CT- Contract Document

Header Section

▼ General Information

Document Name : [   ]　　　　　　PCard ID : [   ]

Record Date : [   ] 📅　　　　　　PCard Exp : [▓▓▓▓▓▓]

Budget FY : [   ]　　　　　　Procurement Folder :

　　　　　　　　　　　　　　　　Procurement Type :

Fiscal Year : [   ]　　　Procurement Type ID : [   ] ❯

Period : [   ]　　　　　　Terms Template : [   ] ❯

Document Description : [   ]　　　Confirmation Order : ☐

　　　　　　　　　　　　　　　　Last Print Date : [▓▓▓▓▓▓]

Actual Amount :

Closed Amount :

Closed Date :

▼ Reference

Allow Partial Receipts : [▓▓▓▓▓▓]　　Old Doc Code :　　　Ref Amount :

　　　　　　　　　　　　Old Doc Dept :　Ref Liquidated :

Agreement Code : [   ]　　　　Old Doc ID :

Agreement Dept : [   ]　　　New Doc Code :

　　　　　　　　　　　　　　　New Doc Dept :

Agreement ID : [   ]　　　　New Doc ID :

Agree Vendor Line : [   ]

Board Award : [   ]

Board Award Date : [   ] 📅　　　　　　　　　　f

▼ Contact

Issuer ID : [   ] ❯　Team ID :

　　　　　　　　　　　　　Buyer :

Requestor ID : [   ] ❯

Name : [   ]

Phone Number : [   ]

Email : [   ]

▼ Modification

Track Changes : ☐

Change Order Number : [▓▓▓▓▓▓]

Modified : [▓▓▓▓▓▓]

▼ Extended Description

Extended Description : [   ]

CT- Contract Document

▼ Default Shipping/Billing

Shipping Location : [____] ▷   Billing Location : [____] ▷

Shipping Method : [____] ▷

Free On Board : [____] ▷   Billing Additional Info : [_____]

Delivery Date : [_____] 📅

Delivery Type : [_____ ▼]

Shipping Additional Info : [_____]

▼ Reporting

Reporting 1 : [▼]

Reporting 2 : [▼]

Reporting 3 : [▼]

Vendor Section

▼ Vendor

Vendor Customer : [_____] ▷   Vendor Contact ID : [_____] ▷

Legal Name :   Vendor Contact Name : [_____]

Alias/DBA :   Vendor Contact Phone : [_____]

Address Code : [_____] ▷   Vendor Contact Phone Ext. : [____]

Web Address http:// :   Vendor Contact Email : [_____]

Secondary Reason : [_____]

Modified : [_____]

▼ Discount

Discount 1 % : [_____]   Days : [____]   Disc Alw : [__ ▼]

Discount 2 % : [_____]   Days : [____]   Disc Alw : [__ ▼]

Discount 3 % : [_____]   Days : [____]   Disc Alw : [__ ▼]

Discount 4 % : [_____]   Days : [____]   Disc Alw : [__ ▼]

Sub Vendor Section

Vendor Customer : [_____] ▷

Percentage : [_____]

Additional Information : [_____]

Modified : [_____]

Accounting Distribution Section

▼ General Information

Distribution % : [ ]

Total % : [ ]

Accounting Template : [ ] ⟩

Modified : [ ]

▼ Fund Accounting

Fund : [ ]   Object : [ ]   Dept Object : [ ]

Sub Fund : [ ]   Sub Object : [ ]

Department : [ ]

Unit : [ ]

Sub Unit : [ ]

Appr Unit : [ ]

▼ Detail Accounting

Location : [ ]   Reporting : [ ]   Program : [ ]

Sub Location : [ ]   Sub Reporting : [ ]   Phase : [ ]

Activity : [ ]   Task : [ ]   Program Period : [ ]

Sub Activity : [ ]   Sub Task : [ ]

Function : [ ]   Task Order : [ ]

Sub Function : [ ]

