



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

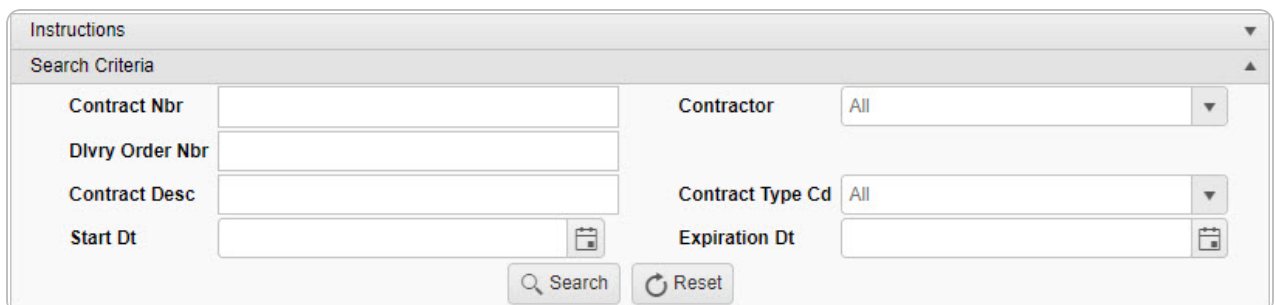
Procedures

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 web-based search interface. At the top is a tab labeled 'Instructions'. Below it is a section titled 'Search Criteria'. This section contains two columns of input fields. The left column has four text boxes labeled 'Contract Nbr', 'Divry Order Nbr', 'Contract Desc', and 'Start Dt'. The right column has two dropdown menus labeled 'Contractor' and 'Contract Type Cd', both currently set to 'All', and two date pickers labeled 'Expiration Dt'. At the bottom of the form are two buttons: 'Search' (with a magnifying glass icon) and 'Reset' (with a circular arrow icon).

2. Select . The Search Results appear.





Help Reference Guide

Contract								
Grid Options ▼ + Add Edit Delete Copy Attachments History								
☐	Contractor	Contract Type Cd	Contract Nbr ↑	Non-DoD Contract Nbr	Divry 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								
Grid Options ▼ + Add Edit Delete Copy Attachments History								
☐	Contractor	Contract Type Cd	Contract Nbr ↑	Non-DoD Contract Nbr	Divry 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 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	

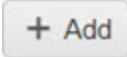
- Select . The Associated Stock Numbers Grid closes.





