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

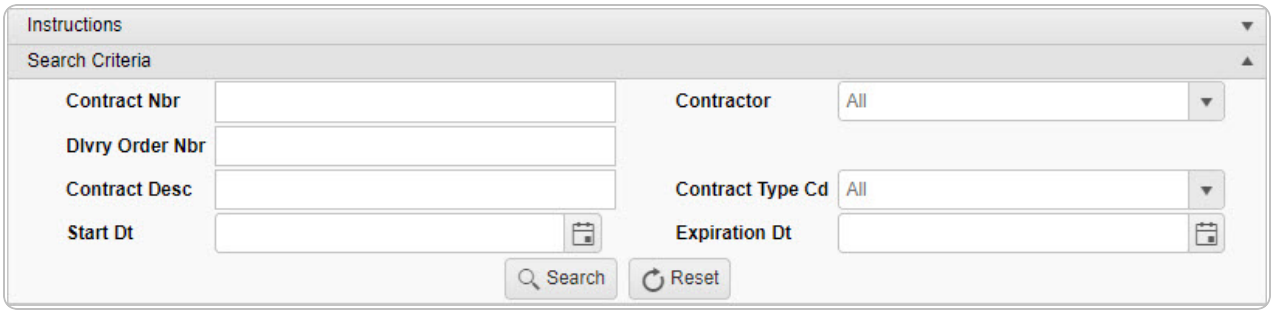
MASTER DATA MGMT > Contract > Contract page

Procedures

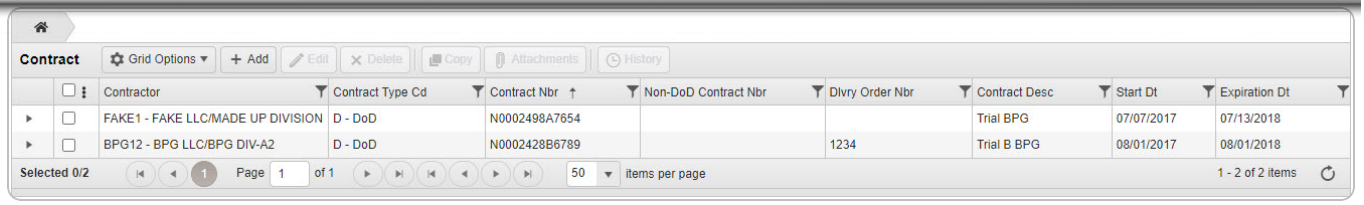
Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.

