



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

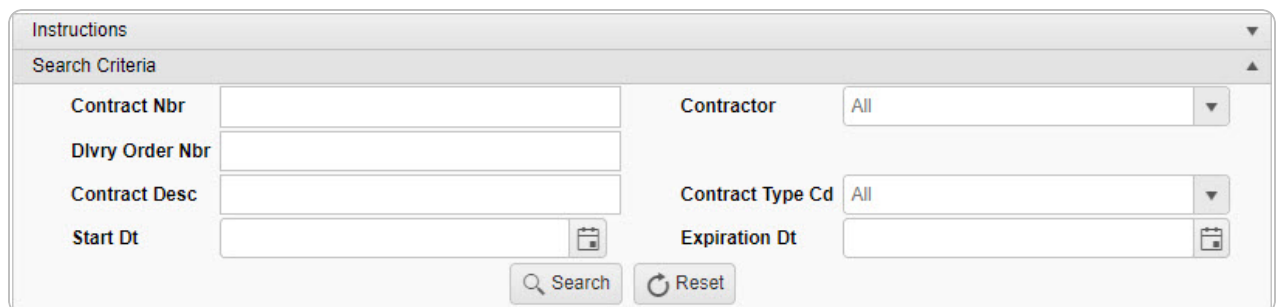
Procedures

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 Criteria' form 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.





Contract									
Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt		
FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018		
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									
Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt		
FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018		
BPG12 - BPG LLC/BPG DIV-A2	D - DoD	N0002428B6789		1234	Trial B BPG	08/01/2017	08/01/2018		

Associated Stock Numbers	
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

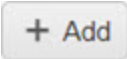
- Select . The Associated Stock Numbers Grid closes.






