



Contract Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Contract process provides the ability to view, add, update, or delete Contract information.

Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.

The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout ELMS.

Navigation

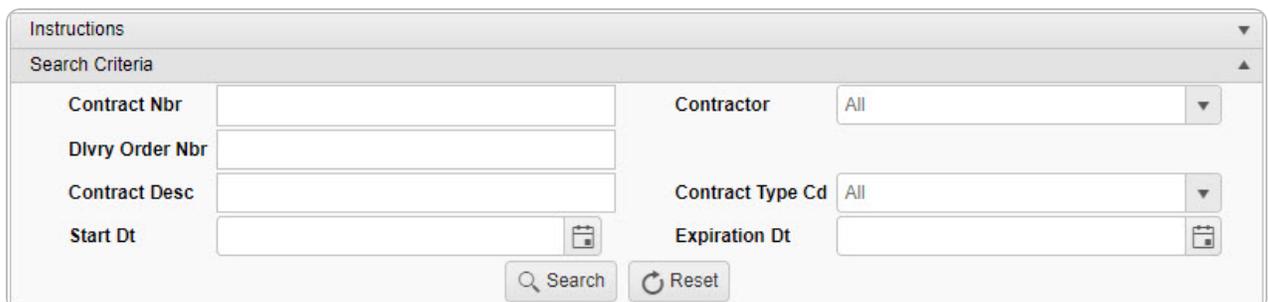
MASTER DATA MGMT > Contract > Contract page

Procedures

Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



The screenshot shows a search form titled "Search Criteria" with the following fields:

Contract Nbr	<input type="text"/>	Contractor	All
Divry Order Nbr	<input type="text"/>	Contract Type Cd	All
Contract Desc	<input type="text"/>	Expiration Dt	<input type="text"/>
Start Dt	<input type="text"/>		

Buttons: Search, Reset

2. Select . The Search Results appear.





Help Reference Guide

Contract									
Grid Options ▾ + Add Edit Delete Copy Attachments History									
<input type="checkbox"/>	Contractor	Contract Type Cd	Contract Nbr ↑	Non-DoD Contract Nbr	Delvry Order Nbr	Contract Desc	Start Dt	Expiration Dt	
<input type="checkbox"/>	FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018	
<input type="checkbox"/>	BPG12 - BPG LLC/BPG DIV-A2	D - DoD	N0002428B6789		1234	Trial B BPG	08/01/2017	08/01/2018	

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

View the Associated Stock Numbers

- Select . The Associated Stock Numbers Grid appears below the Contract record.

Contract									
Grid Options ▾ + Add Edit Delete Copy Attachments History									
<input type="checkbox"/>	Contractor	Contract Type Cd	Contract Nbr ↑	Non-DoD Contract Nbr	Delvry Order Nbr	Contract Desc	Start Dt	Expiration Dt	
<input type="checkbox"/>	FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018	
<input type="checkbox"/>	BPG12 - BPG LLC/BPG DIV-A2	D - DoD	N0002428B6789		1234	Trial B BPG	08/01/2017	08/01/2018	

Associated Stock Numbers	
Grid Options ▾	
Stock Nbr ↑	Item Desc
8415001777992	SOCKS,EXTREME COLD WEATHER
8415015269168	PARKA,COLD WEATHER
8415015269181	PARKA,COLD WEATHER

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

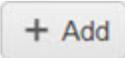
- Select . The Associated Stock Numbers Grid closes.





