

## Contract Data

[illegible]

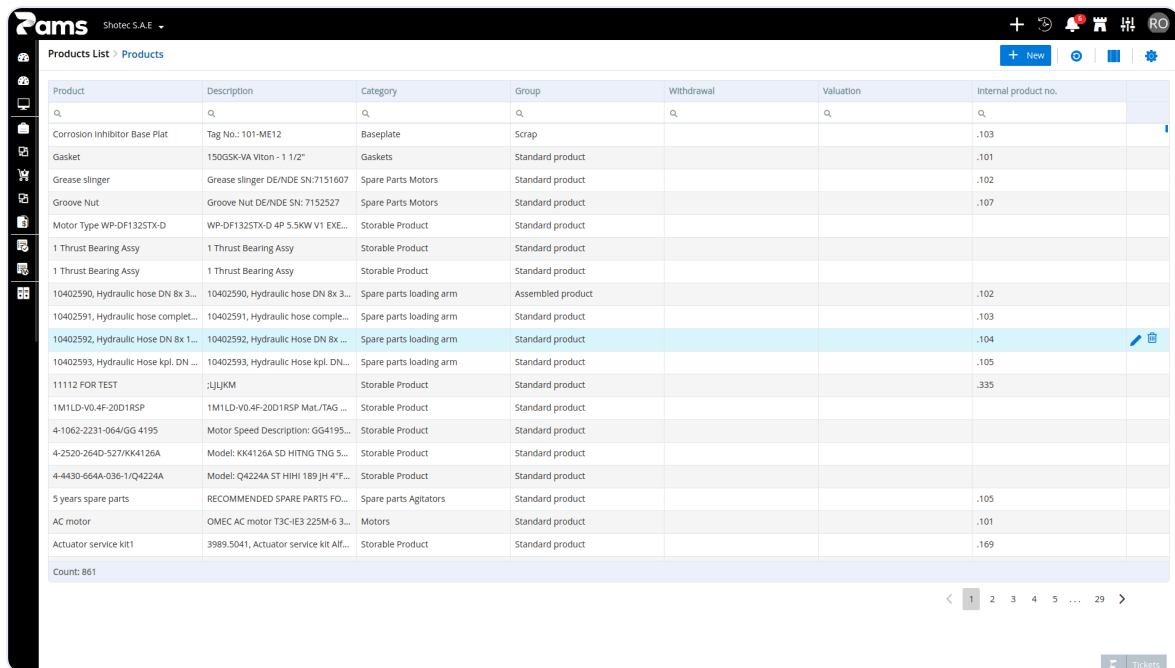
## Overview

Use this workspace when you need to locate contract data, apply a suitable list layout, review the available tab views, or export the displayed information.

## Settings

Before working with Contract Data, select or maintain the list layout that presents the columns you need for the task.

1. Open **Data**, then open Contract Data.



| Product                              | Description                            | Category                | Group             | Withdrawal | Valuation | Internal product no. |
|--------------------------------------|----------------------------------------|-------------------------|-------------------|------------|-----------|----------------------|
| Corrosion Inhibitor Base Plat        | Tag No.: 101-ME12                      | Baseplate               | Scrap             |            |           | .103                 |
| Gasket                               | 150G5K-VA Viton - 1 1/2"               | Gaskets                 | Standard product  |            |           | .101                 |
| Grease slinger                       | Grease slinger DE/NDE SN:7151607       | Spare Parts Motors      | Standard product  |            |           | .102                 |
| Groove Nut                           | Groove Nut DE/NDE SN: 7152527          | Spare Parts Motors      | Standard product  |            |           | .107                 |
| Motor Type WP-DF1325TX-D             | WP-DF1325TX-D 4P 5.5KW V1 EXE...       | Storable Product        | Standard product  |            |           |                      |
| 1 Thrust Bearing Assy                | 1 Thrust Bearing Assy                  | Storable Product        | Standard product  |            |           |                      |
| 1 Thrust Bearing Assy                | 1 Thrust Bearing Assy                  | Storable Product        | Standard product  |            |           |                      |
| 10402590, Hydraulic hose DN 8x 3...  | 10402590, Hydraulic hose DN 8x 3...    | Spare parts loading arm | Assembled product |            |           | .102                 |
| 10402591, Hydraulic hose complet...  | 10402591, Hydraulic hose comple...     | Spare parts loading arm | Standard product  |            |           | .103                 |
| 10402592, Hydraulic Hose DN 8x 1...  | 10402592, Hydraulic Hose DN 8x ...     | Spare parts loading arm | Standard product  |            |           | .104                 |
| 10402593, Hydraulic Hose kpl. DN ... | 10402593, Hydraulic Hose kpl. DN...    | Spare parts loading arm | Standard product  |            |           | .105                 |
| 11112 FOR TEST                       | JLJUKM                                 | Storable Product        | Standard product  |            |           | .335                 |
| 1M1LD-V0.4F-20D1RSP                  | 1M1LD-V0.4F-20D1RSP Mat./TAG ...       | Storable Product        | Standard product  |            |           |                      |
| 4-1062-2231-064/GG 4195              | Motor Speed Description: GG4195...     | Storable Product        | Standard product  |            |           |                      |
| 4-2520-264D-527/KK4126A              | Model: KK4126A 5D HITNG TNG 5...       | Storable Product        | Standard product  |            |           |                      |
| 4-4430-664A-036-1/Q4224A             | Model: Q4224A ST HIHI 189 JH 4"F...    | Storable Product        | Standard product  |            |           |                      |
| 5 years spare parts                  | RECOMMENDED SPARE PARTS FO...          | Spare parts Agitators   | Standard product  |            |           | .105                 |
| AC motor                             | OMEC AC motor T3C-IE3 225M-6 3...      | Motors                  | Standard product  |            |           | .101                 |
| Actuator service kit1                | 3989.5041, Actuator service kit AII... | Storable Product        | Standard product  |            |           | .169                 |

