STLM Purchase Contract Migration with Delivered Units

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Migrate part or all of a non-priced Purchase Contract with delivered units by creating a new Priced Contract.

1. Go to *Operations / Purchase Contracts.*

2. Select the contract and choose **Migrate**.

3. Once the contract is selected, the *Migrate Purchase Contract* window displays to determine the number of units and the price of the new contract.
   Note: If units are applied to the contract already, select the checkbox for the tickets to be used in the migration making sure the number of *Total Units Selected* exceeds the number of units needed for the new contract. The system will only use the number of units at the top of the *Migrate Purchase Contract* window.

4. Upon saving, the new contract is created, the price is verified, and the *Start* and *Complete Delivery* dates and *Futures Month* is updated to complete the contract.