







# MA - Master Agreement Document

## Header Section

### ▼ General Information

Document Name :	<input type="text"/>	Procurement Folder :	
Record Date :	<input type="text"/> 	Procurement Type ID :	<input type="text"/> 
Budget FY :	<input type="text"/>	Effective Begin Date :	<input type="text"/> 
Fiscal Year :	<input type="text"/>	Expiration Date :	<input type="text"/> 
Period :	<input type="text"/>	Board Award Number :	<input type="text"/>
Document Description :	<input type="text"/>	Board Award Date :	<input type="text"/> 
Calculated Document Total :		T & C Template :	<input type="text"/> 
Total Orders :		Allow Partial Payment :	<input type="checkbox"/>
		Allow Partial Receipts :	<input type="checkbox"/>
		Replaces Award Doc Code :	<input type="text"/>
		Replaces Award Doc Dept :	<input type="text"/>
		Replaces Award ID :	<input type="text"/>
		Replaced By Award Doc Code :	
		Replaced By Award Doc Dept :	
		Replaced By Award ID :	

### ▼ Requestor Issuer Buyer

Issuer ID :	<input type="text"/> 	Buyer Team :	
		Buyer :	
Requestor ID :	<input type="text"/> 		
Name :	<input type="text"/>		
Phone Number :	<input type="text"/>		
Email :	<input type="text"/>		

### ▼ Thresholds

Minimum Order Amount :	<input type="text"/>	Minimum Order Value :	<input type="checkbox"/>
Maximum Order Amount :	<input type="text"/>	Maximum Order Value :	<input type="checkbox"/>
Not to Exceed Amount :	<input type="text"/>	Not to Exceed :	<input type="checkbox"/>

### ▼ Extended Description

Extended Description :	<input type="text"/>
------------------------	----------------------

# MA - Master Agreement Document

## ▼ Default Shipping/Billing

Shipping Location :	<input type="text"/>	Billing Location :	<input type="text"/>
Shipping Method :	<input type="text"/>	Billing Additional Info :	<input type="text"/>
Free On Board :	<input type="text"/>		
Delivery Type :	<input type="text"/>		
Estimated Delivery Days :	<input type="text"/>		
Shipping Additional Info :	<input type="text"/>		

## ▼ Reporting

Reporting 1 :	<input type="text"/>
Reporting 2 :	<input type="text"/>
Reporting 3 :	<input type="text"/>

## Renewal Period Section

Renewal Period Length :	<input type="text"/>
Renewal Period Unit :	<input type="text"/>
Notification Days Prior to Expiration :	<input type="text"/>
Effective Date :	
Expiration Date :	

## Authorized Department Section

### General Information

Department :	<input type="text"/>	No Limit :	<input type="checkbox"/>
Spending Limit :	<input type="text"/>	Active :	<input type="checkbox"/>
Ordered Amount :		Exclude Department :	<input type="checkbox"/>

# MA - Master Agreement Document

## Terms and Conditions Section

Terms and Conditions :  >

Incorporated By :  ▼

Name :

Section :

Details :

## Authorized Unit Section

Unit :  >

No Limit :

Unit Name :

Ordered Amount :

Spending Limit :

Active :

Exclude Unit :

## Vendor Section

▼ **General Information**

Vendor Customer :  >

Vendor Contact ID :  >

Legal Name :

Vendor Contact Name :

Alias/DBA :

Vendor Contact Phone :

Address Code :  >

Vendor Contact Phone Ext. :

Vendor Contact Email :

Vendor Type :  ▼

Master Agreement Code :

Master Agreement Department :

Master Agreement ID :

▼ **Thresholds**

Not to Exceed Amount :

Ordered Amount :

Not to Exceed :

# MA - Master Agreement Document

---

## ▼ Discount Information

Percentage 1 :	<input type="text"/>	Days 1 :	<input type="text"/>	Discount Always 1 :	<input type="checkbox"/>
Percentage 2 :	<input type="text"/>	Days 2 :	<input type="text"/>	Discount Always 2 :	<input type="checkbox"/>
Percentage 3 :	<input type="text"/>	Days 3 :	<input type="text"/>	Discount Always 3 :	<input type="checkbox"/>
Percentage 4 :	<input type="text"/>	Days 4 :	<input type="text"/>	Discount Always 4 :	<input type="checkbox"/>