Add a Contract

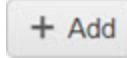
Navigation

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

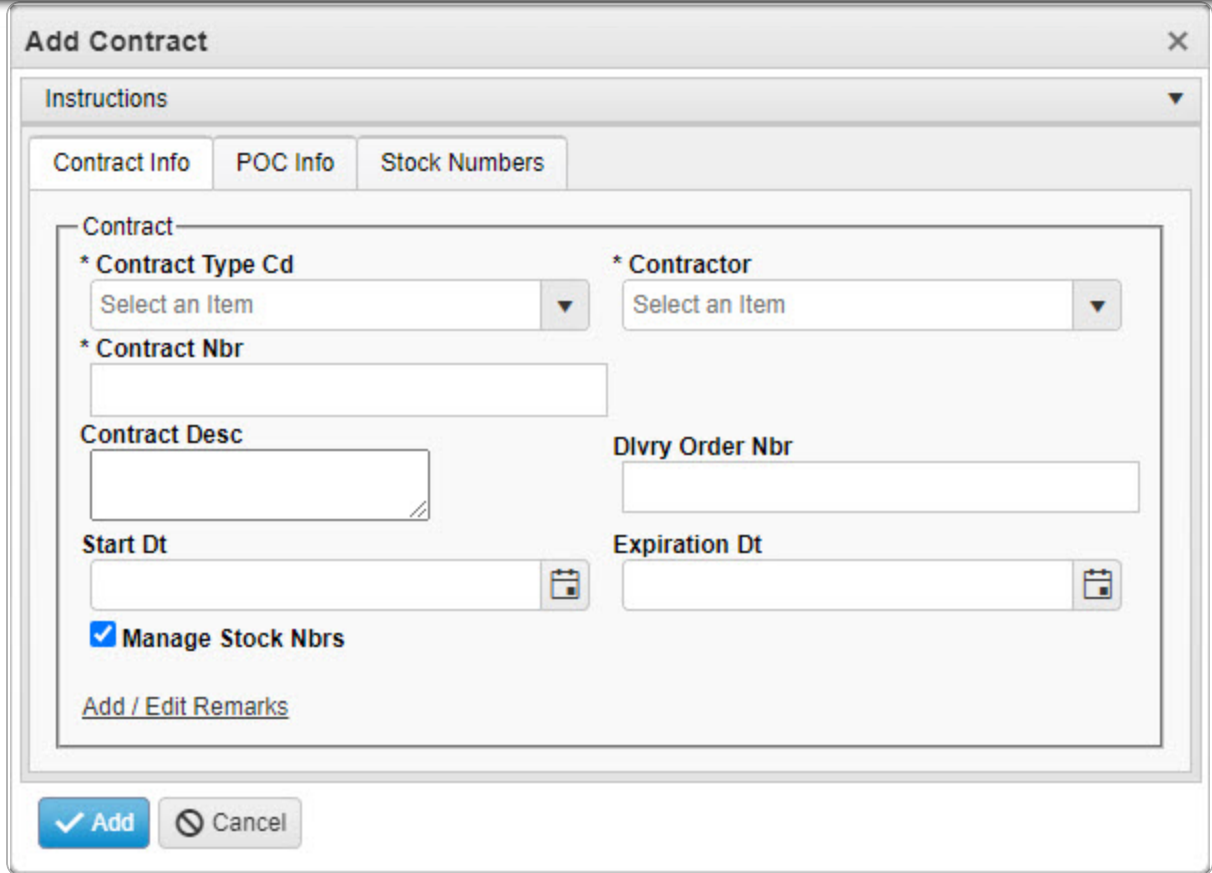
Procedures

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.



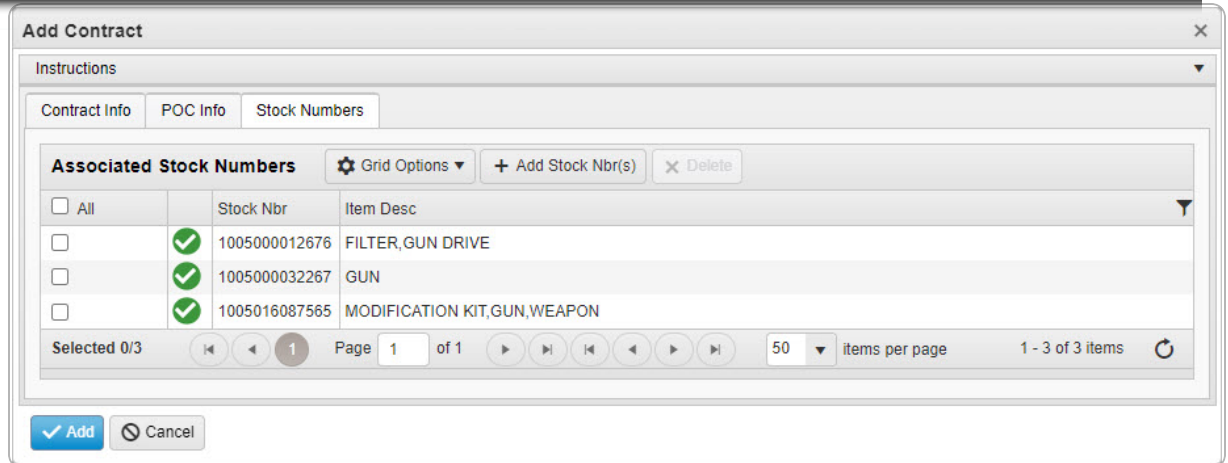


2. Use  to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
3. Use  to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Click ☐ to select **Manage Stock Nbrs**. *The Stock Numbers 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.*





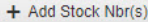
Help Reference Guide



Add Contract

Instructions

Contract Info POC Info Stock Numbers

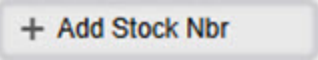
Associated Stock Numbers  Grid Options  

☐ All		Stock Nbr	Item Desc
☐		1005000012676	FILTER,GUN DRIVE
☐		1005000032267	GUN
☐		1005016087565	MODIFICATION KIT,GUN,WEAPON

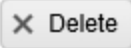
Selected 0/3   **1** Page 1 of 1     50 items per page 1 - 3 of 3 items 

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.

