

STLM - Mass Edit Spot Contract Applications

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Create Spot Contracts and assign Scale Tickets.

1. Go to *Utilities / Mass Edit / Split Values*.
2. Select the tickets to edit and choose **Done**.
3. Choose the option and double-click in the field to select **Add a Spot** contract. When chosen, a window will open to create a new spot Purchase Contract with the *Customer ID, Location, Commodity, Date, Start* and *Complete Delivery* dates, and the *Spot* option areas completed.
4. Add the *Futures Price, Basis Price, Cash Price, and Futures Month*.
5. Once the contract is saved, the contract will appear in the *Contract Selection* window and must be selected to apply in the *Mass Edit* screen.
6. After the Spot Contract is in the grid, the *Maximum Units* field will appear to indicate if all or part of the selected tickets should be applied to the new contract. Select **Save**.
7. Any tickets not applied will remain in the grid and can be applied to another contract or select **Cancel** to close the window.