Add a Contract


Navigation

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

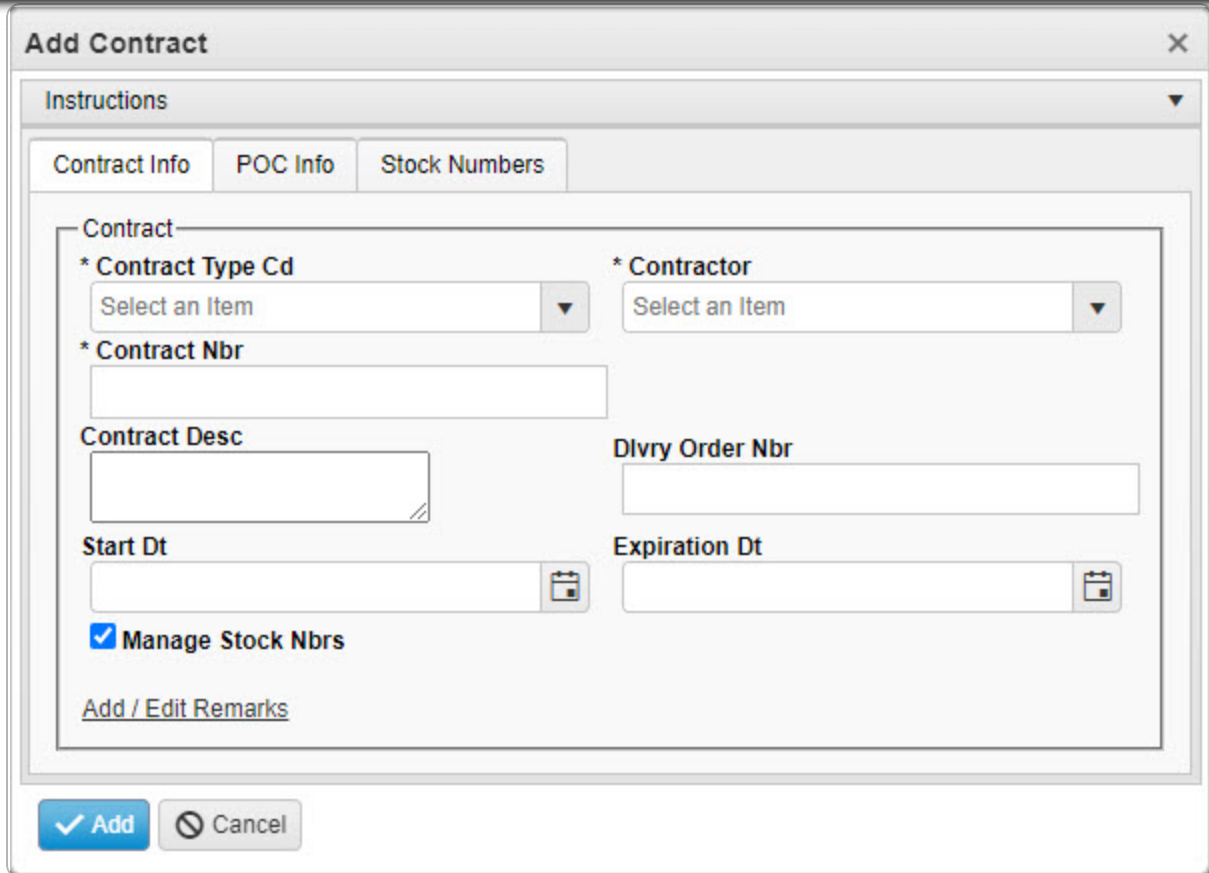
Procedures

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 a window titled "Add 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 and contains the following fields:

- * Contract Type Cd: A dropdown menu with "Select an Item" and a downward arrow.
- * Contractor: A dropdown menu with "Select an Item" and a downward arrow.
- * Contract Nbr: A text input field.
- Contract Desc: A text area with a diagonal slash in the bottom right corner.
- Divrvy Order Nbr: A text input field.
- Start Dt: A date picker field with a calendar icon.
- Expiration Dt: A date picker field with a calendar icon.
- Manage Stock Nbrs: A checked checkbox.
- [Add / Edit Remarks](#): A link.

At the bottom of the dialog are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

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

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

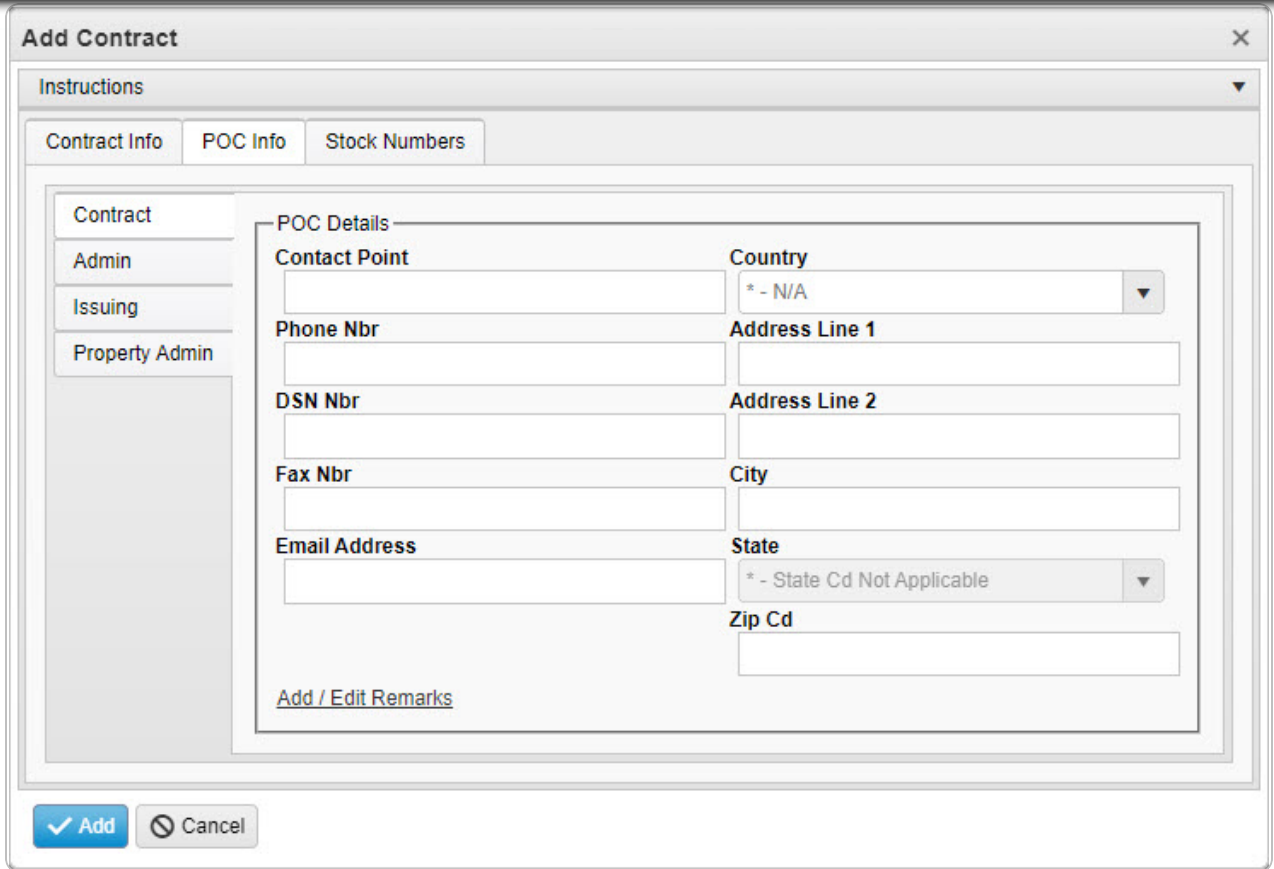
Select ✓ Add. The new Contract record is saved, and appears in the Contract results grid.