Add a Contract

Navigation

MASTER DATA MGMT > Contract >  > Add Contract pop-up window

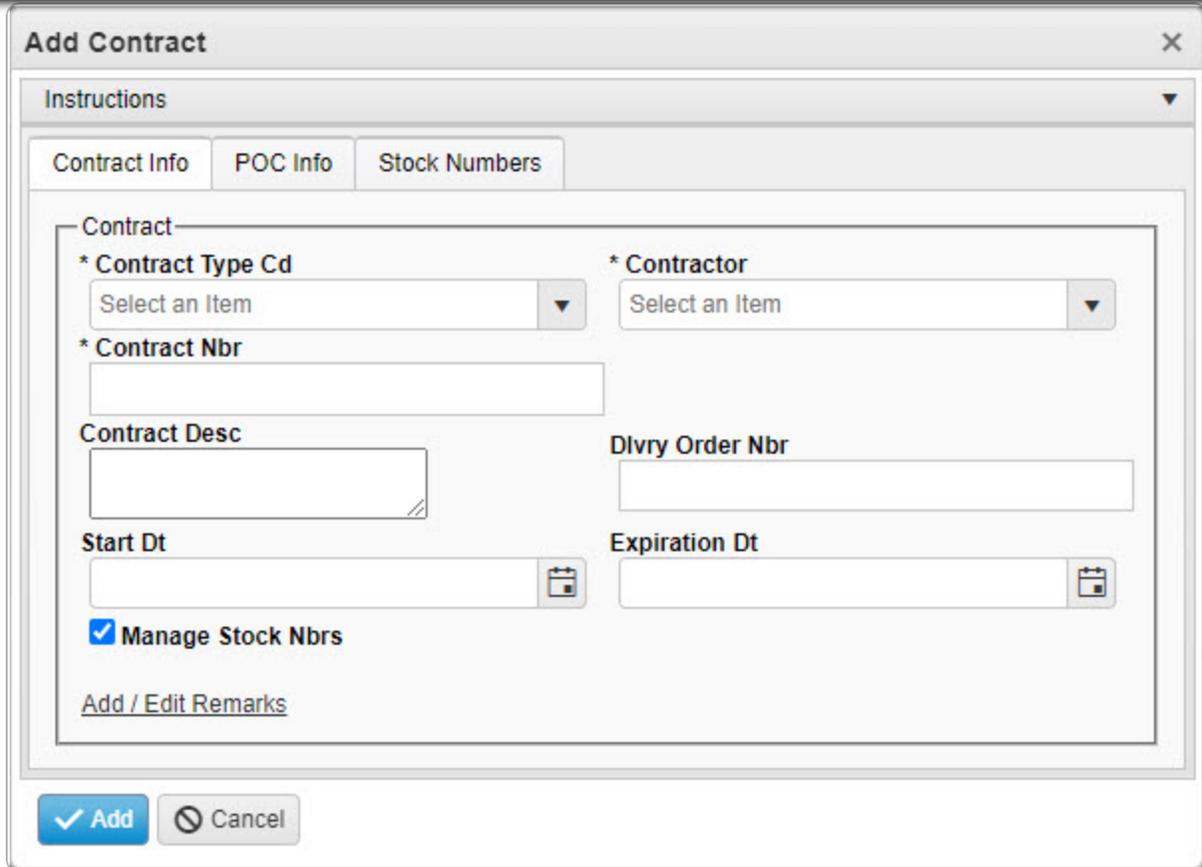
Procedures

Add a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.





The screenshot shows the 'Add Contract' dialog box with the following fields and controls:

- Contract Info** (selected tab), **POC Info**, **Stock Numbers**
- Contract** section:
 - * **Contract Type Cd**: Select an Item (dropdown)
 - * **Contractor**: Select an Item (dropdown)
 - * **Contract Nbr**: Text input field
 - Contract Desc**: Text input field
 - Divrvy Order Nbr**: Text input field
 - Start Dt**: Date picker
 - Expiration Dt**: Date picker
 - Manage Stock Nbrs**
 - [Add / Edit Remarks](#)
- Add** (checked) and **Cancel** buttons

2. Use  to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
3. Use  to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Click to select **Manage Stock Nbrs**. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*





Add Contract ✕

Instructions ▼

Contract Info POC Info Stock Numbers

Associated Stock Numbers ⚙️ Grid Options ▼ + Add Stock Nbr(s) ✕ Delete

		Stock Nbr	Item Desc
<input type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005000012676	FILTER,GUN DRIVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005000032267	GUN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005016087565	MODIFICATION KIT,GUN,WEAPON

Selected 0/3 ⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩ 50 items per page 1 - 3 of 3 items 🔄

✓ Add ⊗ Cancel

Add STOCK NBR(s)

Select + Add Stock Nbr(s). The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- a. Click to select the desired entry. The **STOCK NBR** is highlighted, and ✕ Delete becomes available.
- b. Select ✕ Delete. The **STOCK NBR** is removed from the pop-up window.