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

6.

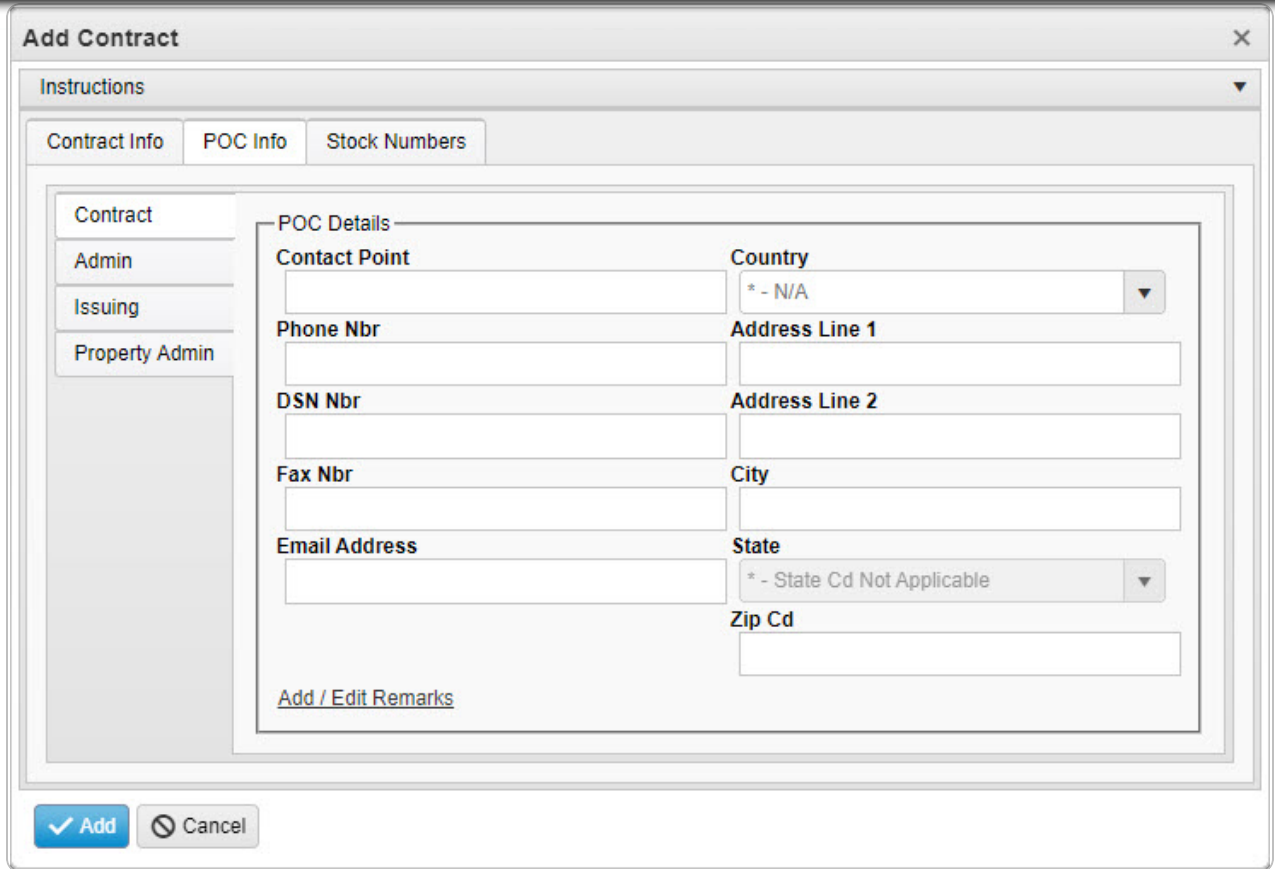
OR

Enter the information in the Contract POC Details section.