6.

OR

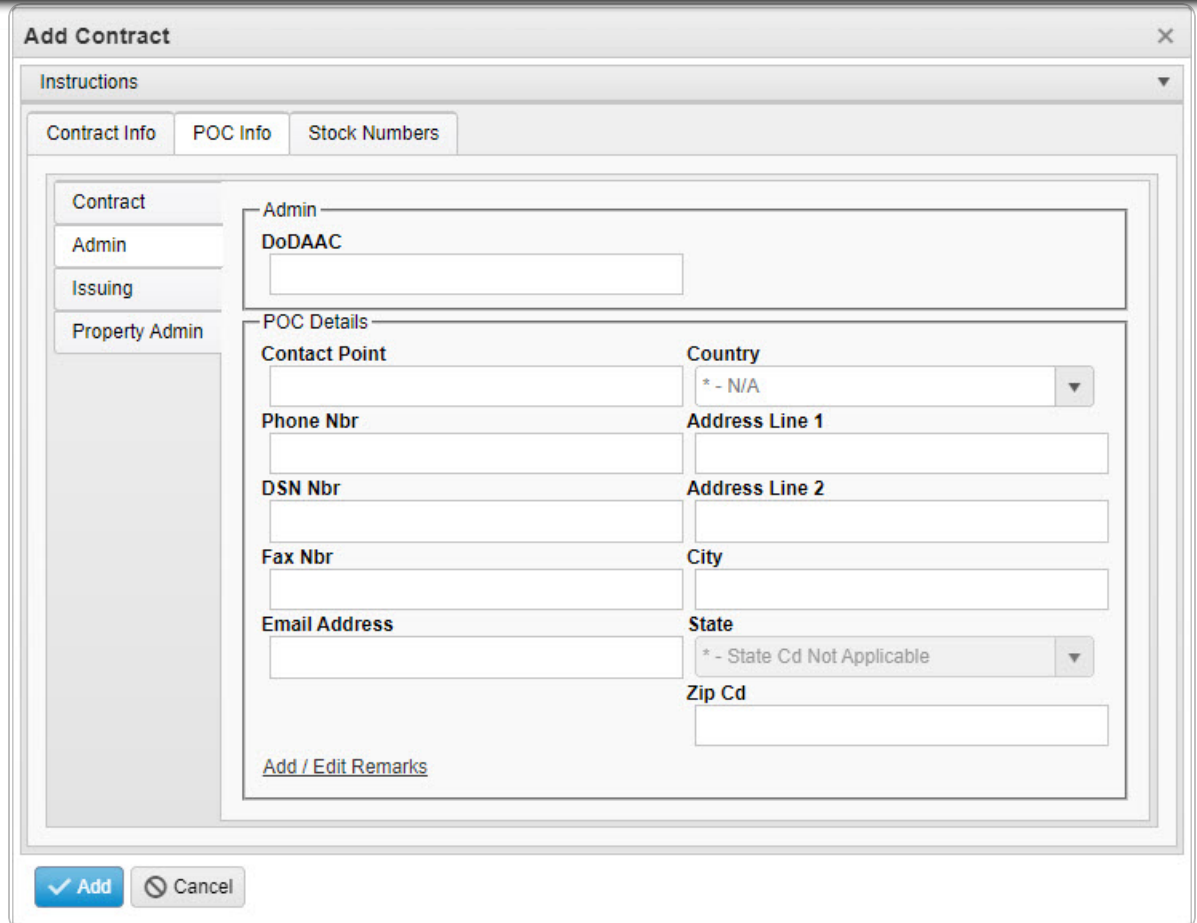
Enter the information in the Contract POC Details section.