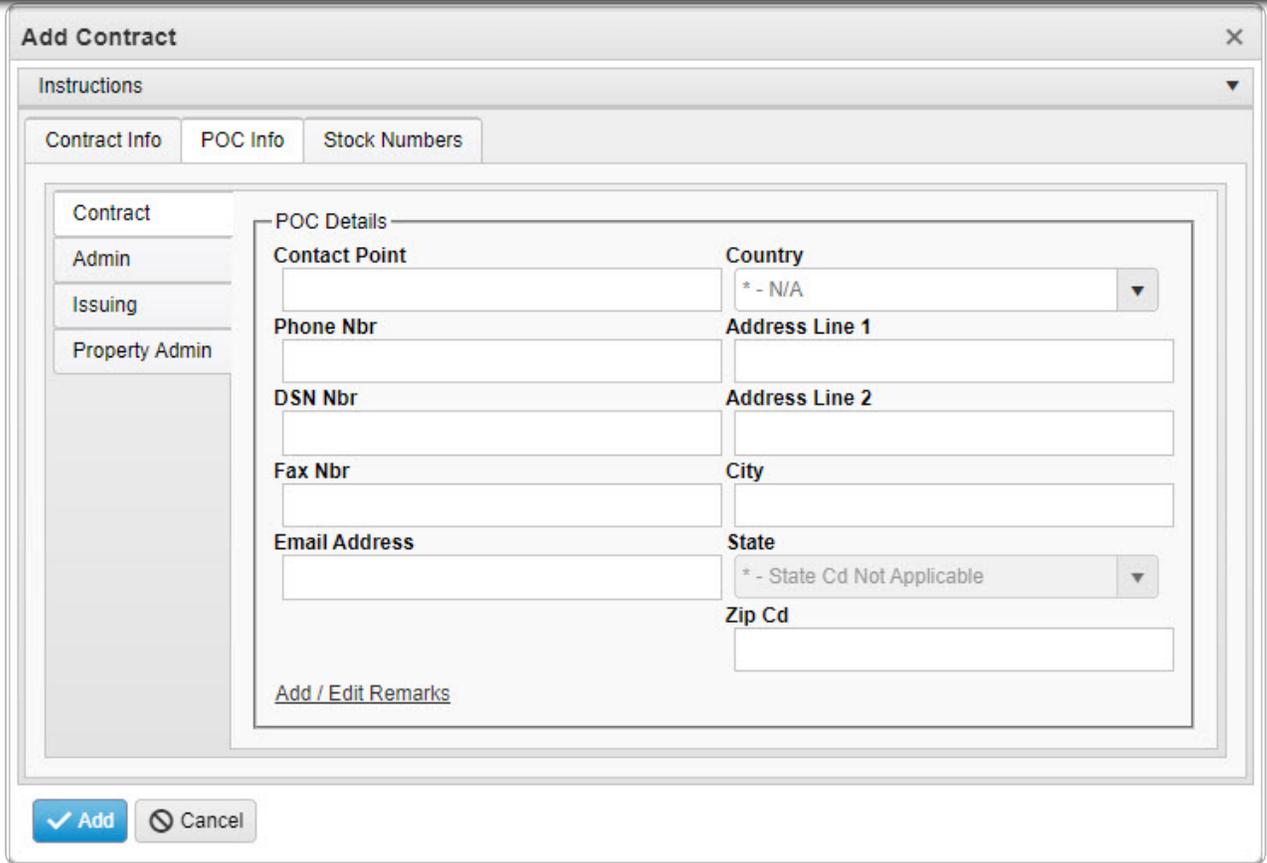
Select ✓ Add. The new Contract record is saved, and appears in the Contract results grid.

6.

OR

Enter the information in the Contract POC Details section.





- A. Select . The new Contract record is saved, and appears in the Contract results grid.
- OR**
- Select the Admin POC Details section.





Add Contract

Instructions

Contract Info POC Info Stock Numbers

Contract	Admin
Admin	DoDAAC
Issuing	
Property Admin	

POC Details

Contact Point	Country
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State
	Zip Cd

[Add / Edit Remarks](#)

Select . The new Contract record is saved, and appears in the Contract results grid.

a.

OR

Select the Issuing POINT OF CONTACT Details section.





Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract	Issuing
Admin	DoDAAC
Issuing	<input type="text"/>
Property Admin	POC Details

Contact Point	Country
<input type="text"/>	* - N/A
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Cd Not Applicable
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

1. Select . The new Contract record is saved, and appears in the Contract results grid.

OR

Select the Property Admin POC Details section.





Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract	POC Details	
Admin	Contact Point	Country
Issuing	<input type="text"/>	* - N/A
Property Admin	Phone Nbr	Address Line 1
	<input type="text"/>	<input type="text"/>
	DSN Nbr	Address Line 2
	<input type="text"/>	<input type="text"/>
	Fax Nbr	City
	<input type="text"/>	<input type="text"/>
	Email Address	State
	<input type="text"/>	* - State Cd Not Applicable
		Zip Cd
		<input type="text"/>

[Add / Edit Remarks](#)

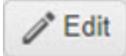
- A. Select . The new Contract record is saved, and appears in the Contract results grid.





