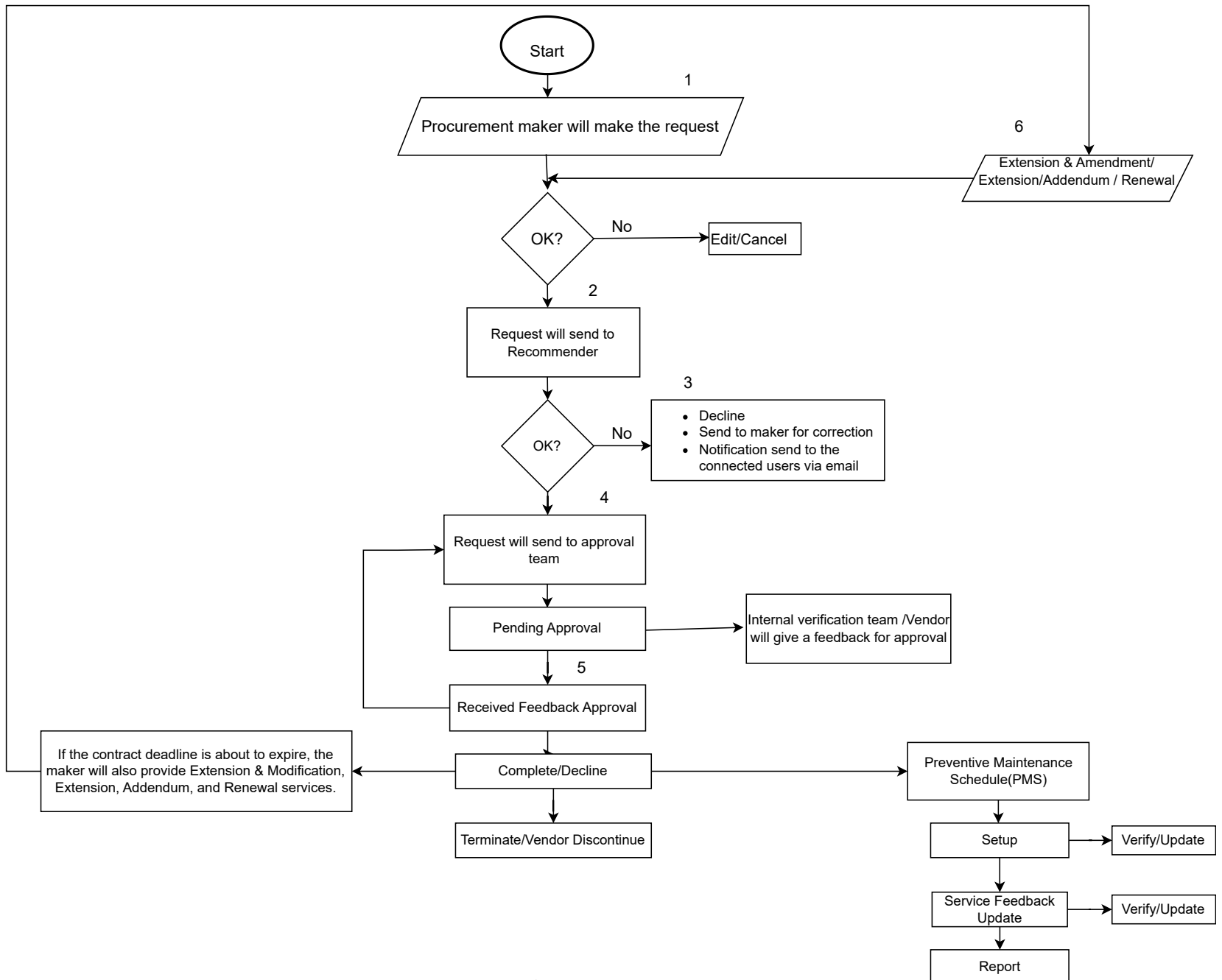# Contract Management System

1. Procurement Maker will initiate a new contract by Inputting basic information based on the agreement category and uploading the annexures file.

2. After creating the file, send the contract request to the recommender

3. If the information has no validation, then the checker sends it to the Maker or declines it.

4. If the document is correct, send the request to the Approval Team for vetting/signing

5.After getting approval from the internal verification team or vendor, the project will enter the hult or active steps.

6.The user can filter various fields to look for existing contracts. The new reference number will be tagged by the system with the old reference number. The basic information form will be loaded with all prior data. Updates to the terms of the agreement will be possible. Based on the setup of the template, the system will load all variable fields.