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





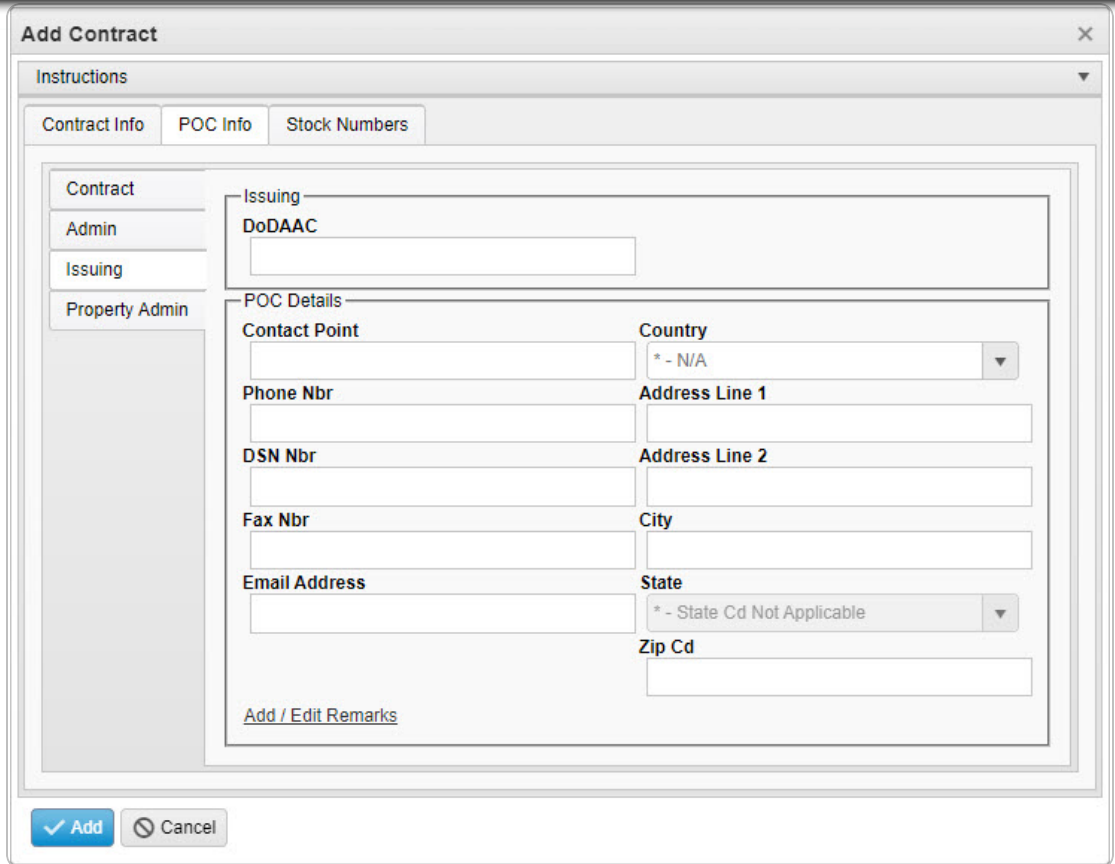
Select . The new Contract record is saved, and appears in the Contract results grid.

a.

OR

Select the Issuing POINT OF CONTACT Details section.





The screenshot shows a web application window titled "Add Contract". At the top, there are tabs for "Contract Info", "POC Info", and "Stock Numbers". The "Contract Info" tab is active. On the left side, there is a vertical menu with options: "Contract", "Admin", "Issuing", and "Property Admin". The "Property Admin" option is selected. The main content area is divided into two sections: "Issuing" and "POC Details". The "Issuing" section contains a "DoDAAC" text input field. The "POC Details" section contains several fields: "Contact Point", "Phone Nbr", "DSN Nbr", "Fax Nbr", "Email Address", "Country" (a dropdown menu with "* - N/A" selected), "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu with "* - State Cd Not Applicable" selected), and "Zip Cd". At the bottom of the "POC Details" section, there is a link that says "Add / Edit Remarks". At the very bottom of the window, there are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circular arrow icon).

I. 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](#)

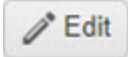
- i. Select . The new Contract record is saved, and appears in the Contract results grid.






