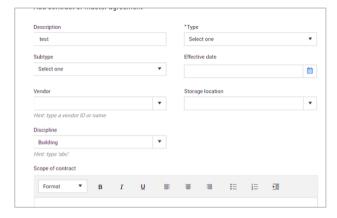
QUICK GUIDE

CREATE CONTRACT

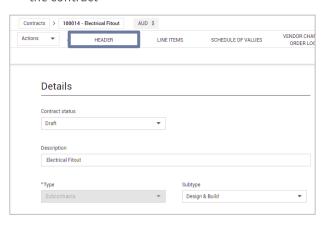


CREATE A CONTRACT

 Either from the Bid Package module select Convert to Contract or from the Contracts List press + then complete the details and press Add



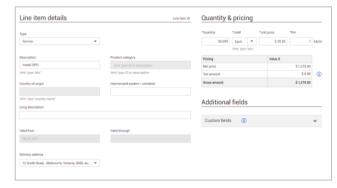
2. On the Header tab complete the relevant details for the contract



3. Include any Contract Terms eg Inclusions, Exclusions, Warranty



4. Move to the Line Items tab and press the ⊕ icon to start adding the contract detail

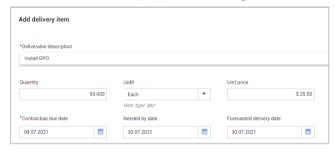


Continue adding line items by selecting Save & New or once complete press Save

NOTE: It is possible to import contract line items if the detail already exists.

DELIVERY SCHEDULE

1. By Selecting **Save and Create Delivery Schedule** you can create a delivery program for the line item. This can include a further breakdown on the delivery of the items and any liquidated damages.



SCHEDULE OF VALUES

 To provide a more granular level of detail to the contract you can also include a Schedule of Values. These can be displayed in Plan & Progress for onsite monitoring of completion.