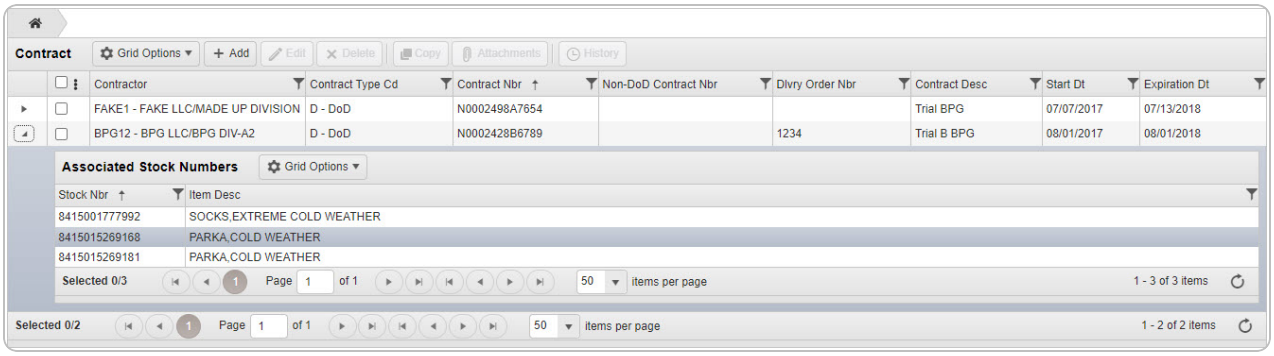


2. Select Search. *The Search Results appear.*



View the Associated Stock Numbers

1. Select ▶. *The Associated Stock Numbers Grid appears below the Contract record.*



2. Select ◢. *The Associated Stock Numbers Grid closes.*

Add a Contract

Navigation

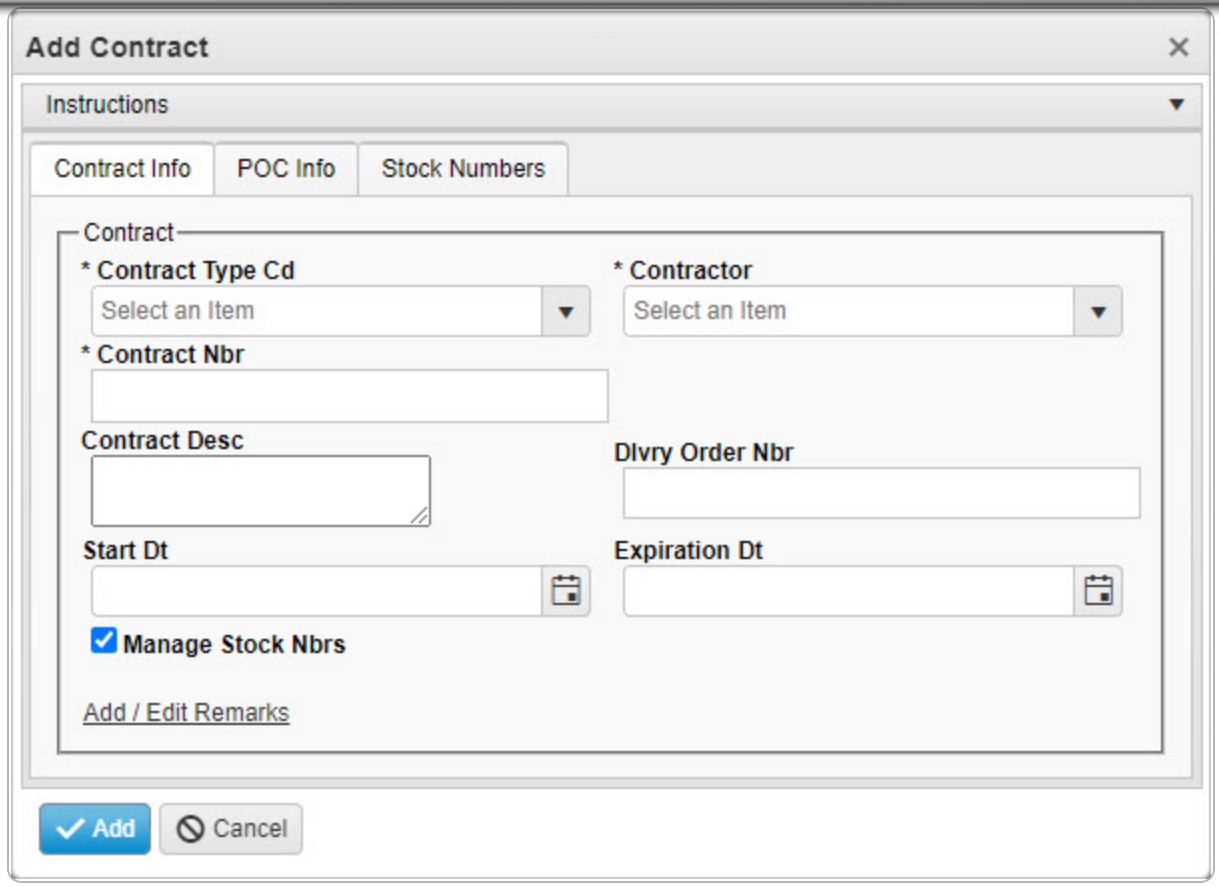
MASTER DATA MGMT > Contract > + Add > Add Contract pop-up window

Procedures

Add a Contract

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

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



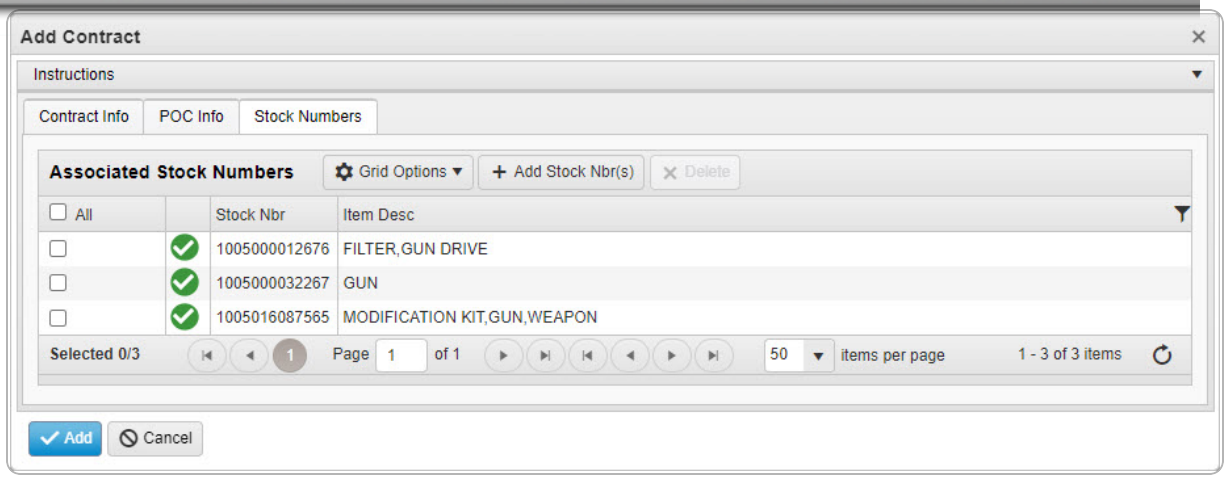
2. Use ▼ to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*