## Contract Data

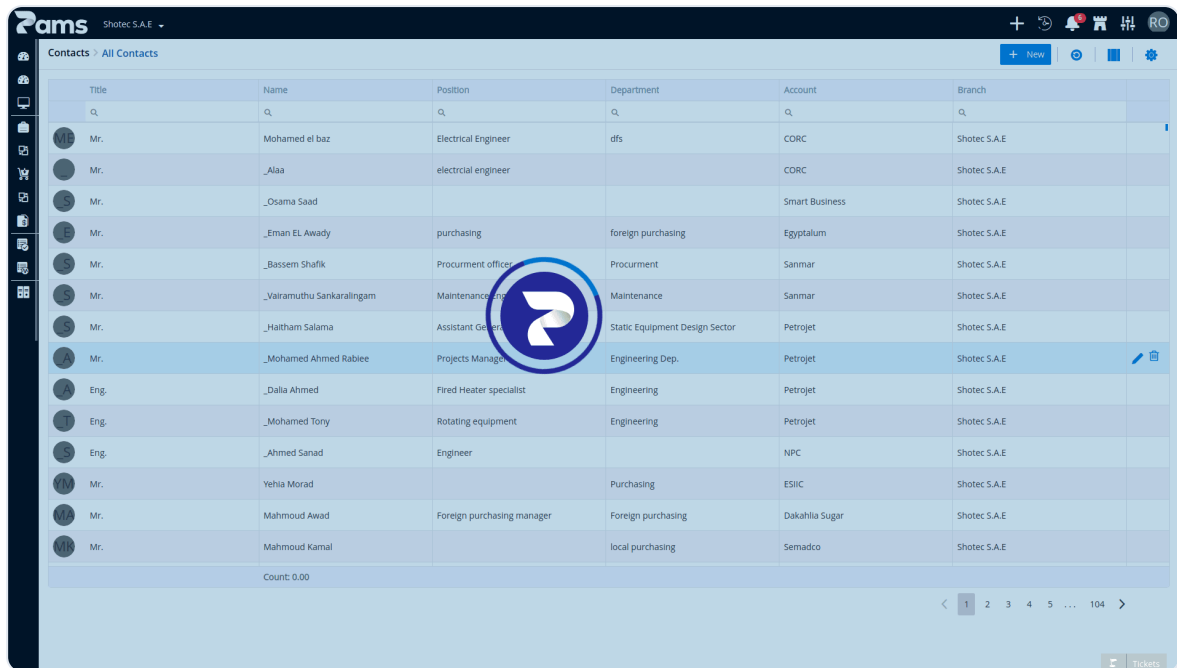
2. Review the active **Layout name**. To return to the supplied list arrangement, select **Standard Layout**.
3. Choose one of the following layout decisions:
  - To create a separate layout, select **Add Layout**, enter a **Layout name**, choose the required columns through **Columns Chooser**, and select **Save**.
  - To change the active layout, use **Columns Chooser**, then select **Update Current**.
  - To abandon unsaved layout changes, select **Cancel**.
  - To remove a layout, use **Delete Current** or **Delete**, as appropriate.

**Tip:** Use a separate layout for each recurring review purpose, such as client-focused contract review or supplier-focused purchasing review.

The visible list can present information such as Job No, Client Name, Supplier Name, Status, Date, Product Type, and Offer Status. Use the active layout to keep the information most relevant to your role visible.

# Workflow

1. Open Contract Data from **Data** and decide whether you need to review all displayed information or find a specific item.