## Business Type Section

Business Type ID :

Business Type :

Certification Start Date :

Certification End Date :

Active :

## Sub Vendor Section

Vendor Customer :  >

Legal Name :

Alias/DBA :

Percentage :

Additional Information :

# MA - Master Agreement Document

## Commodity

### ▼ General Information

Commodity :	<input type="text"/>	Fixed Asset :	<input type="checkbox"/>
Line Type :	<input type="text"/>	Lock Order Specs :	<input checked="" type="checkbox"/>
Quantity :	<input type="text"/>	Commodity Specs :	<input type="text"/>
Unit :	<input type="text"/>	Extended Description :	<input type="text"/>
Unit Price :	<input type="text"/>	Service Contract Amount :	<input type="text"/>
Catalog :	<input type="text"/>	Service From :	<input type="text"/>
Discount Percentage :	<input type="text"/>	Service To :	<input type="text"/>
List Unit Price :	<input type="text"/>	T & C Template :	<input type="text"/>
Discounted Unit Price :	<input type="text"/>	Tax Profile :	<input type="text"/>
Discount Effective From :	<input type="text"/>	Total Tax Amount :	
Discount Effective To :	<input type="text"/>	Line Total Amount :	
		Item Sub Total Amount :	

### ▼ Additional Information

Ref Quantity :	Ref Service Contract Amount :	Not Renewed :	<input type="checkbox"/>
Closed Quantity :	Closed Service Contract Amount :		
Invoiced Quantity :	Invoiced Service Contract :		

### ▼ Reference Information

Ref Doc Code :	<input type="text"/>	Solicitation Document Code :	<input type="text"/>
Ref Doc Dept :	<input type="text"/>	Solicitation Department :	<input type="text"/>
Ref Doc ID :	<input type="text"/>	Solicitation Number :	<input type="text"/>
Ref Vendor Line :	<input type="text"/>	Solicitation Commodity Group Number :	<input type="text"/>
Ref Commodity Line :	<input type="text"/>	Solicitation Commodity Line Number :	<input type="text"/>
Ref Type :			

# MA - Master Agreement Document

## ▼ Shipping & Billing

Shipping Location :	<input type="text"/>	Billing Location :	<input type="text"/>
Ship Additional Information :	<input type="text"/>	Bill Additional Information :	<input type="text"/>
Shipping Method :	<input type="text"/>		
Free On Board :	<input type="text"/>		
Delivery Type :	<input type="text"/>		
Estimated Delivery Days :	<input type="text"/>		

## ▼ Specifications

Detail Instructions :	<input type="text"/>	Manufacturer Name :	<input type="text"/>
Packing :	<input type="text"/>	Part Number :	<input type="text"/>
Hazardous Materials :	<input type="text"/>	Product/Category :	<input type="text"/>
Special Handling :	<input type="text"/>	Model Number :	<input type="text"/>
Additional Handling Info :	<input type="text"/>	Drawing Number :	<input type="text"/>
		Piece Number :	<input type="text"/>
		Serial Number :	<input type="text"/>
		Specification Number :	<input type="text"/>
		Size :	<input type="text"/>
		Color :	<input type="text"/>
		Material Safety Data Sheet :	<input type="text"/>
		Warranty Type :	<input type="text"/>

## ▼ Tolerance Information

Underage Tolerance Quantity :	<input type="text"/>	Overage Tolerance Quantity :	<input type="text"/>
Underage Contract Amount :	<input type="text"/>	Overage Contract Amount :	<input type="text"/>
Tolerance Amount Under \$ :	<input type="text"/>	Tolerance Amount Over \$ :	<input type="text"/>
Tolerance Amount Under % :	<input type="text"/>	Tolerance Amount Over % :	<input type="text"/>

# MA - Master Agreement Document

---

## Commodity T & C Section

T & C :  >

Inc by :  ▼

Name :

Section :

Details :