Update a Contract

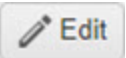
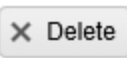
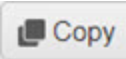

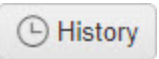
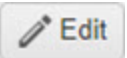
Navigation

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

 ✕

[Add / Edit Remarks](#)

3. Update the Contract Type Cd, using to select the desired code.
4. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
5. *Verify the Contractor.*
 - 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

<input type="checkbox"/>	All	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)

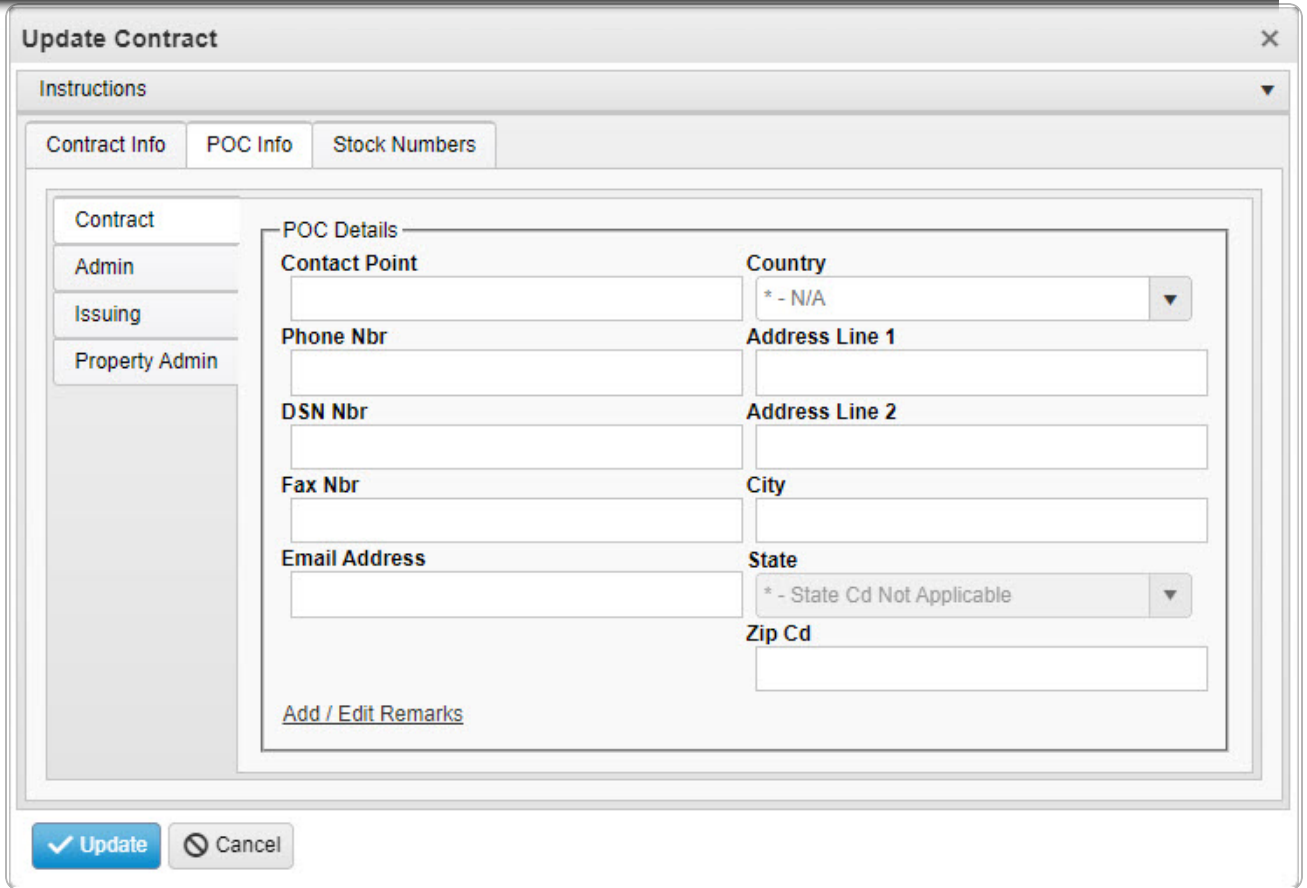
- a. Click to select the desired entry. The **STOCK NBR** is highlighted, and  becomes available.
 - b. Select . The **STOCK NBR** is removed from the pop-up window.
6. Update the Attachments, using  to choose the revised files. The **Add an Attachment** pop-up window appears.
- Select . The revised Contract is saved, and the row appears green in the Contract results grid.

7.

OR

Verify the information in the Contract POC Details section.






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 "POC Info" tab is selected. On the left side of the form is a vertical menu with four options: "Contract", "Admin", "Issuing", and "Property Admin". The "Admin" option is selected. The main area of the form is titled "POC Details" and contains the following fields:

- Contact Point**: A text input field.
- Country**: A dropdown menu with the selected value being "* - N/A".
- Phone Nbr**: A text input field.
- Address Line 1**: A text input field.
- DSN Nbr**: A text input field.
- Address Line 2**: A text input field.
- Fax Nbr**: A text input field.
- City**: A text input field.
- Email Address**: A text input field.
- State**: A dropdown menu with the selected value being "* - State Cd Not Applicable".
- Zip Cd**: A text input field.