Update a Contract

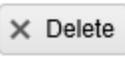
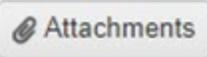
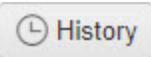
Navigation

MASTER DATA MGMT > Contract > (desired record) >  > Update Contract pop-up window

Procedures

Update a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired entry. The Contract is highlighted, and , , , , and  become available.
2. Select . The **Update Contract** pop-up window displays, with the Contract Info Tab available.





Update Contract ✕

Instructions ▾

Contract Info POC Info Stock Numbers

Contract

<p>* Contract Type Cd <input type="text" value="N - Non DoD"/></p> <p>* Contract Nbr <input type="text" value="SPECWA45ABCDE"/></p> <p>Contract Desc <input type="text" value="BPG Test"/></p> <p>Start Dt <input type="text" value="11/1/2022"/> </p> <p><input checked="" type="checkbox"/> Manage Stock Nbrs</p>	<p>* Contractor <input type="text" value="1BCD5 - BPG TEST"/></p> <p>Non-DoD Contract Nbr <input type="text" value="ABC123DEF456G"/></p> <p>Dlvry Order Nbr <input type="text" value="ABC123"/></p> <p>Expiration Dt <input type="text" value="11/1/2023"/> </p>
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Attachments

Puffin.png

Attach...

[Add / Edit Remarks](#)

3. Update the Contract Type Cd, using to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*





Update Contract
✕

Instructions

Contract Info
POC Info
Stock Numbers

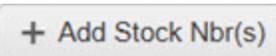
Associated Stock Numbers
⚙ Grid Options ▾
+ Add Stock Nbr(s)
✕ Delete

	Stock Nbr	Item Desc
<input type="checkbox"/>	1005000032267	GUN

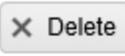
Selected 0/1
⏪ ⏩ 1 Page 1 of 1
50 items per page
1 - 1 of 1 items
🔄

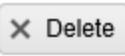
✓ Update
⊗ Cancel

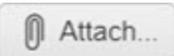
Add STOCK NBR(s)

Select . The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

a. Click to select the desired entry. The **STOCK NBR** is highlighted, and  becomes available.

b. Select . The **STOCK NBR** is removed from the pop-up window.

6. Update the Attachments, using  to choose the revised files. The **Add an Attachment** pop-up window appears.

Select . The revised Contract is saved, and the row appears green in the Contract results grid.

7.

OR

Verify the information in the Contract POC Details section.





Update Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract	POC Details	
Admin	Contact Point	Country
Issuing	<input type="text"/>	* - N/A
Property Admin	Phone Nbr	Address Line 1
	<input type="text"/>	<input type="text"/>
	DSN Nbr	Address Line 2
	<input type="text"/>	<input type="text"/>
	Fax Nbr	City
	<input type="text"/>	<input type="text"/>
	Email Address	State
	<input type="text"/>	* - State Cd Not Applicable
		Zip Cd
		<input type="text"/>

[Add / Edit Remarks](#)

Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

A.

OR

Verify the information in the Admin POC Details section.





Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract	Admin
Admin	DoDAAC
Issuing	
Property Admin	

POC Details

Contact Point	Country
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State
	Zip Cd

[Add / Edit Remarks](#)

