|  |  |  |
| --- | --- | --- |
| **Fields to be entered** | **Remarks** | **Fields to be displayed** |
| Contract details | | Contract title |
| Contract title\* | Text | Start date |
| Contract reference number\* | Text | Expiry date |
| BA / PO number\* | Number (0 decimal place) | Supplier |
| Contract Value Currency\* | Text (3 letters) | Officer in charge |
| Contract Value\* | Number (2 decimal place) |  |
| Start date\* | Format: DD/MM/YYYY |  |
| Expiry date\* | Format: DD/MM/YYYY |  |
| Supplier\* | Text |  |
| Officer in charge\* | Text |  |
| Cc list\* | Text |  |
| Grouping\* | Text |  |
| First reminder date\* | Format: DD/MM/YYYY |  |
| Second reminder date\* | Format: DD/MM/YYYY |  |
| Third reminder date\* | Format: DD/MM/YYYY |  |
| Performance Bond submission\* | Format: Y / N / N.A |  |
| Option year | |  |
| Option year exercise date | Format: DD/MM/YYYY  Default value: NIL |  |
| Insurance |  |  |
| Public Liability policy expiry date | Format: DD/MM/YYYY  Default value: NIL |  |
| Workman Compensation policy expiry date | Format: DD/MM/YYYY  Default value: NIL |  |
| Hull & Marine expiry date | Format: DD/MM/YYYY  Default value: NIL |  |
| Savings | |  |
| Savings currency | Text (3 letters) |  |
| Savings | Number (2 decimal place) |  |

\*Mandatory field