

5. Contract Creation Flow


Below is the Contract creation flow.

Step 1: Create Contract.

Contracts < Test Su

Room

MEETING4



Success

Contract type saved successfully.

Contracts

362

Contracts

1

Active

97

Expired

258

Pending Contracts

243

Pending Approval

1

Approved

14

Rejected


0

Draft

All Categories

Search

Filter

Contract Name	Vendor	Contract Category	Start Date	Expiry Date	Status
Test Su IND 9845335357	 Tom Taylor Tom Taylor	Location machinery	30 Aug 2024	31 Aug 2024	Pending Approval

Step 2: Email notification trigger to Approver.

Asseto - Contract Request

Dear Divya B,

The Below contract will be created and pending your approval. Please see the details below.

Title

Test Su

Requested On

Thu, 29 Aug 2024 11:57AM

Requested By

Dell Admin

Contract Number

IND 9845335357

Contract Type

machinery

Department

test

Start Date

Fri, 30 Aug, 2024

End Date

Sat, 31 Aug, 2024

Vendor Name

tester

View Contract Details

Step 3: Approve / Reject.

asseto

Contracts < Test Su

Test Su

IND 9845335357 Pending Approval Created on 29 Aug 2024, 11:57 AM

Category

Location

Contract Type

machinery

Start Date

30th Aug 24

Expiry Date

31st Aug 24

Contract value

RM 1000

Documents

Drawing 1.pdf

0.19 MB29th Aug 24

Vendor

tester

+916012345678

sandy78@gmail.com

Level 6, Setia Perdana 2 Setia Perdana Complex, malaysia, Pahang, 50250 malaysia

Contact Person

Tom Taylor Tom Taylor

+916012345678

Tom@gmail.com

Department

test

Contract Approver

DB

Divya B

Contract Administrator

sa

sathish agent

SC

Sushma Chandran

Location

Location

HINGOLI

Approve: Approver must update the remarks.

Note: Remarks is an optional field.

