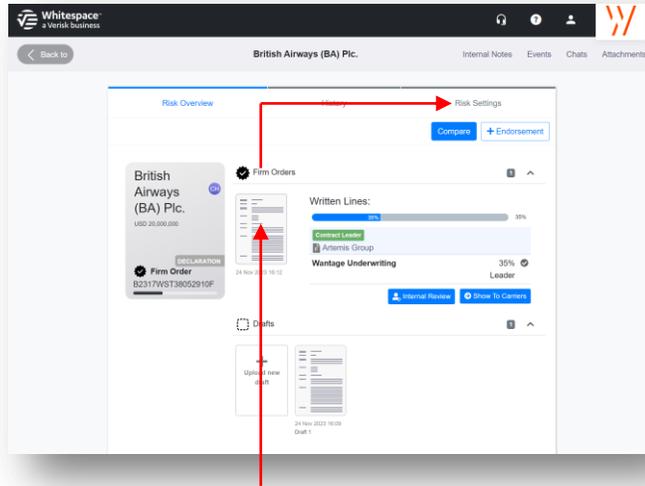


Sectioning a Shown Firm Order Contract or Bindable Quote

1.

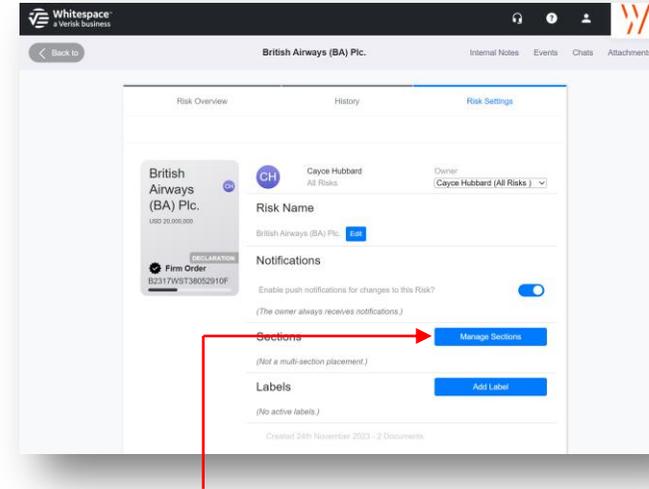


Please note that contracts with outstanding subjectivity requests cannot be sectioned. Please accept or decline the line with subjectivities before proceeding.

Similarly, partially-completed Contract Corrections, line percentage changes, line removals, MTPC endorsements and stamp updates will block sectioning until completed.

It is now possible to add sections to a shown firm order contract or Bindable Quote. Click on the 'Settings' tab of the overview page.

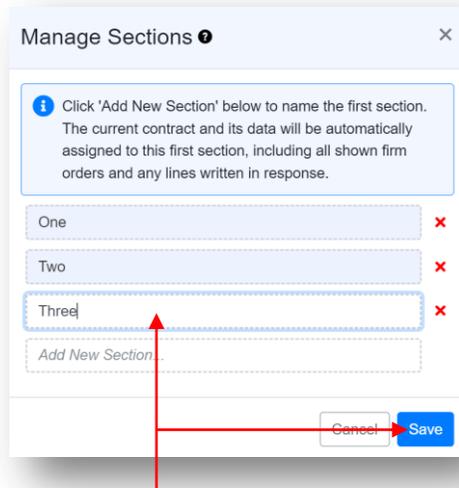
2.



The 'Manage Sections' option will also be added to the blue drop-down 'Actions' menu in the Contract View of shown firm orders and Bindable Quotes in a future release.

Click on the 'Manage Sections' button.

3.



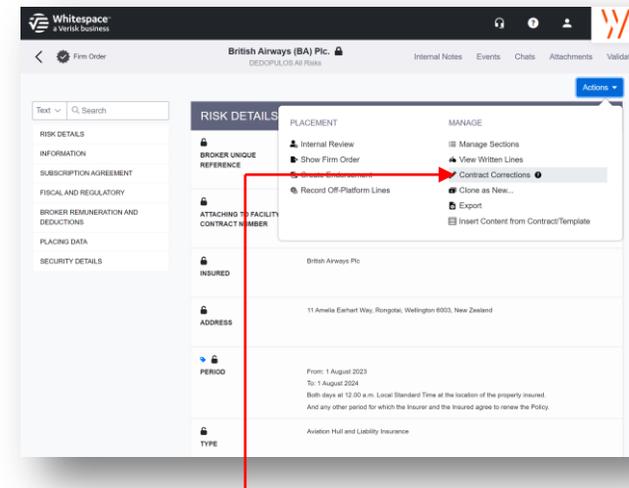
IMPORTANT NOTE

The first section in the list is always the contract as is, assigned to the recipients it has been shown to at the time of sectioning.

This cannot be altered.

Name the sections required for the contract and click 'Save' to apply them.

4.



Please note that MRC v3 sectioned contracts must have data relevant to specific sections tagged and labelled with each appropriate section's data label. These data labels are not available until after sectioning.

You will need to revise the contract via a Contract Correction or by first removing all written lines before being able to do this.

Shown firm orders and Bindable Quotes are not editable, so if you need to revise text or data in the contract, you should either issue a Contract Correction via the blue drop-down 'Actions' menu, or remove all existing written lines to return the firm order to a draft state.