The screenshot shows the Pams software interface with a table of contacts. The table has columns for Title, Name, Position, Department, Account, and Branch. The data is as follows:

| Title | Name                      | Position                   | Department                     | Account        | Branch       |
|-------|---------------------------|----------------------------|--------------------------------|----------------|--------------|
| Q.    | Q.                        | Q.                         | Q.                             | Q.             | Q.           |
| Mr.   | Mohamed el baz            | Electrical Engineer        | dfs                            | CORC           | Shotec S.A.E |
| Mr.   | _Alaa                     | electrical engineer        |                                | CORC           | Shotec S.A.E |
| Mr.   | _Osama Saad               |                            |                                | Smart Business | Shotec S.A.E |
| Mr.   | _Eman EL Awady            | purchasing                 | foreign purchasing             | Egyptalum      | Shotec S.A.E |
| Mr.   | _Bassem Shafik            | Procurement officer        | Procurement                    | Sanmar         | Shotec S.A.E |
| Mr.   | _Vairamuthu Sankaralingam | Maintenance                | Maintenance                    | Sanmar         | Shotec S.A.E |
| Mr.   | _Haitham Salama           | Assistant General          | Static Equipment Design Sector | Petrojet       | Shotec S.A.E |
| Mr.   | _Mohamed Ahmed Rabiee     | Projects Manager           | Engineering Dep.               | Petrojet       | Shotec S.A.E |
| Eng.  | _Dalia Ahmed              | Fired Heater specialist    | Engineering                    | Petrojet       | Shotec S.A.E |
| Eng.  | _Mohamed Tony             | Rotating equipment         | Engineering                    | Petrojet       | Shotec S.A.E |
| Eng.  | _Ahmed Sanad              | Engineer                   |                                | NPC            | Shotec S.A.E |
| Mr.   | Yehia Morad               |                            | Purchasing                     | ESIC           | Shotec S.A.E |
| Mr.   | Mahmoud Awad              | Foreign purchasing manager | Foreign purchasing             | Dakahlia Sugar | Shotec S.A.E |
| Mr.   | Mahmoud Kamal             |                            | local purchasing               | Semadco        | Shotec S.A.E |

Count: 0.00

## Contract Data

2. To find a record, enter identifying text in **Search** or use the **Search box**. Search using information visible in the list, such as a job number, client name, supplier name, product type, status, date, or offer status.
3. Decide which contract-data area you need to review:
  - Select **contacts** to work in the Contacts view.
  - Select **products** to work in the Products view.
  - Select **reference list** to work in the Reference List view.
4. Decide whether the current list presentation is sufficient:
  - If it is sufficient, continue reviewing the displayed results.
  - If you need different visible columns, select **Columns Chooser** and update the active layout with **Update Current**, or create a separate layout with **Add Layout** and **Save**.
5. When the displayed results are ready for external use or further analysis, select **Export**.

**Note:** The available tab views organize Contract Data for review. No action is provided on this screen to move a record from one tab view to another.

## Contacts

The Contacts view holds contract-related contact information for review within Contract Data. Use **Search** to narrow the visible records and use the active layout to focus on the columns required for the current sales job, purchasing review, project activity, or finance follow-up.

The screen provides the **contacts** tab for viewing this area of Contract Data. No control is provided to move a record into or out of this tab.

## Products

The Products view holds product-related contract data. Review the displayed product information together with available list details such as job number, supplier name, product type, date, status, and offer status where these are included in the selected layout.

Use **Search** to locate the required product-related information. If you need a different list presentation, select **Columns Chooser** and save or update the layout before exporting the results.

The screen provides the **products** tab for viewing this area of Contract Data. No control is provided to move a record into or out of this tab.

