown menu.



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

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