Payment Terms

1. **Form Fields for Payment Term Creation**
   - **Name of Payment Term**: Input field for the term name (e.g., "50/50 Split").
   - **Stage Percentages**: Three numeric input fields for payment stages:
     - **Before Delivery (%)**
     - **On Delivery (%)**
     - **After Delivery (%)**
   - **Credit Terms (Days)**: Dropdown for credit terms if "After Delivery" is greater than 0.
     - **Dropdown Options**:
       - Net 15
       - Net 30
       - Net 45
       - Net 60
     - **Custom Input**: Allow a field to define custom credit days if none of the dropdown options apply.
   - **Validation Messages**: Ensure the percentages sum to 100%.

Step-by-Step Flow

1. **User clicks the "Create Payment Term"**
   - A button like **"Create New Payment Term"** redirects to the form.
2. **User Fills Out the Form**
   - **Example Input**:
     - Name: **"Net 30 After Delivery"**
     - Before Delivery: **0%**
     - On Delivery: **0%**
     - After Delivery: **100%**
     - Credit Terms: **Net 30**
3. **System Validates Input**
   - Check that **Before Delivery + On Delivery + After Delivery = 100%**.
   - Ensure that **Credit Terms Days** is specified if "After Delivery" > 0.
4. **Submit the Form**
   - Once validated, the payment term is saved in the system.

UI Example

Field	Input Type	Example Value
Payment Term Name	Text Input	"Net 30 After Delivery"
Before Delivery (%)	Number Input	0
On Delivery (%)	Number Input	0
After Delivery (%)	Number Input	100

Credit Terms (Days)	Dropdown	Net 30
Validation		"Percentages must sum to 100%"

Example: Net 30 Credit Terms

- **Name**: Net 30 After Delivery
- **Details**:
  - **Before Delivery**: 0%
  - **On Delivery**: 0%
  - **After Delivery**: 100%
  - **Credit Terms**: Net 30 (Payment due 30 days after delivery)

Terms and Conditions Management UI

1. Key Functionalities

- Allow users to **create, save, and manage Terms and Conditions** for:
  - Purchase Orders (POs)
  - Delivery Notes
  - Invoices
- Enable selection and application of saved terms during document creation.

2. Features

1. **Create Terms and Conditions**
   - **Fields**:
     - **Title**: Name of the terms (e.g., "Standard PO Terms").
     - **Applicable Document**: Dropdown (PO, Delivery Note, Invoice).
     - **Category**: Dropdown (e.g., Payment Terms, Delivery Terms).
     - **Draft Content**: Text area or rich-text editor.
   - **Options**:
     - Save as Draft
     - Save and Publish
2. **Manage Saved Terms**
   - Display a table with:
     - **Columns**: Title, Document Type, Category, Last Updated, Status.
     - **Actions**: Edit, Delete, Duplicate, Change Status.
3. **Apply Terms**
   - Add a dropdown in document creation forms (e.g., PO or Invoice) to select saved terms.
   - Display selected terms inline or attach them to the final document.

3. Workflow

1. **Create Terms**:
   - User fills in fields (Title, Document Type, Category) and drafts content.
   - Saves terms as Draft or Published.
2. **Manage Terms**:
   - Users can:
     - View saved terms in a table.
     - Edit, duplicate, delete, or change the status of terms.
3. **Apply Terms**:
   - During document creation, users select applicable terms from a dropdown.

    - Selected terms appear in the final document.

4. Example Terms

- **PO Terms**: Define delivery timelines and payment deadlines.
- **Delivery Note Terms**: Specify inspection requirements and liabilities.
- **Invoice Terms**: Include cancellation policies and late payment penalties.