Help Reference Guide



The screenshot shows the 'Add Contract' window with the following components:

- Instructions** dropdown menu.
- Contract Info**, **POC Info**, and **Stock Numbers** tabs.
- Contract** section with sub-tabs: **Contract**, **Admin**, **Issuing**, and **Property Admin**.
- POC Details** section with the following fields:
 - Contact Point**: Text input field.
 - Country**: Dropdown menu with the selected value *** - N/A**.
 - Phone Nbr**: Text input field.
 - Address Line 1**: Text input field.
 - DSN Nbr**: Text input field.
 - Address Line 2**: Text input field.
 - Fax Nbr**: Text input field.
 - City**: Text input field.
 - Email Address**: Text input field.
 - State**: Dropdown menu with the selected value *** - State Cd Not Applicable**.
 - Zip Cd**: Text input field.
- Add / Edit Remarks** link.
- Add** (with checkmark icon) and **Cancel** (with X icon) buttons at the bottom.

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

A.

OR

Select the Admin POC Details section.





Help Reference Guide

Add Contract [X]

Instructions [v]

Contract Info | POC Info | Stock Numbers

Contract

Admin

Admin

Issuing

Property Admin

Admin

DoDAAC

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Cd Not Applicable

Zip Cd

[Add / Edit Remarks](#)

✓ Add [X] Cancel

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

a.