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.*



Add Stock Nbr(s)

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

Delete Stock Nbr(s)

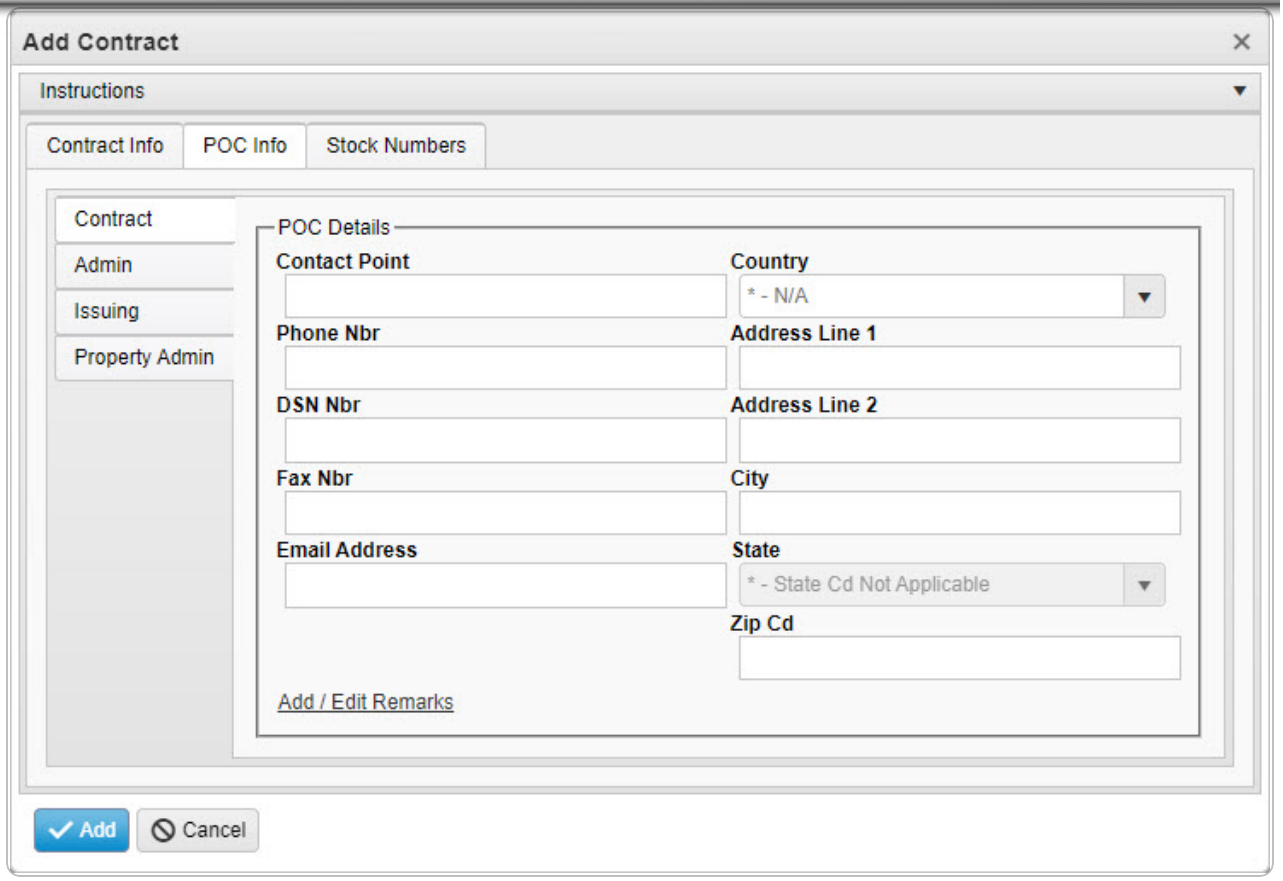
a. Click ☐ to select the desired entry. *The Stock Nbr is highlighted, and* ✕ Delete *becomes available.*

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.