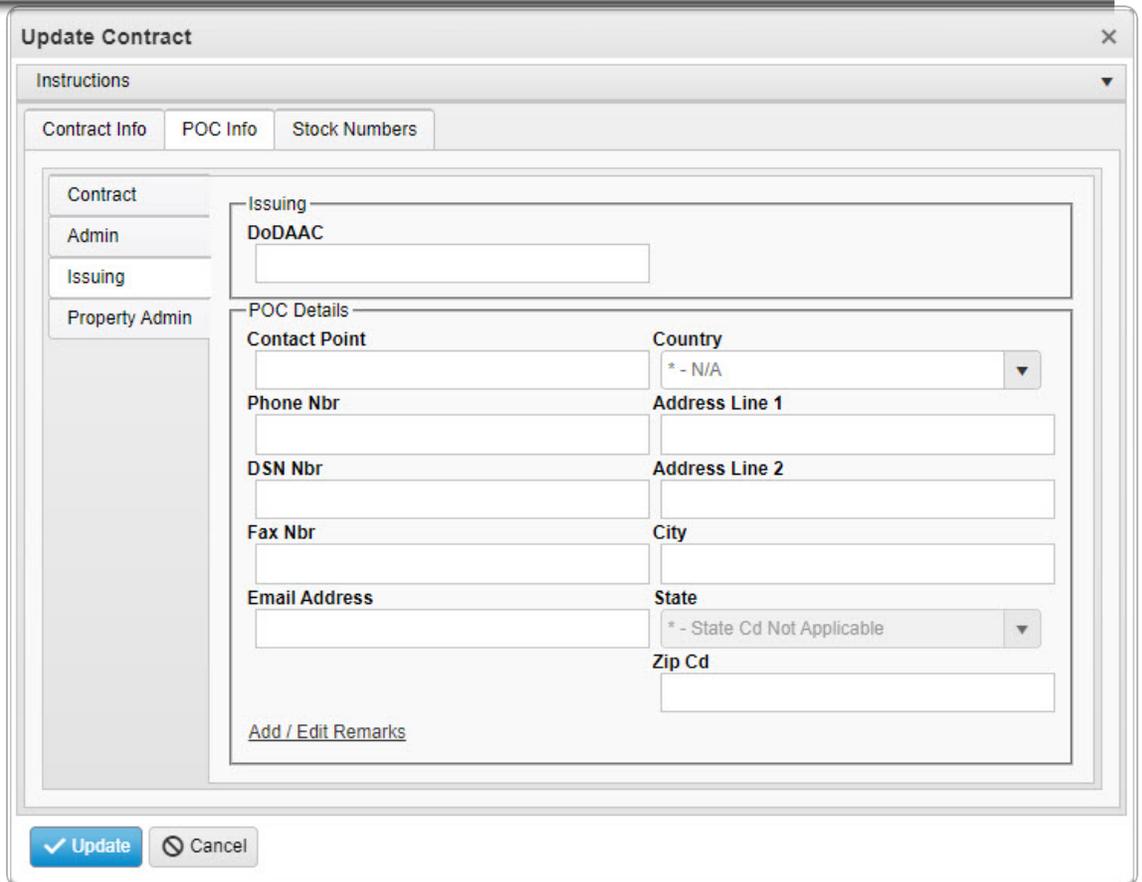
Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

a.

OR

Verify the information in the Issuing POC Details section.





The screenshot shows a window titled "Update Contract" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are three tabs: "Contract Info", "POC Info", and "Stock Numbers". The "Contract Info" tab is active, showing a sidebar with options: "Contract", "Admin", "Issuing", and "Property Admin". The main area is divided into two sections: "Issuing" and "POC Details". The "Issuing" section has a "DoDAAC" field. The "POC Details" section contains fields for "Contact Point", "Country" (with a dropdown menu showing "* - N/A"), "Phone Nbr", "Address Line 1", "DSN Nbr", "Address Line 2", "Fax Nbr", "City", "Email Address", "State" (with a dropdown menu showing "* - State Cd Not Applicable"), and "Zip Cd". At the bottom of the "POC Details" section is a link that says "Add / Edit Remarks". At the very bottom of the dialog box are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

1. Select  . The revised Contract is saved, and the row appears green in the Contract results grid .

OR

Verify the information in the Property Admin POC Details section.





Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract	POC Details	
Admin	Contact Point	Country
Issuing	Phone Nbr	Address Line 1
Property Admin	DSN Nbr	Address Line 2
	Fax Nbr	City
	Email Address	State
		Zip Cd

[Add / Edit Remarks](#)

- A. Select  . The revised Contract is saved, and the row appears green in the Contract results grid .





Copy a Contract

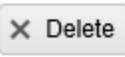
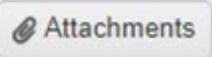
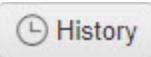
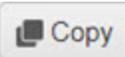
Navigation