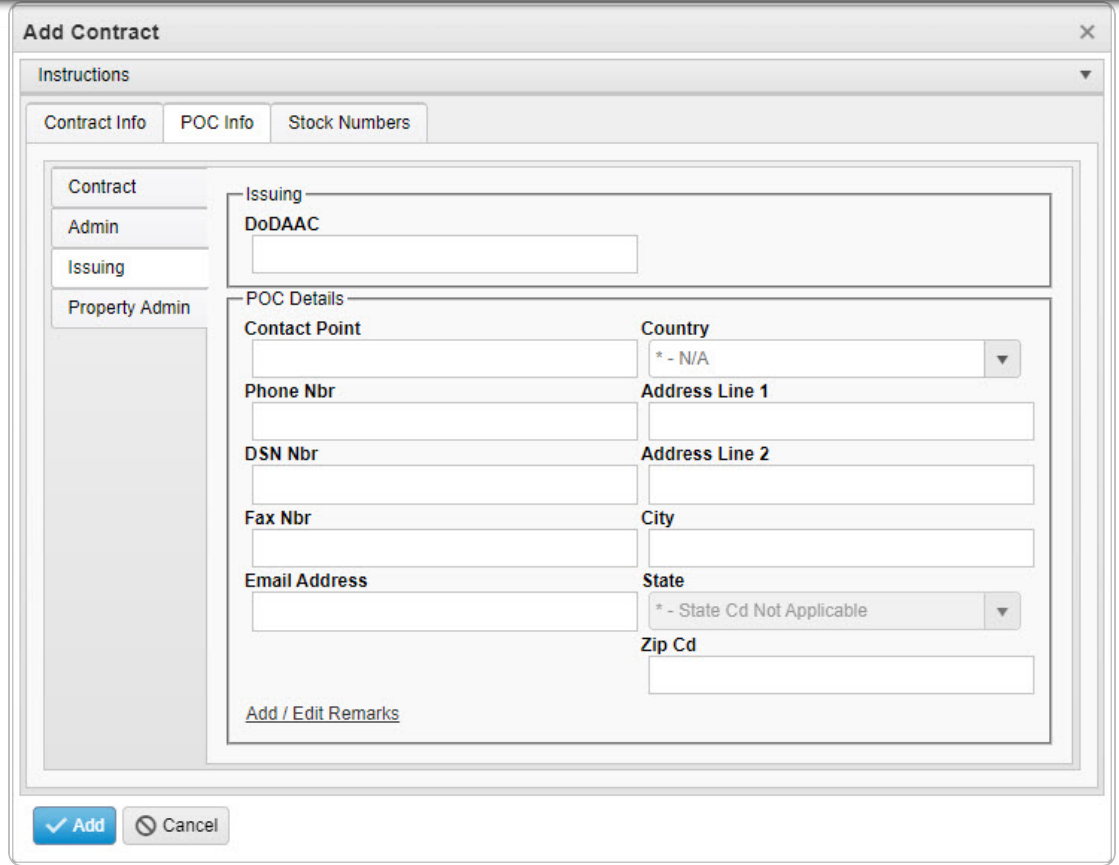
OR

Select the Issuing POINT OF CONTACT Details section.





Help Reference Guide



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

OR

Select the Property Admin POC Details section.





Help Reference Guide

Add Contract [X]

Instructions [v]

Contract Info | POC Info | Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point [] Country [* - N/A v]

Phone Nbr [] Address Line 1 []

DSN Nbr [] Address Line 2 []

Fax Nbr [] City []

Email Address [] State [* - State Cd Not Applicable v]

Zip Cd []

[Add / Edit Remarks](#)

[Add] [Cancel]

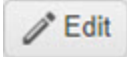
- i. Select . The new Contract record is saved, and appears in the Contract results grid.





Update a Contract

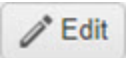
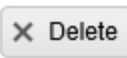
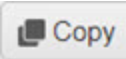
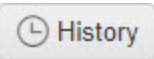
Navigation

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.





Help Reference Guide

Update Contract [X]

Instructions [v]

Contract Info POC Info Stock Numbers

Contract

* Contract Type Cd
N - Non DoD [v]

* Contractor
1BCD5 - BPG TEST [v]

* Contract Nbr
SPECWA45ABCDE

Non-DoD Contract Nbr
ABC123DEF456G

Contract Desc
BPG Test

Dlvry Order Nbr
ABC123

Start Dt
11/1/2022 [calendar icon]

Expiration Dt
11/1/2023 [calendar icon]

☒ Manage Stock Nbrs

Attachments

 [x] [x]

[Add / Edit Remarks](#)

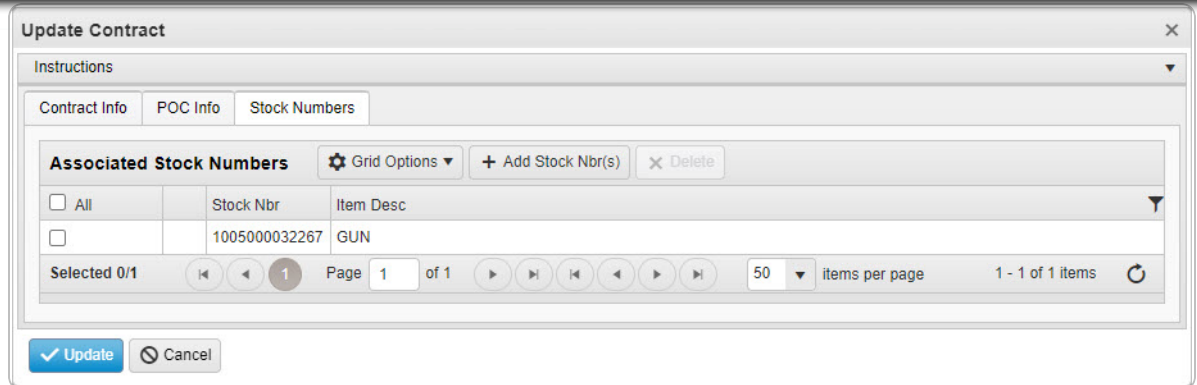
[✓ Update] [⊘ Cancel]

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.*

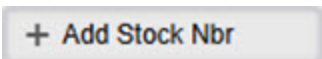




Help Reference Guide

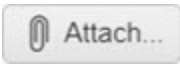


Add STOCK NBR(s)

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

Delete STOCK NBR(s)

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

- 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.





Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Cd Not Applicable

Zip Cd

Add / Edit Remarks

✓ Update

⊗ Cancel

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.





Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

Admin

DoDAAC

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

✓ Update

⊗ Cancel

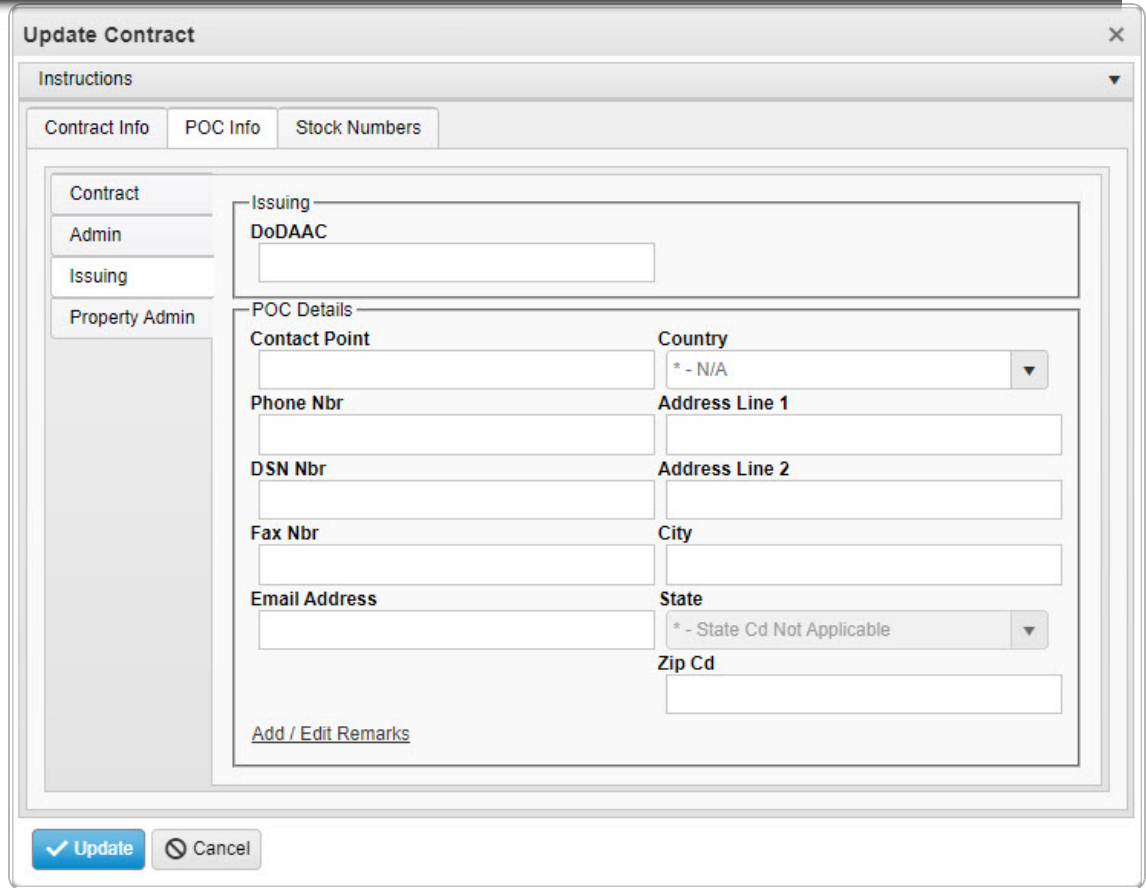
Select . The revised Contract is saved, and the row appears green in the Contract results grid.

a.

OR

Verify the information in the Issuing POC Details section.





The screenshot shows the 'Update Contract' dialog box. It has a title bar with a close button (X). Below the title bar is an 'Instructions' section with a dropdown arrow. The main area contains three tabs: 'Contract Info', 'POC Info', and 'Stock Numbers'. The 'Contract Info' tab is selected. On the left is a vertical sidebar with buttons: 'Contract', 'Admin', 'Issuing', and 'Property Admin'. The 'Issuing' button is highlighted. The main content area is divided into two sections. The top section is labeled 'Issuing' and contains a 'DoDAAC' field. The bottom section is labeled 'POC Details' and contains several fields: 'Contact Point', 'Country' (a dropdown menu showing '* - N/A'), 'Phone Nbr', 'Address Line 1', 'DSN Nbr', 'Address Line 2', 'Fax Nbr', 'City', 'Email Address', 'State' (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 X 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.