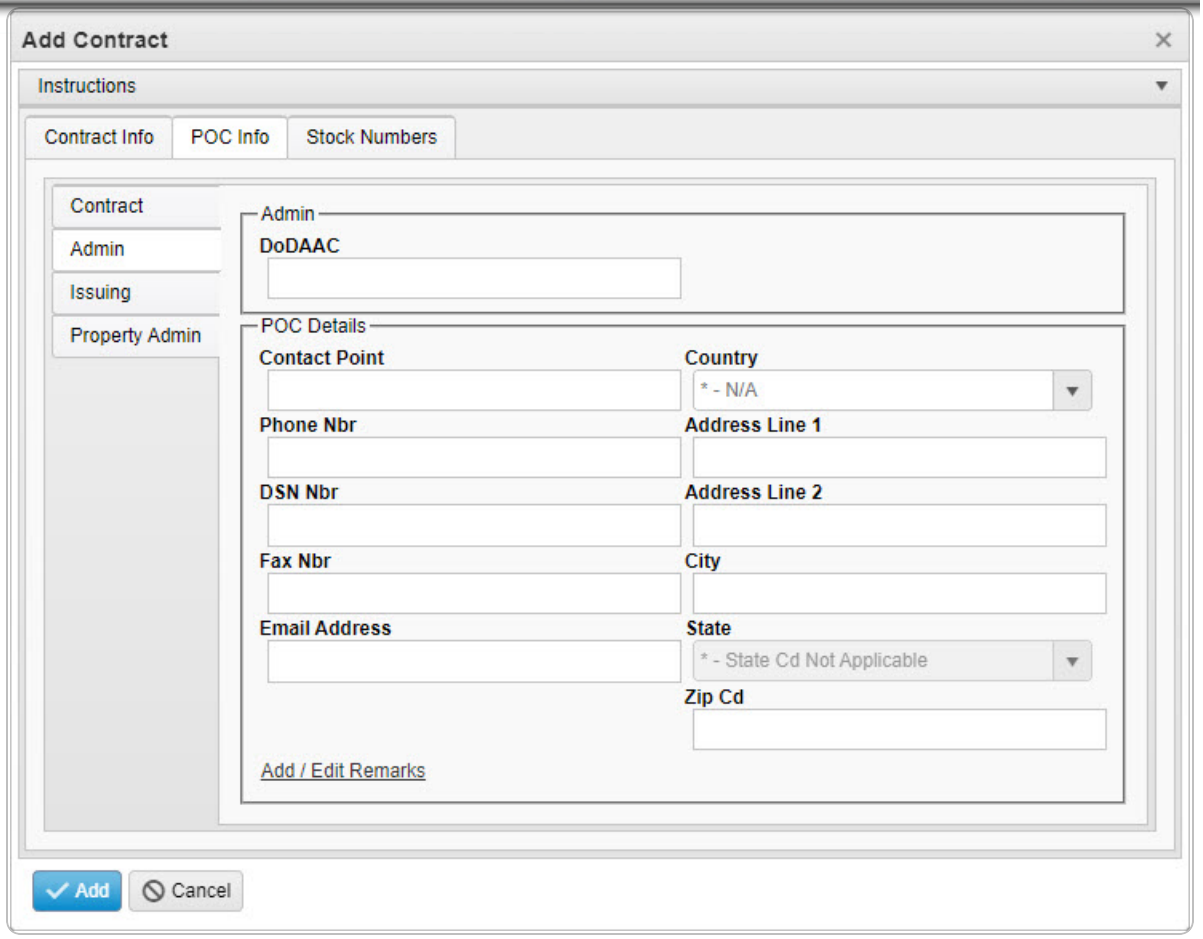


Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

A.

OR

Select the Admin POC Details section.

