

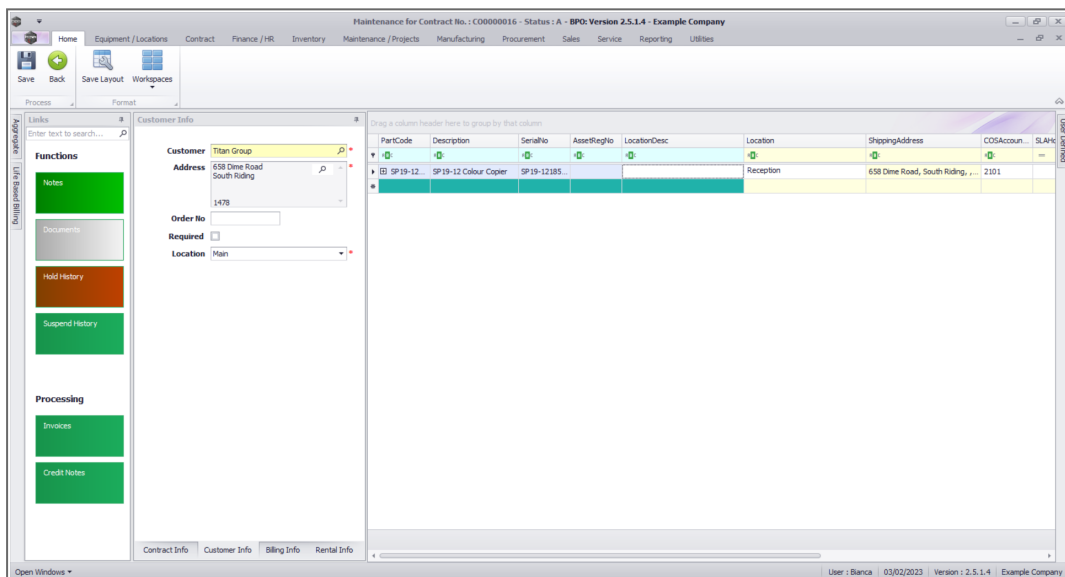
CONTRACT

SAVE CONTRACT

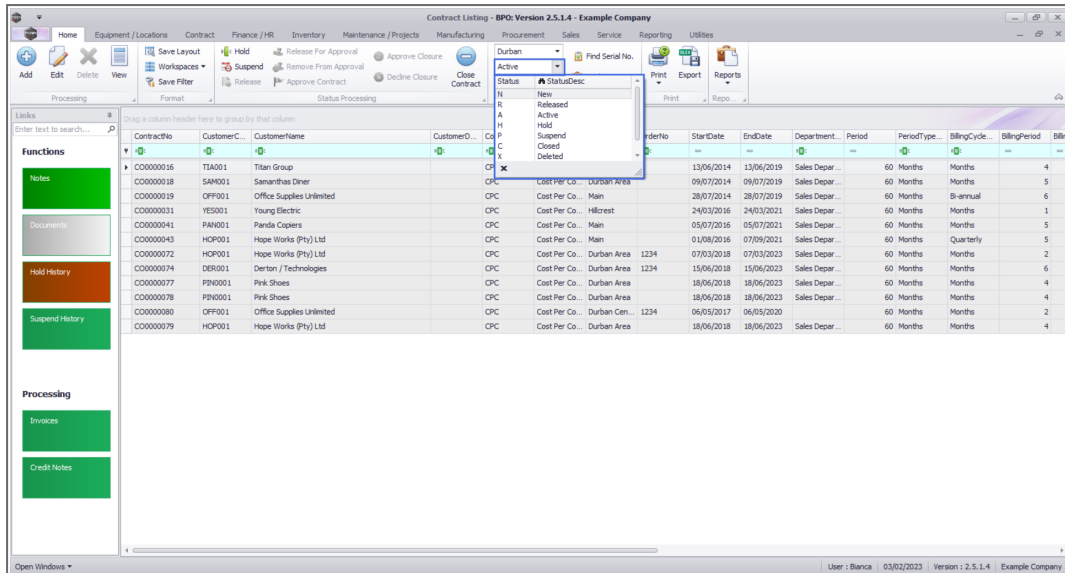
You will be following the process below to add each item to be linked to this contract.

SAVE THE CONTRACT

- When you are done, click on **Save**.

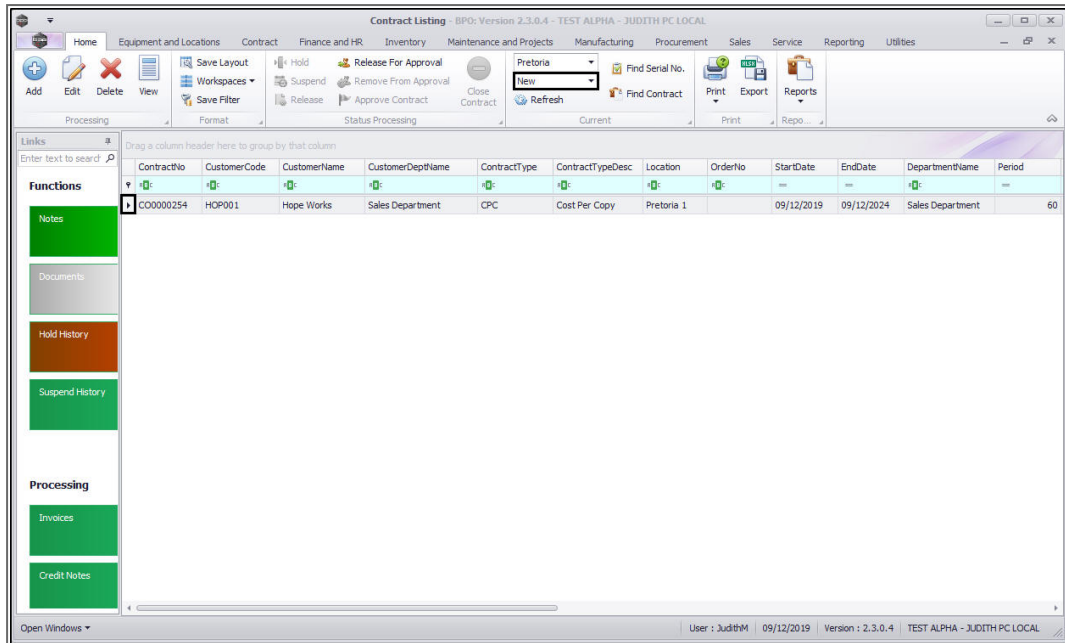


- The contract will be **saved** and you will return to the **Contract Listing** screen where the status defaults to **Active**, or will be set to the Status you last selected.
- Click on the **drop-down arrow** in the **Status** field and select the relevant status.



ContractNo	CustomerC	CustomerName	CustomerD	Status	StarDate	EndDate	Department	Period	PeriodType	BillingCycle	BillingPeriod	Billing
CO0000016	TIA001	Titan Group		New	13/06/2014	13/06/2019	Sales Depart...	60 Months	Months			4
CO0000018	SAH001	Sananthes Diner		Released	09/07/2014	09/07/2019	Sales Depart...	60 Months	Months			5
CO0000019	OFF001	Office Supplies Unlimited		Active	28/07/2014	28/07/2019	Sales Depart...	60 Months	Bi-annual			6
CO0000031	YES001	Young Electric		Hold	24/03/2016	24/03/2021	Sales Depart...	60 Months	Months			1
CO0000041	PAN001	Panda Copiers		Suspend	05/07/2016	05/07/2021	Sales Depart...	60 Months	Months			5
CO0000043	HOP001	Hope Works (Pty) Ltd		Closed	01/08/2016	07/09/2021	Sales Depart...	60 Months	Quarterly			5
CO0000072	HOP001	Hope Works (Pty) Ltd		Deleted	07/03/2018	07/03/2023	Sales Depart...	60 Months	Months			2
CO0000074	DER001	Derton / Technologies			15/06/2018	15/06/2023	Sales Depart...	60 Months	Months			6
CO0000077	PPH001	Pink Shoes			18/06/2018	18/06/2023	Sales Depart...	60 Months	Months			4
CO0000078	PPH001	Pink Shoes			18/06/2018	18/06/2023	Sales Depart...	60 Months	Months			4
CO0000080	OFF001	Office Supplies Unlimited			06/05/2017	06/05/2020	Sales Depart...	60 Months	Months			2
CO0000079	HOP001	Hope Works (Pty) Ltd			18/06/2018	18/06/2023	Sales Depart...	60 Months	Months			4

- **New** contracts can be found within the **New** contract status listing screen.
- From here, the contract will need to be **Released** and then **Approved** before it becomes active.
- **Edited** contracts may either remain in **Active** status or move to **Released** status in order for changes to be reviewed before **Approval** depending on the change made.



Related Topics

- [Print Contract Report](#)
- [Release Contract For Approval](#)
- [Approve Contract](#)

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