Help Reference Guide

Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract
Admin
Issuing
Property Admin

POC Details

Contact Point	Country * - N/A
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State * - State Cd Not Applicable
	Zip Cd

[Add / Edit Remarks](#)

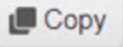
- i. Select . The revised Contract is saved, and the row appears green in the Contract results grid.





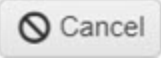
Copy a Contract

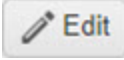
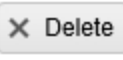
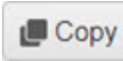
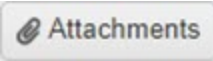
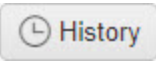
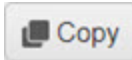
Navigation

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

Procedures

Copy a Contract

Selecting  Cancel 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.





Help Reference Guide

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

Dlvry Order Nbr

Start Dt

Expiration Dt

☒ Manage Stock Nbrs

[Add / Edit Remarks](#)

✓ Add

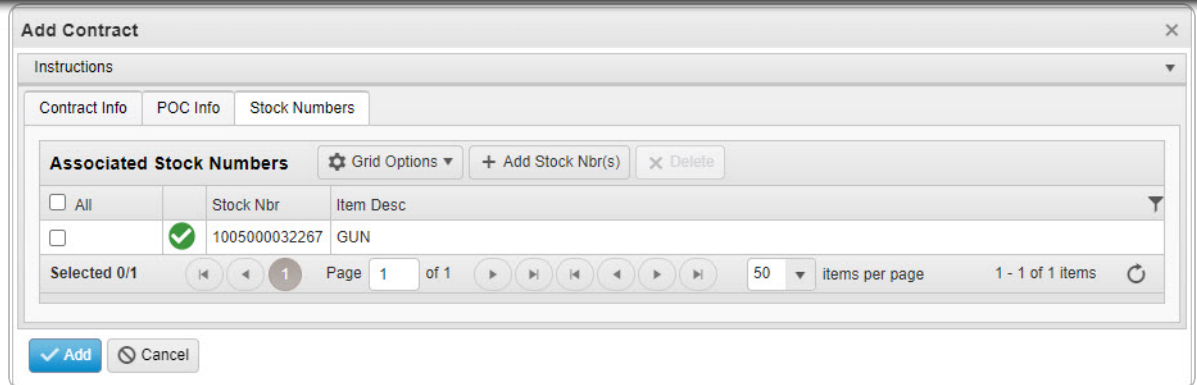
⊗ Cancel

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.*





Help Reference Guide



Add Contract

Instructions

Contract Info POC Info Stock Numbers

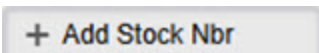
Associated Stock Numbers Grid Options + Add Stock Nbr(s) X Delete

	Stock Nbr	Item Desc
☐	1005000032267	GUN

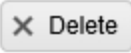
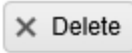
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Add Cancel

Add STOCK NBR(s)

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

Delete STOCK NBR(s)

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

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

7.

OR

Verify the information in the Contract POC Details section.





Help Reference Guide

Add Contract

Instructions

Contract Info

POC Info

Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact 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

[Add / Edit Remarks](#)

✓ Add

⊗ Cancel

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.





Help Reference Guide

Add Contract

Instructions

Contract Info
POC Info
Stock Numbers

Contract
Admin
Issuing
Property Admin

Admin
DoDAAC
SPECWA

POC Details

Contact Point
Pidge Admin

Country
US - UNITED STATES OF AMERICA

Phone Nbr
555-1212

Address Line 1
123 ABC Avenue

DSN Nbr
555-1212

Address Line 2

Fax Nbr
555-1212

City
Nowheresville

Email Address
no-reply@no-reply.com

State
NY - New York

Zip Cd
12345

Add / Edit Remarks

Add
Cancel

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

Admin

Issuing

Property Admin

Issuing

DoDAAC

SPECWA

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

[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.