MASTER DATA MGMT > Contract > (desired record) >  > Add Contract pop-up window

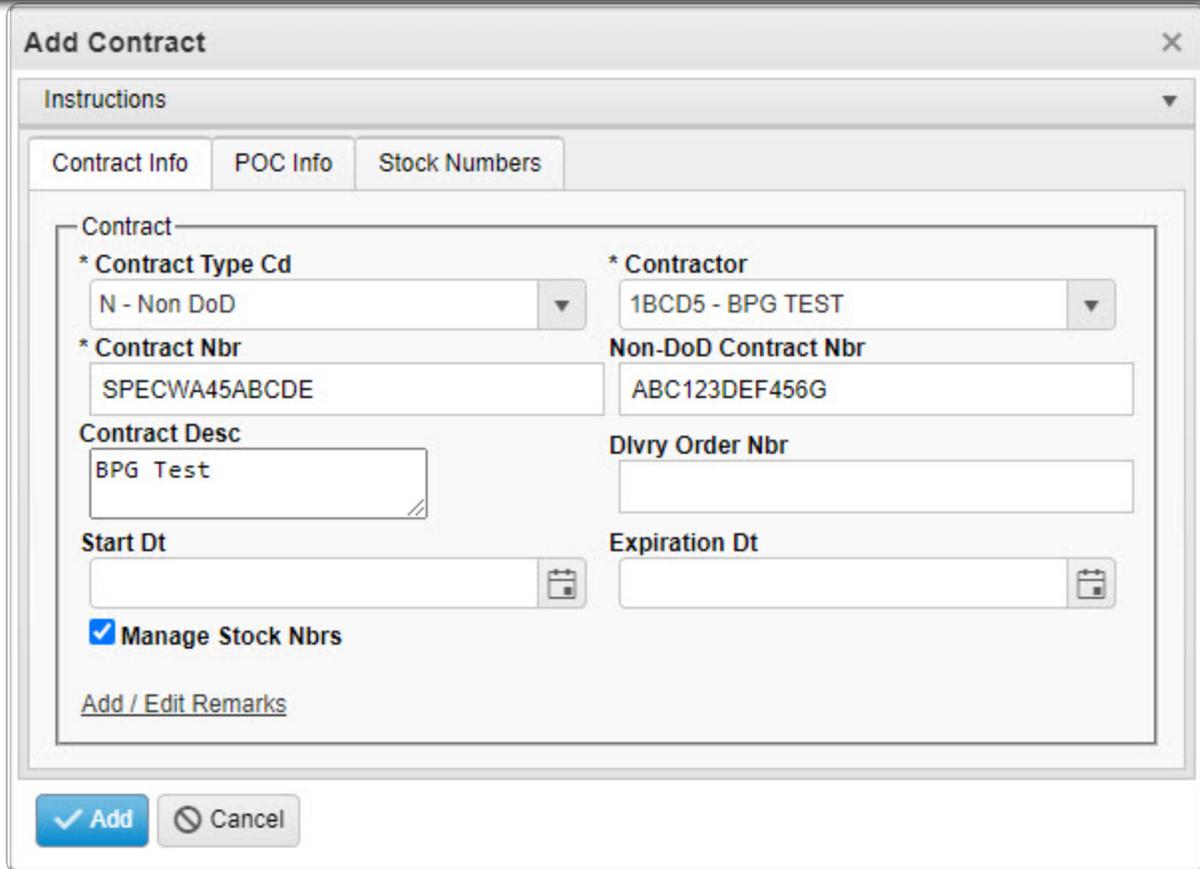
Procedures

Copy a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired entry. The Contract is highlighted, and , , , , and  become available.
2. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.





The screenshot shows the 'Add Contract' dialog box with the following fields and controls:

- Instructions:** A dropdown menu.
- Contract Info:** Selected tab.
- Contract Type Cd:** Dropdown menu with 'N - Non DoD' selected.
- Contractor:** Dropdown menu with '1BCD5 - BPG TEST' selected.
- Contract Nbr:** Text field containing 'SPECWA45ABCDE'.
- Non-DoD Contract Nbr:** Text field containing 'ABC123DEF456G'.
- Contract Desc:** Text area containing 'BPG Test'.
- Divry Order Nbr:** Empty text field.
- Start Dt:** Date picker field.
- Expiration Dt:** Date picker field.
- Manage Stock Nbrs:** Checked checkbox.
- Add / Edit Remarks:** Link.
- Buttons:** 'Add' (checked) and 'Cancel'.

3. Update the Contract Type Cd, using  to select the desired code.
4. Update the Contractor, using  to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Click to select Manage STOCK NBRs. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*





Add Contract ✕

Instructions ▼

Contract Info POC Info Stock Numbers

Associated Stock Numbers ⚙️ Grid Options ▼ + Add Stock Nbr(s) ✕ Delete

		Stock Nbr	Item Desc
<input type="checkbox"/>	All		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005000032267	GUN

Selected 0/1 ⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩ 50 items per page 1 - 1 of 1 items 🔄

✓ Add ⊗ Cancel

Add STOCK NBR(s)

Select + Add Stock Nbr(s). The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- a. Click to select the desired entry. The **STOCK NBR** is highlighted, and ✕ Delete becomes available.
- b. Select ✕ Delete. The **STOCK NBR** is removed from the pop-up window.