At the bottom left of the "POC Details" section is a link that says "Add / Edit Remarks". At the bottom of the dialog box are two buttons: a blue "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.

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](#)

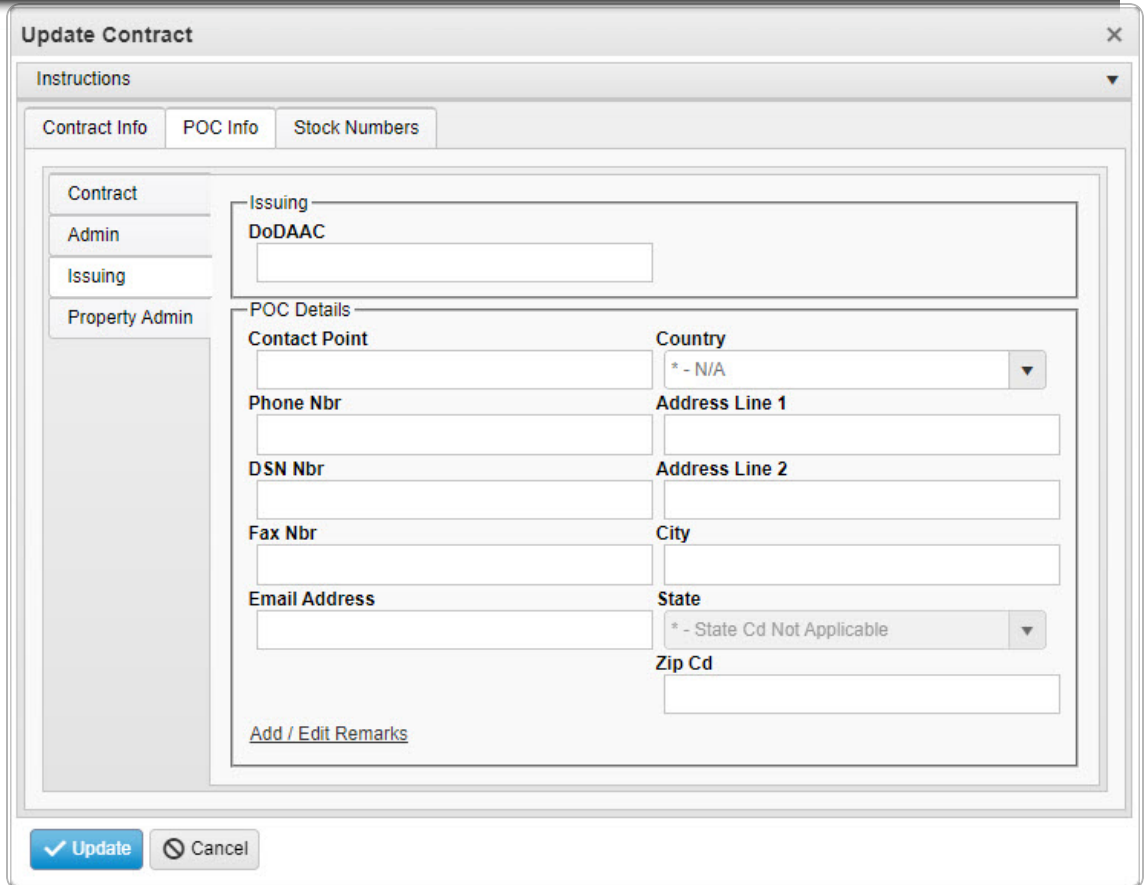
Select . The revised Contract is saved, and the row appears green in the Contract results grid.

a.


OR

Verify the information in the Issuing POC Details section.





The screenshot shows a web-based dialog box titled "Update Contract". It has 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 selected. On the left side of the form is a vertical navigation menu with four items: "Contract", "Admin", "Issuing", and "Property Admin". The "Issuing" item is currently selected. The main content area is divided into two sections. The top section is titled "Issuing" and contains a "DoDAAC" text input field. The bottom section is titled "POC Details" and contains several fields: "Contact Point", "Country" (a dropdown menu with "* - N/A" selected), "Phone Nbr", "Address Line 1", "DSN Nbr", "Address Line 2", "Fax Nbr", "City", "Email Address", "State" (a dropdown menu with "* - State Cd Not Applicable" selected), 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: a blue "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.