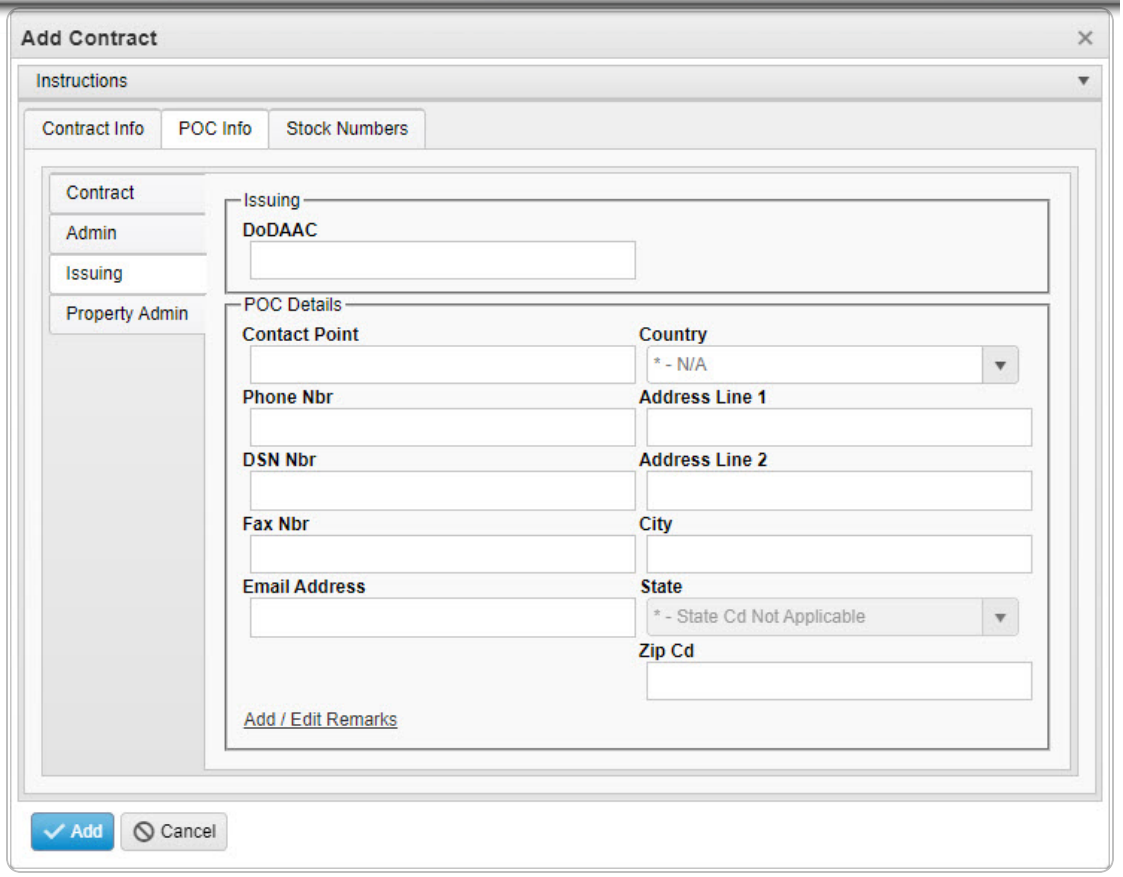


Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

a.

OR

Select the Issuing POINT OF CONTACT Details section.



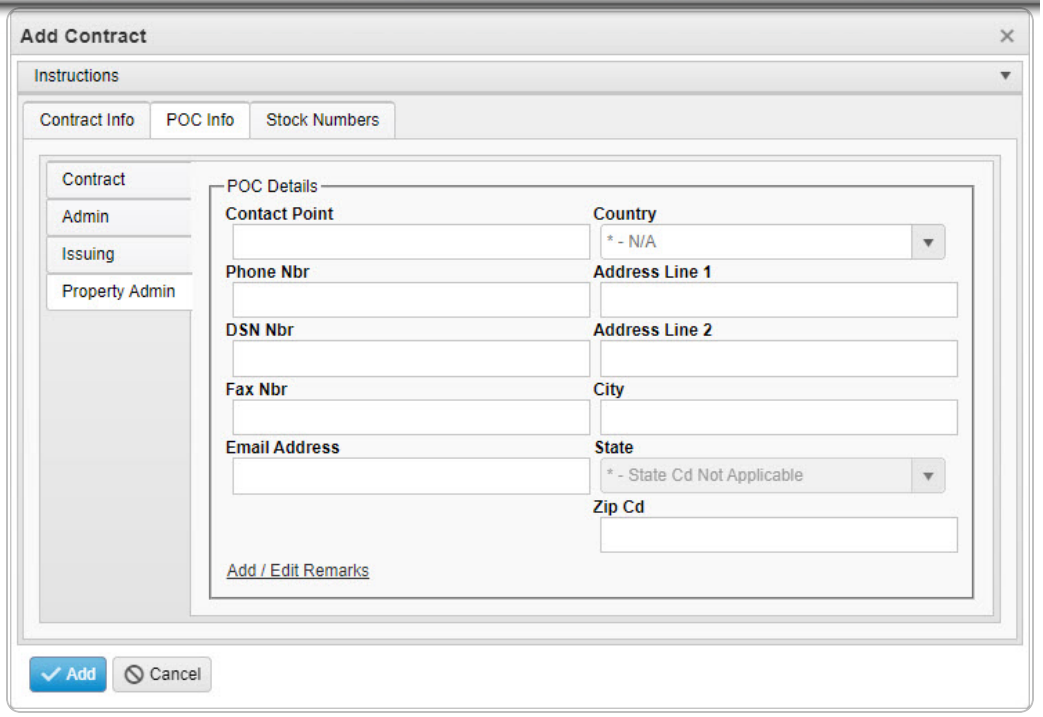
Select 

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

I.