asseto

Contracts < Test Su

Test Su

IND 9845335357 Pending Approval Created on 29 Aug 2024, 11:57 AM

Category

Contract Type

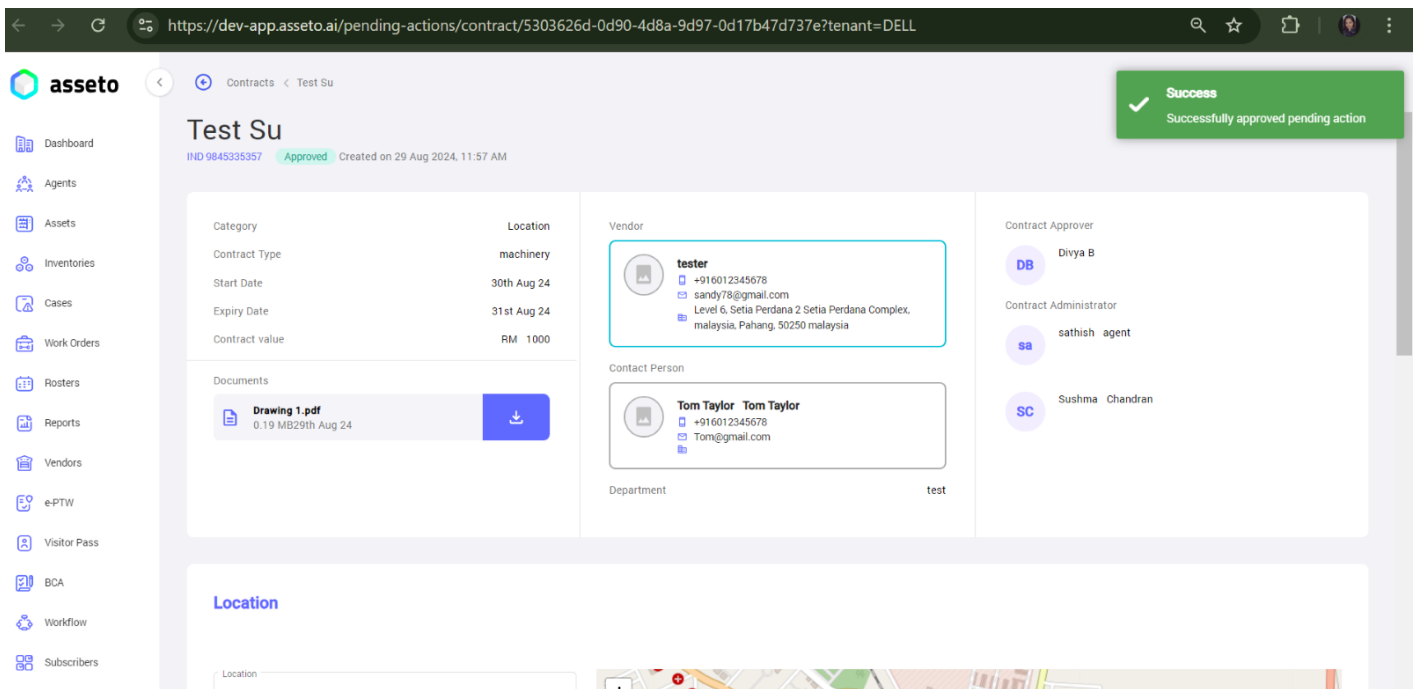
Start Date

Contract Approver

DB

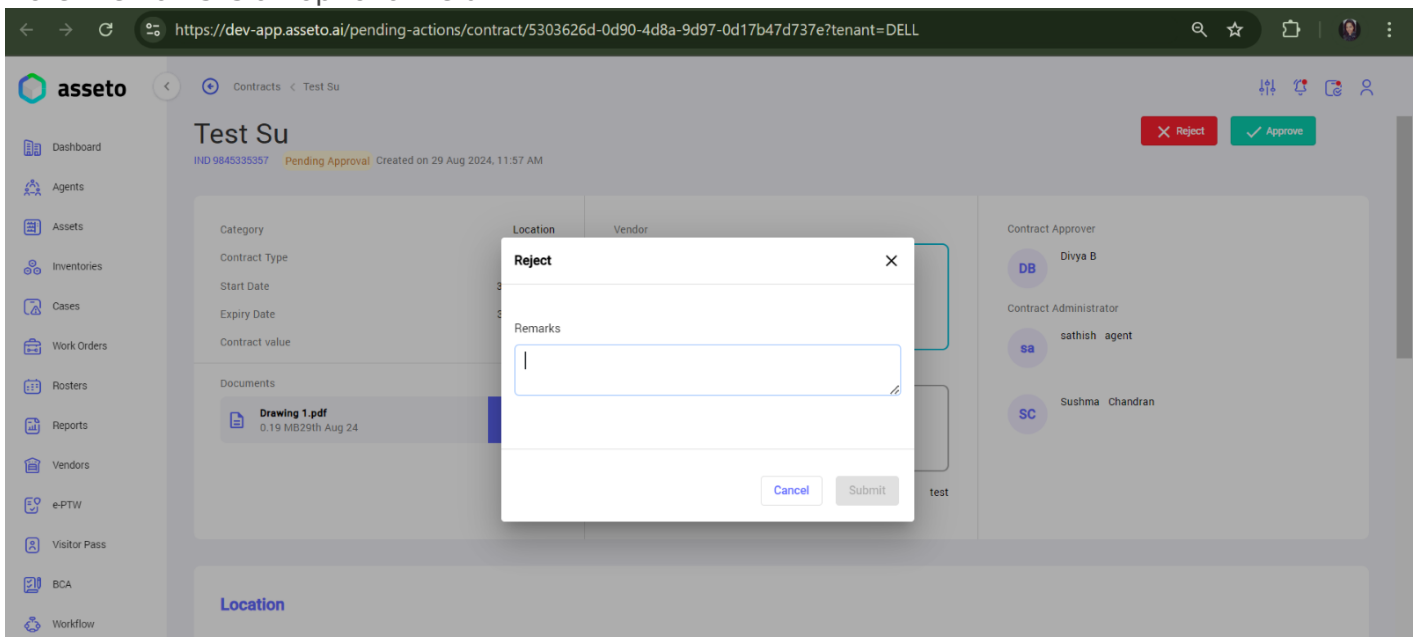
Divya B

Approve



Reject: Approver must update the remarks.

Note: Remarks is an optional field.



asseto

Contracts < Test Su

Dashboard

Agents

Assets

Inventories

Cases

Work Orders

Rosters

Reports

Vendors

ePTW

Visitor Pass

BCA

Workflow

Subscribers

Test Su

IND 9845335357 Approved Created on 29 Aug 2024, 11:57 AM

Category

Contract Type

Start Date

Expiry Date

Contract value

Location

machinery

30th Aug 24

31 st Aug 24

RM 1000

Documents

Drawing 1.pdf

0.19 MB29th Aug 24

Vendor

tester

+91 6012345678

sandy78@gmail.com

Level 6, Setia Perdana 2 Setia Perdana Complex, malaysia, Pahang, 50250 malaysia

Contact Person

Tom Taylor Tom Taylor

+91 6012345678

Tom@gmail.com

Department

test

Contract Approver

DB Divya B

Contract Administrator

sa sathish agent

SC Sushma Chandran

Location

Location

Success

Successfully approved pending action

Revision #3

Created 13 September 2024 04:38:03 by Sushma Palapatta Chandran

Updated 13 September 2024 04:42:01 by Sushma Palapatta Chandran