Select ✓ Add. The copied Contract record is saved, and appears in the Contract results grid.

7.

OR

Verify the information in the Contract POC Details section.





Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract	POC Details	
Admin	Contact Point Pidge Contract	Country US - UNITED STATES OF AMERICA
Issuing	Phone Nbr 555-1212	Address Line 1 123 ABC Drive
Property Admin	DSN Nbr 555-1221	Address Line 2
	Fax Nbr 555-1212	City Anywhere
	Email Address no-reply@nowhere.com	State NY - New York
		Zip Cd 12345

[Add / Edit Remarks](#)

Select . The copied Contract record is saved, and appears in the Contract results grid.

A.

OR

Verify the information in the Admin POC Details section.





Add Contract

Instructions

Contract Info POC Info Stock Numbers

Contract	Admin
Admin	DoDAAC
Issuing	SPECWA
Property Admin	

POC Details

Contact Point	Country
Pidge Admin	US - UNITED STATES OF AMERICA
Phone Nbr	Address Line 1
555-1212	123 ABC Avenue
DSN Nbr	Address Line 2
555-1212	
Fax Nbr	City
555-1212	Nowheresville
Email Address	State
no-reply@no-reply.com	NY - New York
	Zip Cd
	12345

[Add / Edit Remarks](#)

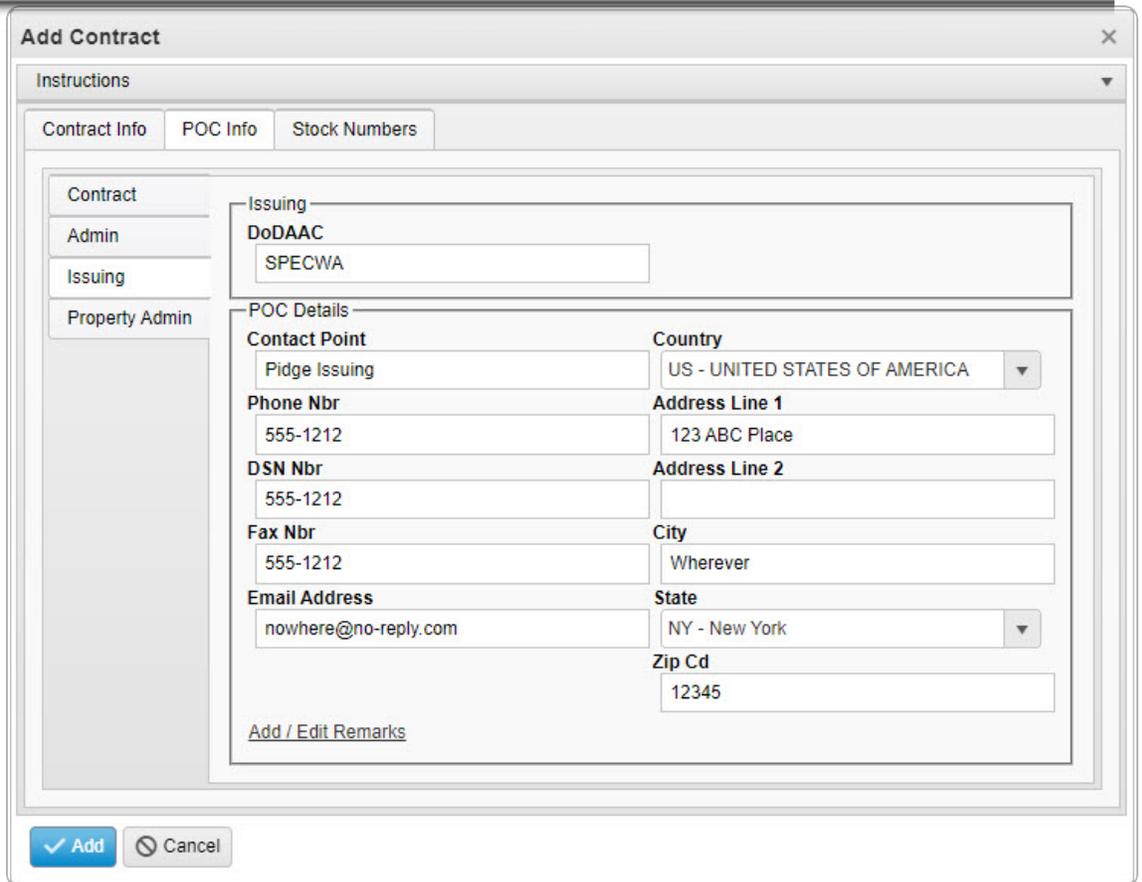
Select . The copied Contract record is saved, and appears in the Contract results grid.

a.