OR

Select the Property Admin POC Details section.



i. Select 

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

Update a Contract

Navigation

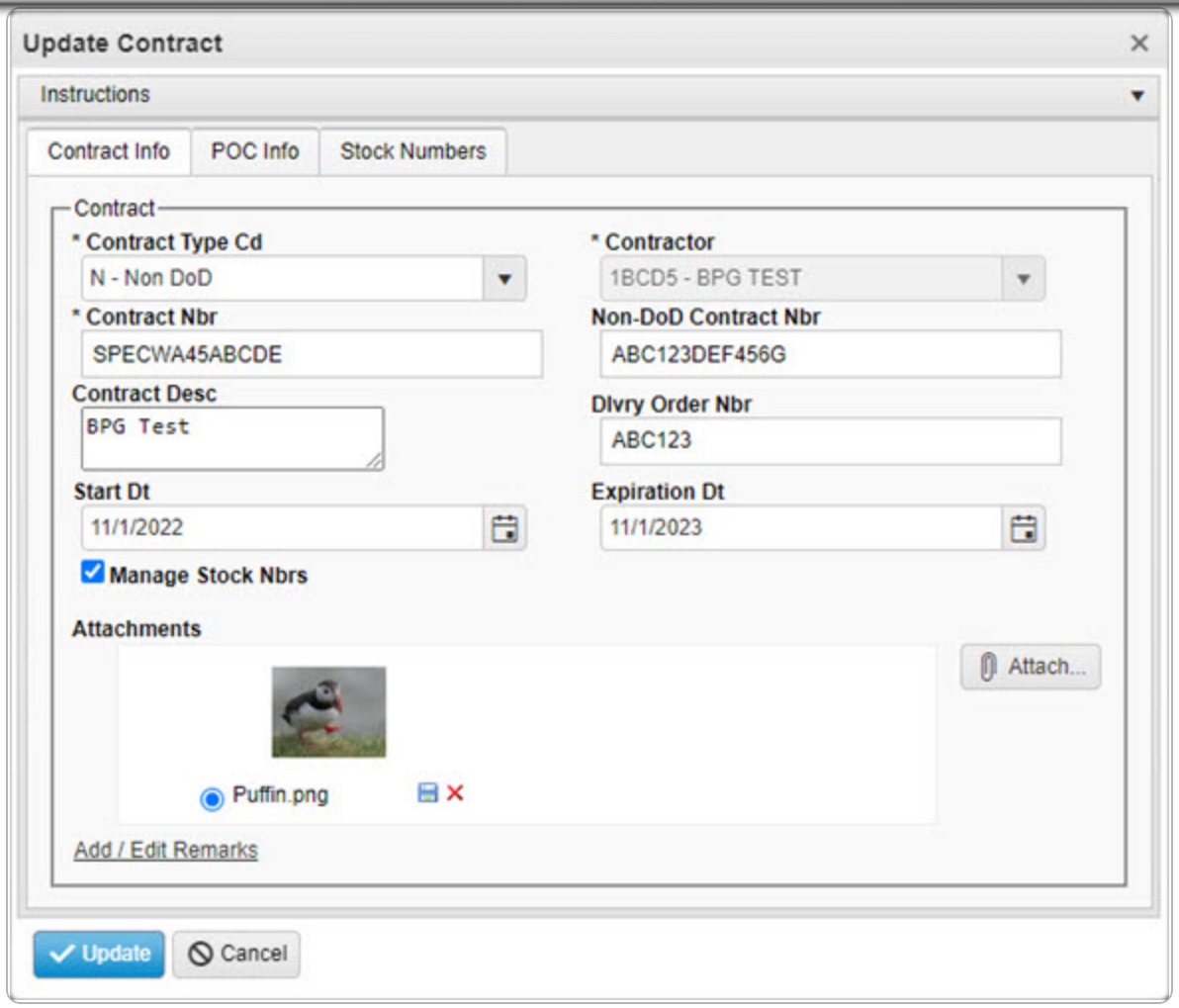
MASTER DATA MGMT > Contract > ☐ (desired record) > Edit > Update Contract pop-up window