## Reference List

| Serial No.             | Category         | Job No.  | Model        | Year of manufacturing | Delivery date    | Warranty end date | Manufacturer   |
|------------------------|------------------|----------|--------------|-----------------------|------------------|-------------------|----------------|
| III                    | Valve            | 20.0326  |              |                       | 2026 30 Mar 2026 | 30 Mar 2027       | ActionSealTite |
| 234234234              | Pump PC          | J24.1485 |              |                       | 2026 28 Mar 2026 | 28 Mar 2027       | ABB            |
| 876r                   | Motors           | J21.1878 | xxx          |                       | 2025 17 Nov 2025 | 17 Nov 2026       | Brook Crompton |
| 678                    | Motors           | J21.1878 | xxx          |                       | 2025 17 Nov 2025 | 17 Nov 2026       | Brook Crompton |
| 4567                   | Motors           | J21.1878 | xxx          |                       | 2025 17 Nov 2025 | 17 Nov 2026       | Brook Crompton |
| 23456                  | Motors           | J21.1878 | xxx          |                       | 2025 17 Nov 2025 | 17 Nov 2026       | Brook Crompton |
| 123456                 | Motors           | J21.1878 | xxx          |                       | 2025 17 Nov 2025 | 17 Nov 2026       | Brook Crompton |
| Serial 000113          | Pump PC          |          | some model   |                       | 2021 07 Mar 2022 | 07 Mar 2023       | ABB            |
| Serial 011112          | Storable Product | J21.1640 | sdas         |                       | 2022 30 Dec 2024 | 30 Dec 2025       | ABB            |
| Serial 011111          | Storable Product | J21.1640 | sdas         |                       | 2022 30 Dec 2024 | 30 Dec 2025       | ABB            |
| SM001qwertyulopsdfghjk | Pump PC          |          | XXX          |                       | 2019 01 Jan 2020 | 01 Jan 2021       | NETZSCH NEMO   |
| SM001qwertyuiop        | Pump PC          |          | XXX          |                       | 2019 01 Jan 2020 | 01 Jan 2021       | NETZSCH NEMO   |
| SM001                  | Pump PC          |          | XXX          |                       | 2019 01 Jan 2020 | 01 Jan 2021       | NETZSCH NEMO   |
| AP-456546546           | Storable Product | J21.2282 |              |                       | 2025 22 May 2025 | 22 May 2026       | Apollo         |
| Col-3424344            | Storable Product |          |              |                       | 2025 22 May 2025 | 22 May 2026       | ColTech        |
| dfgdgdg                | Storable Product |          |              |                       | 2025             | 20 May 2026       | ABB            |
| SGI-575676             | Storable Product |          |              |                       | 2025             | 20 May 2026       |                |
| netz-45345354          | Pump PC          |          |              |                       | 2025             | 19 Apr 2026       | ColTech        |
| asdc345345             | Pump Peristaltic |          | M:poip345345 |                       | 2025             | 14 May 2026       | Shell          |
| Count: 0.00            |                  |          |              |                       |                  |                   |                |

## Contract Data

The Reference List view provides a reference-oriented view of Contract Data. Use it when you need to review displayed contract information by the available list values, including job, client, supplier, status, date, product type, or offer status.

Search for the relevant reference information, confirm that the required columns are visible in the active layout, and select **Export** when you need the displayed results outside the application.

The screen provides the **reference list** tab for viewing this area of Contract Data. No control is provided to move a record into or out of this tab.

## Examples

A purchasing officer needs a list of contract data related to a supplier for a sales job review.

1. Open Contract Data from **Data**.
2. Select **products** to review product-related contract information.
3. Enter the supplier name in **Search** to limit the list to that supplier's records.
4. Check whether the active **Layout name** shows the information required for the review. If supplier, job, product type, status, and date are not all visible, select **Columns Chooser**.

5. If the revised arrangement is intended for future supplier reviews, select **Update Current** to update the current layout. If it is intended only for a separate recurring review, select **Add Layout**, enter a name such as `Supplier Product Review`, and select **Save**.
6. Review the filtered product records and select **Export** to produce an exported copy of the displayed information.

**Tip:** Search first, then export. This helps ensure that the exported output reflects the intended contract-data subset rather than the full displayed list.

## Tips

**Warning:** Select **Delete Current** or **Delete** only when you intend to remove a layout. If you only want to discard changes that have not been saved, select **Cancel** instead.

**Note:** **Standard Layout** is useful when a custom layout no longer provides the required view of the list.

- Use **Update Current** when the current layout should retain your column changes.
- Use **Add Layout** when different teams need different views of the same Contract Data.
- Review the active **Layout name** before exporting, especially when the export must include specific contract-data columns.
- Use the Contacts, Products, and Reference List tabs to focus your review before applying a search.

## Troubleshooting

| Symptom                                                   | Likely cause                                                                             | Fix                                                                                                                     |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| The required contract data is not visible in the list.    | The list is not filtered for the required job, client, supplier, or other visible value. | Enter the relevant value in <b>Search</b> or use the <b>Search box</b> .                                                |
| The list does not show the columns needed for the review. | The active layout does not include the required columns.                                 | Select <b>Columns Chooser</b> , then use <b>Update Current</b> or create and save a new layout with <b>Add Layout</b> . |

| Symptom                                                             | Likely cause                                                               | Fix                                                                                                             |
|---------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| A layout change should not be retained.                             | Changes were made but should not be saved.                                 | Select <b>Cancel</b> before saving or updating the layout.                                                      |
| The exported information is too broad or lacks needed list details. | The export was performed before filtering or selecting the correct layout. | Use <b>Search</b> , confirm the active <b>Layout name</b> and visible columns, then select <b>Export</b> again. |

## Related pages

- [Contract Data — Overview](#)
- [Contract Data — Learning Path](#)