Help Reference Guide

Add Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point
Pidge PA

Country
US - UNITED STATES OF AMERICA

Phone Nbr
555-1212

Address Line 1
123 ABC Blvd

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](#)

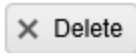
- i. Select . The copied Contract record is saved, and appears in the Contract results grid.





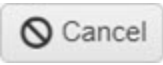
Delete a Contract

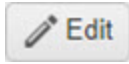
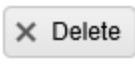
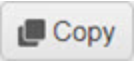
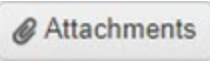
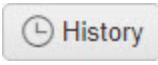
Navigation

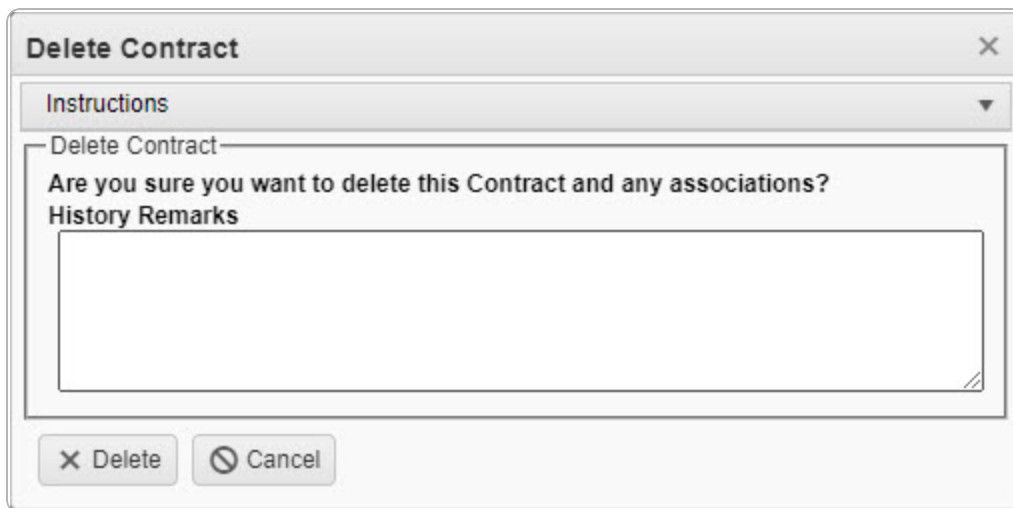
MASTER DATA MGMT > Contract > ☐ (desired record) >  > Delete Contract pop-up window

Procedures

Delete a Contract

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

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



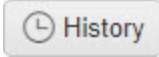
- Select . The Contract record is removed.





View the Contract History

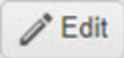
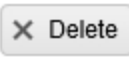
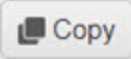
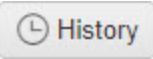
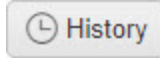
Navigation

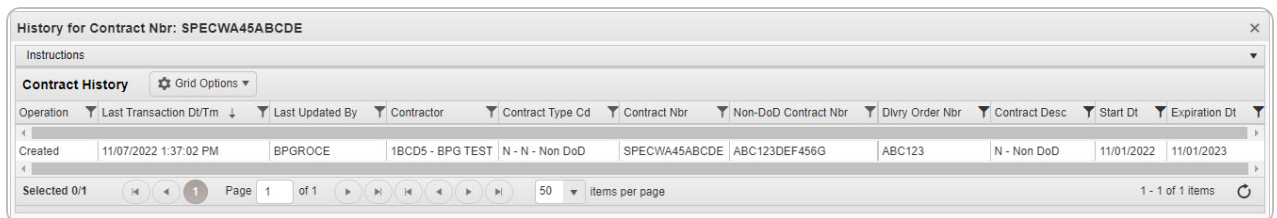
MASTER DATA MGMT > Contract > ☐ (desired record) >  > History for CONTRACT NBR pop-up window

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.*