Procedures

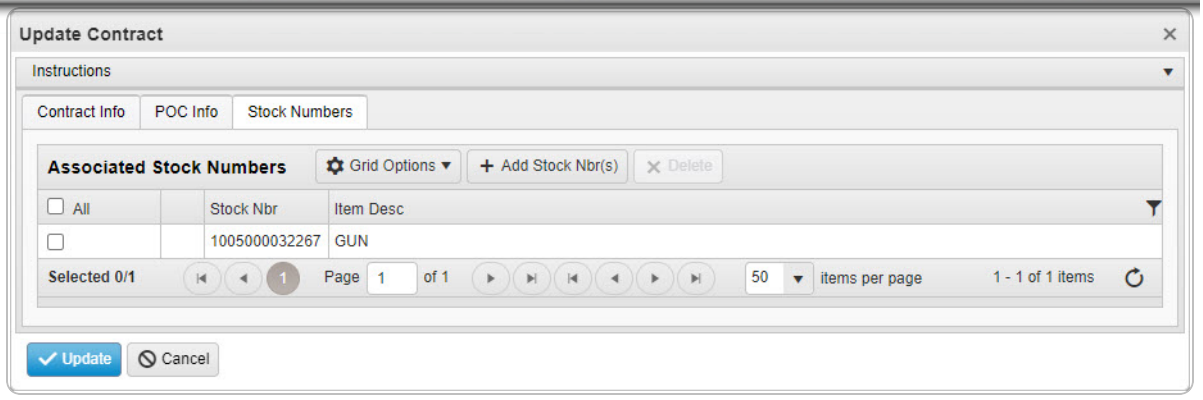
Update a Contract

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* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Edit. *The* ***Update Contract*** *pop-up window displays, with the Contract Info Tab available.*



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.*



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.*

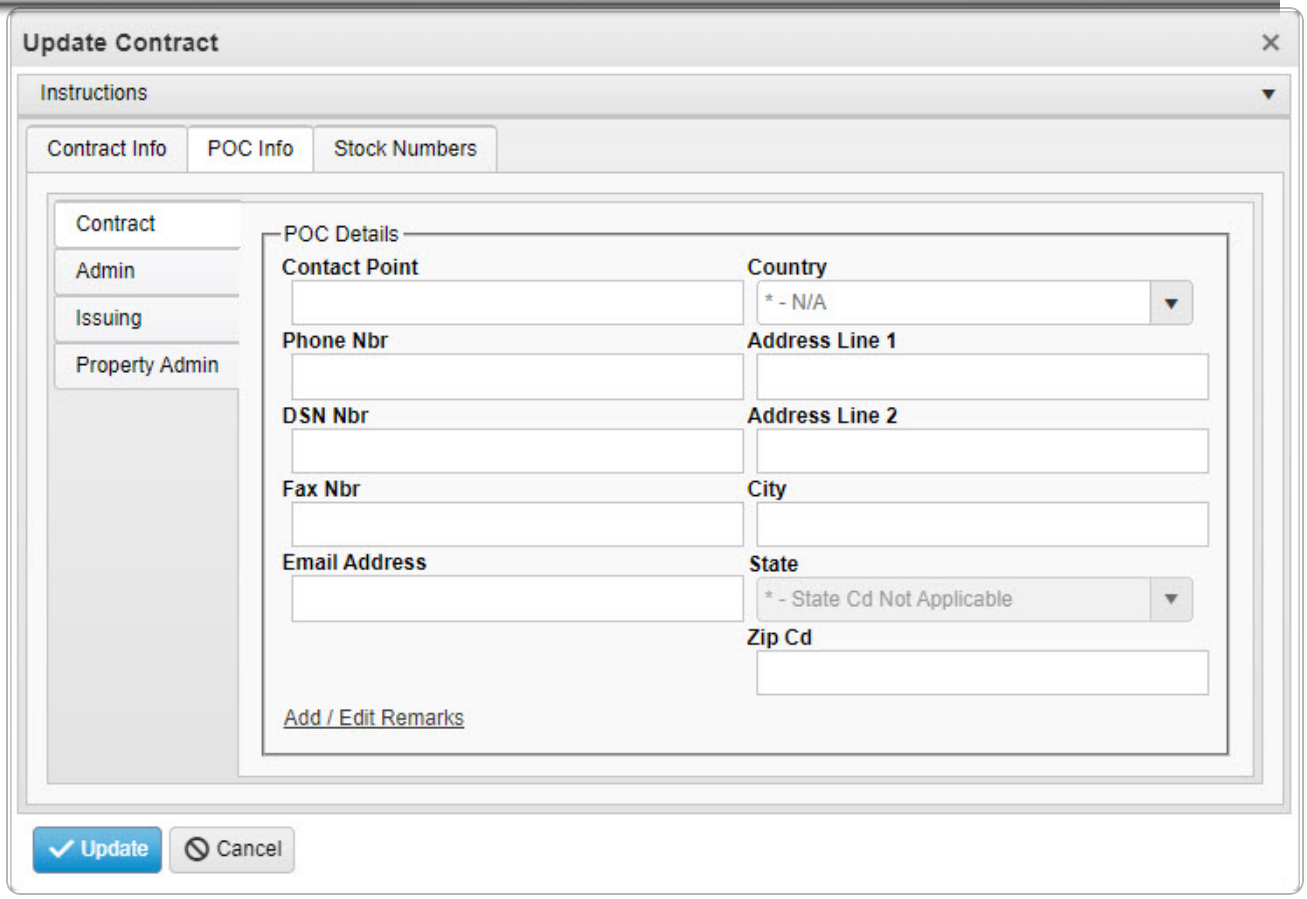
b. Select ✕ Delete. *The Stock Nbr is removed from the pop-up window.*

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

   Select ✓ Update. *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.