Terms and Conditions Section

General Information

T & C : [ ] ⟩   Inc by : [▼]

Name : [ ]   Modified : [ ]

Section : [ ]

Date : [ ]

Details : [ ]

Special Instructions Section

Special Instructions Code : [ ] ⟩

Special Instructions Name :

Special Instructions Details :

Modified : [ ]

CT- Contract Document

Commodity Section

General Information

Warehouse :

T & C Template :

Commodity :

Fixed Asset : ☐

Stock Item Suffix :

Lock Order Specs : ☐

Line Type :

Commodity Specs :

Quantity :

Unit :

Unit Price :

Extended Description :

Discounted Unit Price :

List Price :

Non-Reserved Funding Total :

Item Sub Total :

Contract Amount :

Tax Amount :

Service From :

Line Amount :

Closed Amount :

Service To :

Closed Quantity :

Accounting Template :

Closed Contract Amt :

Tax Profile :

Modified :

Imputed Interest Rate : 0...

Reference

Commodity Ref Code :

Solicitation Code :

Agreement Code :

Solicitation Dept :

Agreement Dept :

Commodity Ref Dept :

Solicitation ID :

Agreement ID :

Commodity Ref ID :

Solicitation Commodity Group Number :

Agreement Comm Line :

Solicitation Comm Line :

Commodity Ref Commodity Line :

Ref Type :

Tracking Number :

Shipping/Billing

Shipping Location :

Billing Location :

Shipping Method :

Additional Info :

Free On Board :

Delivery Date :

Delivery Type :

Additional Info :

CT- Contract Document

▼ Specification

Detailed Instructions :

Packing Instructions :

Hazardous Materials :

Special Handling :

Additional Handling Info :

Manufacturer :

Part Number :

Product/Category :

Model :

Drawing :

Piece :

Serial Number :

Specification :

Size :

Color :

MSDS :

Warranty Type :

▼ Matching

Inv Quantity :

Inv Contract :

Inv Amount :

Inv Final : ☐

Rec Quantity :

Rec Contract :

Rec Final : ☐

Paid Quantity :

Paid Contract :

Paid Amount :

Match Indicator :

Paid Final : ☐

▼ Retainage

Range 1 From $:	To $:	Retain $:
From % :	To % :	Retain % :
Range 2 From $:	To $:	Retain $:
From % :	To % :	Retain % :
Range 3 From $:	To $:	Retain $:
From % :	To % :	Retain % :
Range 4 From $:	To $:	Retain $:
From % :	To % :	Retain % :
Range 5 From $:	To $:	Retain $:
From % :	To % :	Retain % :

▼ Tolerance

Over Quantity :

Under Quantity :

Over Contract Amt :

Under Contract Amt :

Under $:

Under % :

Over $:

Over % :

Discount

Discount 1 % :	Days :	Disc Alw :
Discount 2 % :	Days :	Disc Alw :
Discount 3 % :	Days :	Disc Alw :
Discount 4 % :	Days :	Disc Alw :

Commodity T & C Section

General Information

T & C :   Inc by :

Name :   Modified :

Section :

Date :

Details :

Accounting Section

General Information

Event Type :   Budget FY :

Accounting Template :   Fiscal Year :

Line Description :   Period :

                          Freight % :

                          Modified :

Line Amount :

Reserved Funding :

Line Closed Amount :

Line Closed Date :

Referenced Line Amount :

Reference

Ref Code :   Ref Vendor Line :

Ref Dept :   Ref Commodity Line :

Ref ID :   Ref Accounting Line :

                          Ref Type :

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▼ Fund Accounting

Fund :	Object :	OBSA :
Sub Fund :	Sub Object :	Sub OBSA :
Department :	Revenue :	Dept Object :
Unit :	Sub Revenue :	Dept Revenue :
Sub Unit :	BSA :	
Appr Unit :	Sub BSA :	

▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	
Sub Function :		

Posting Section

▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :