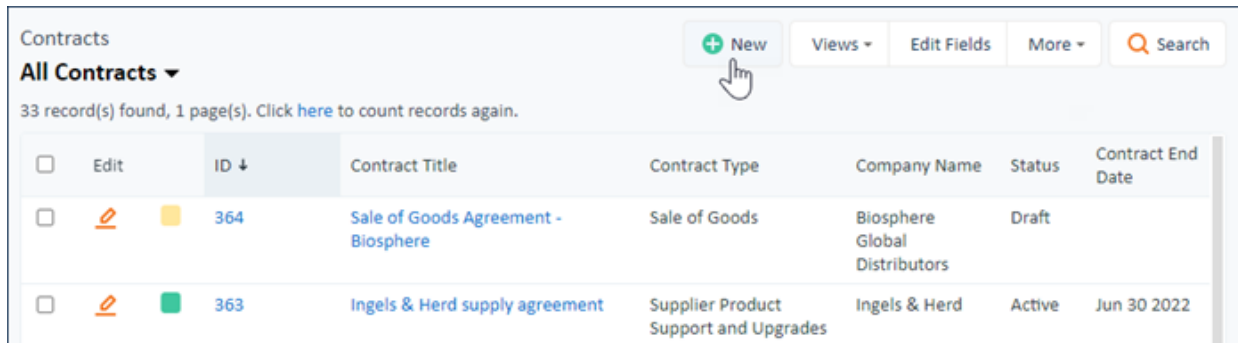


Creating New Records





Click the **New** button in the table view to create a record. The new record form that appears is specific to the table and your set of permissions.



Contracts

All Contracts ▾

33 record(s) found, 1 page(s). Click [here](#) to count records again.

<input type="checkbox"/>	Edit	ID ↓	Contract Title	Contract Type	Company Name	Status	Contract End Date
<input type="checkbox"/>	 	364	Sale of Goods Agreement - Biosphere	Sale of Goods	Biosphere Global Distributors	Draft	
<input type="checkbox"/>	 	363	Ingels & Herd supply agreement	Supplier Product Support and Upgrades	Ingels & Herd	Active	Jun 30 2022

New button in Contracts table action bar

Common Features

Explore some of the common features shared by new records in most tables:

Save Cancel Contract: Sale of Goods - Bodyverse

Save & Continue Alt + C 366

Save & New

Save & Next

Quickly move to a new record when you finish.

Contract

Robert Barash

Assigned Team Contract Management Team

Contract

Status Active

Based on Sourcing Event? Yes No

Terminate Early

Document Source

Important details are shown at the top.

Draft Pending Review With Counterp... Pending Appro... Approved Pending Signat... Signed Active

Details Attachments Approvals Emails Renewal / Related Contracts Signature Tasks and Obligations Risk Analysis History << >>

Collapse All

Requester Info

Requester Name Nick Bieter

Some information is added automatically. Click the look-up icon to change it.

Contract Information

Contract Title Sale of Goods -

Contract Description Contract for the solutions

Required fields are clearly marked.

Fields are organized into tabs for your convenience.

Annotated Contract record form