OR

Verify the information in the Issuing POC Details section.





The screenshot shows the 'Add Contract' dialog box with the following fields and values:

Section	Field	Value
Contract	DoDAAC	SPECWA
	Issuing	
POC Details	Contact Point	Pidge Issuing
	Country	US - UNITED STATES OF AMERICA
	Phone Nbr	555-1212
	Address Line 1	123 ABC Place
	DSN Nbr	555-1212
	Address Line 2	
	Fax Nbr	555-1212
	City	Wherever
	Email Address	nowhere@no-reply.com
	State	NY - New York
	Zip Cd	12345

Buttons:

1. Select . The copied Contract record is saved, and appears in the Contract results grid.
- OR**
- Verify the information in the Property Admin POC Details section.





Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract	POC Details	
Admin	Contact Point Pidge PA	Country US - UNITED STATES OF AMERICA
Issuing	Phone Nbr 555-1212	Address Line 1 123 ABC Blvd
Property Admin	DSN Nbr 555-1212	Address Line 2
	Fax Nbr 555-1212	City Whoknows
	Email Address nobody@no-reply.com	State NY - New York
		Zip Cd 12345

[Add / Edit Remarks](#)

- A. Select . The copied Contract record is saved, and appears in the Contract results grid.





Delete a Contract

Navigation

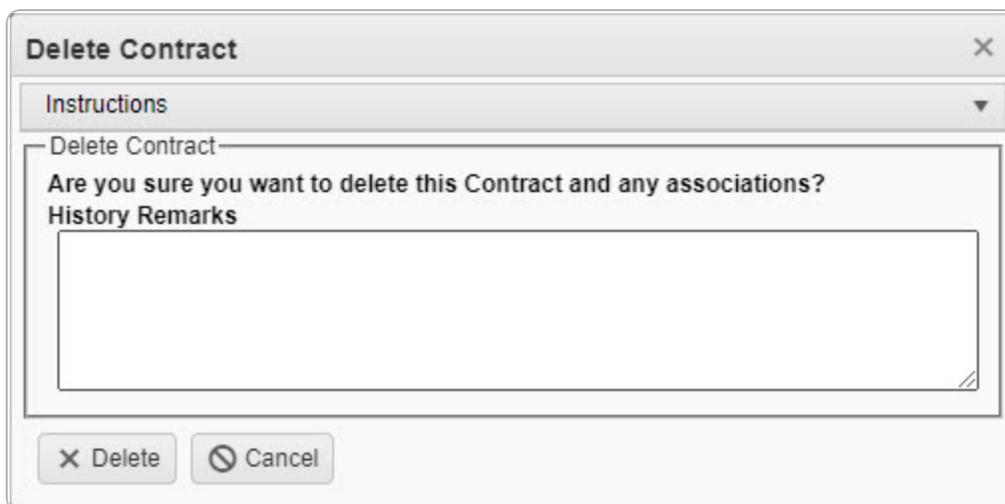
MASTER DATA MGMT > Contract > (desired record) > > Delete Contract pop-up window

Procedures

Delete a Contract

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Contract is highlighted, and , , , , and become available.*
2. Select . *The **Delete Contract** pop-up window appears.*



3. Select . *The Contract record is removed.*





View the Contract History

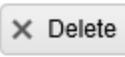
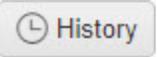
Navigation

MASTER DATA MGMT > Contract > (desired record) >  History > History for CONTRACT NBR pop-up window

Procedures

View the Contract History

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. *The Contract is highlighted, and  Edit,  Delete,  Copy,  Attachments, and  History become available.*
- Select  **History** next to the desired entry. *The **History for CONTRACT NBR** pop-up window appears.*
- The information regarding the contract record automatically populates and is not editable.*

Operation	Last Transaction Dt/Tm	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt
Created	11/07/2022 1:37:02 PM	BPGROCE	1BCD5 - BPG TEST	N - N - Non DoD	SPECWA45ABCDE	ABC123DEF456G	ABC123	N - Non DoD	11/01/2022	11/01/2023

Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

- Select . *The Contract History pop-up window closes.*