I. 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 [Close]

Instructions

Contract Info | POC Info | Stock Numbers

Contract

Admin


Issuing

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](#)

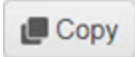
- i. Select  . The revised Contract is saved, and the row appears green in the Contract results grid .






Copy a Contract

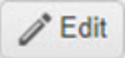
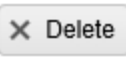
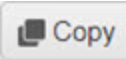

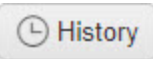
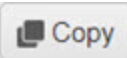
Navigation

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.





Add Contract

Instructions



Contract Info POC Info Stock Numbers

Contract

* Contract Type Cd N - Non DoD	* Contractor 1BCD5 - BPG TEST
* Contract Nbr SPECWA45ABCDE	Non-DoD Contract Nbr ABC123DEF456G
Contract Desc BPG Test	Divry Order Nbr
Start Dt	Expiration Dt

Manage Stock Nbrs

[Add / Edit Remarks](#)

3. Update the Contract Type Cd, using  to select the desired code.
4. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
5. Update the Contractor, using  to select the desired company.
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. 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.

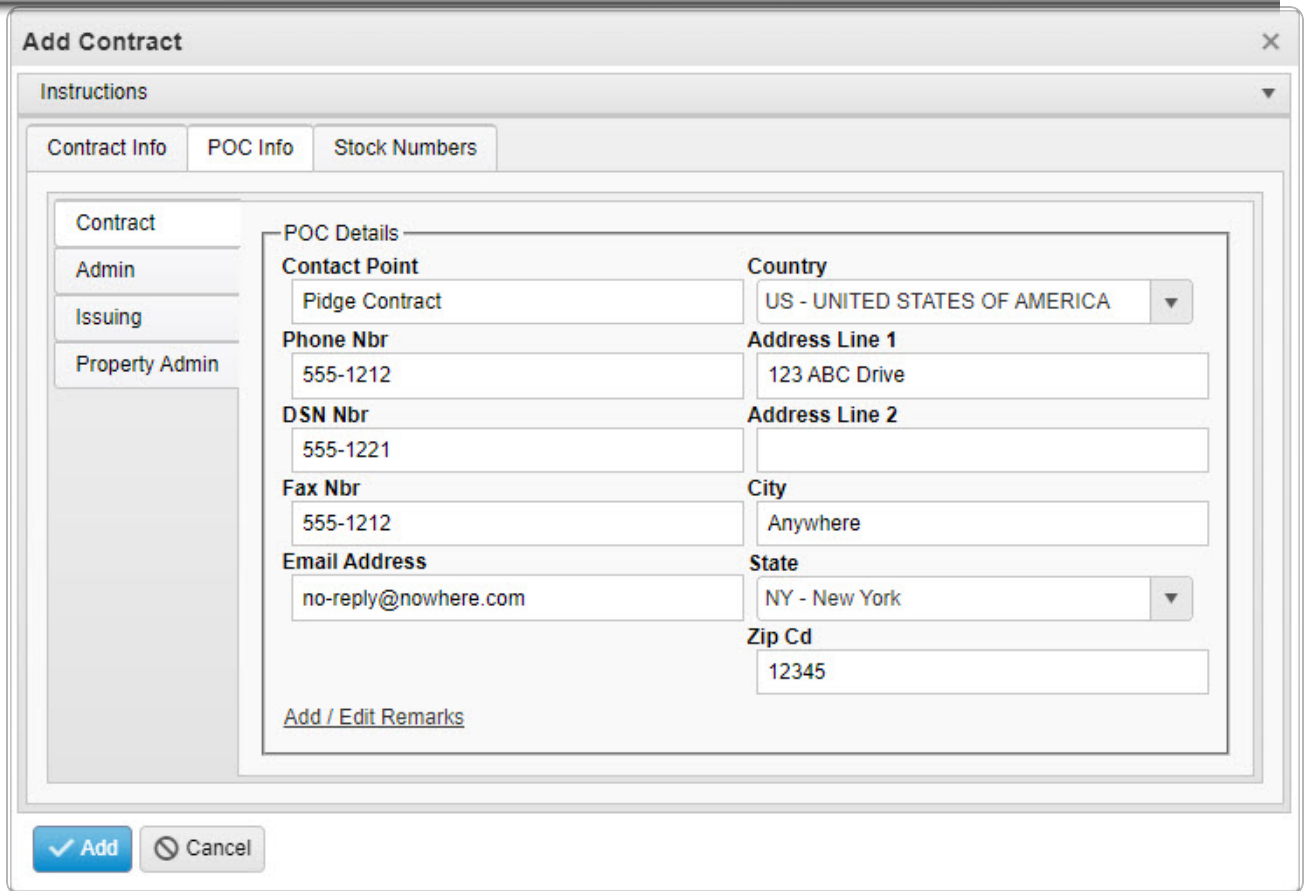
Select ✓ Add. The copied Contract record is saved, and appears in the Contract results grid.

7.

OR

Verify the information in the Contract POC Details section.






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

Field	Value
Contract Point	Pidge Contract
Country	US - UNITED STATES OF AMERICA
Phone Nbr	555-1212
Address Line 1	123 ABC Drive
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

Buttons:

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

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.





Add Contract

Instructions


Contract Info | POC Info | Stock Numbers

Contract	Issuing
Admin	DoDAAC
Issuing	SPECWA
Property Admin	

POC Details

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

[Add / Edit Remarks](#)

- I. 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](#)

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





Delete a Contract

Navigation

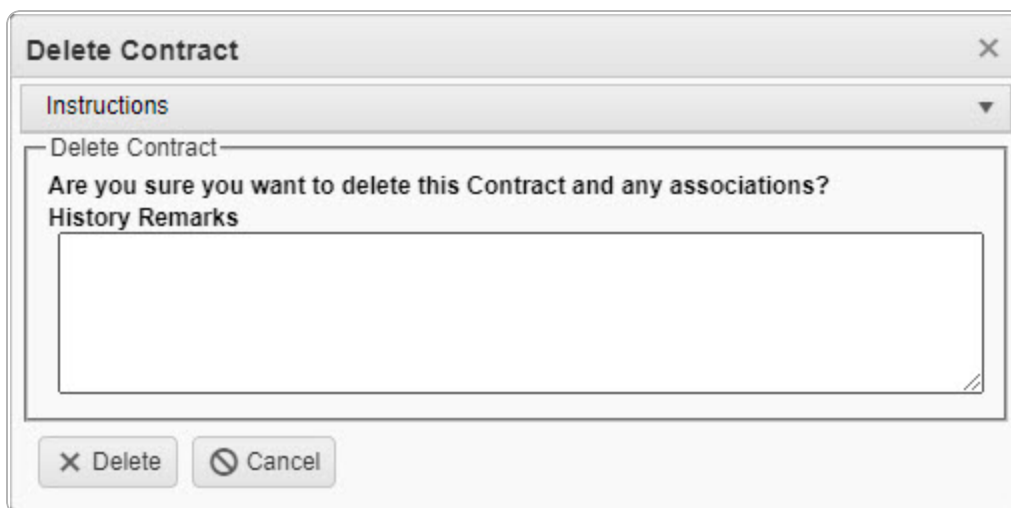
MASTER DATA MGMT > Contract > (desired record) > > Delete Contract pop-up window

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.*



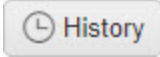
3. Select . *The Contract record is removed.*






View the Contract History

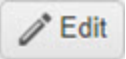
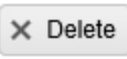
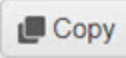
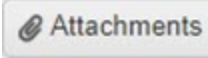
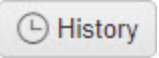
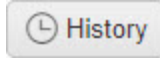
Navigation

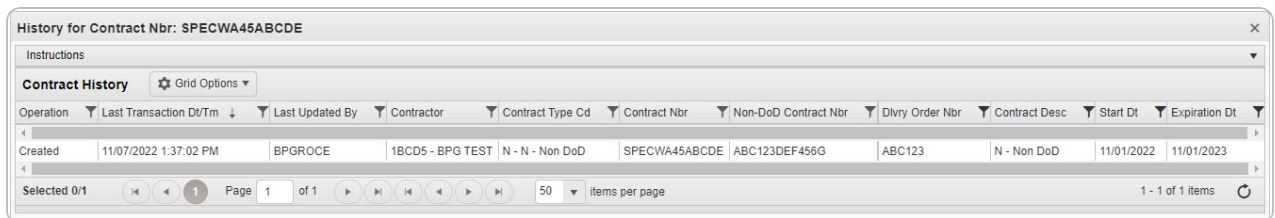
MASTER DATA MGMT > Contract > (desired record) >  > History for CONTRACT NBR pop-up window

Procedures

View the Contract History

Selecting  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 , , , , and  become available.*
- Select  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	

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