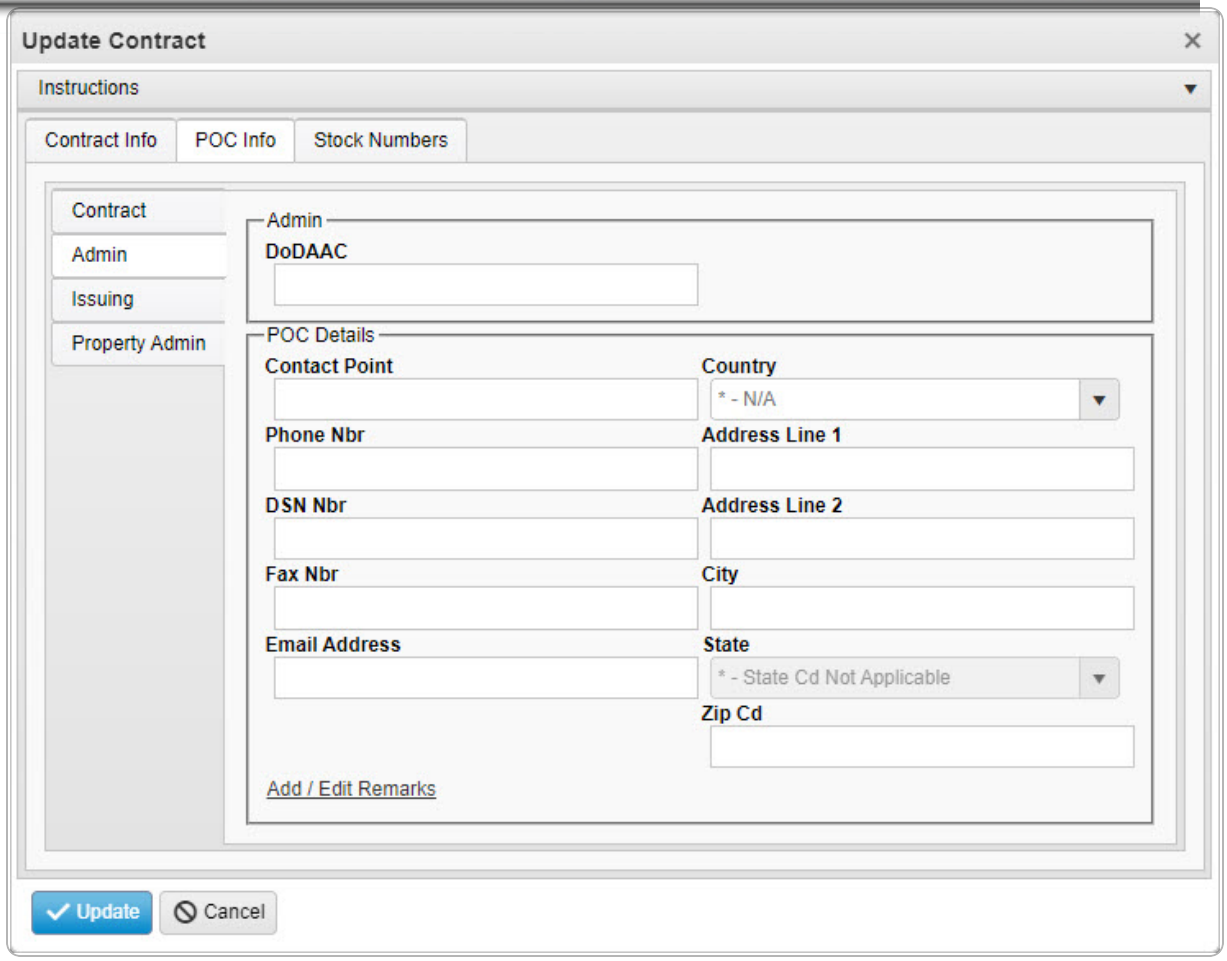


Select Update. *The revised Contract is saved, and the row appears green in the Contract results grid .*

A.

OR

Verify the information in the Admin POC Details section.

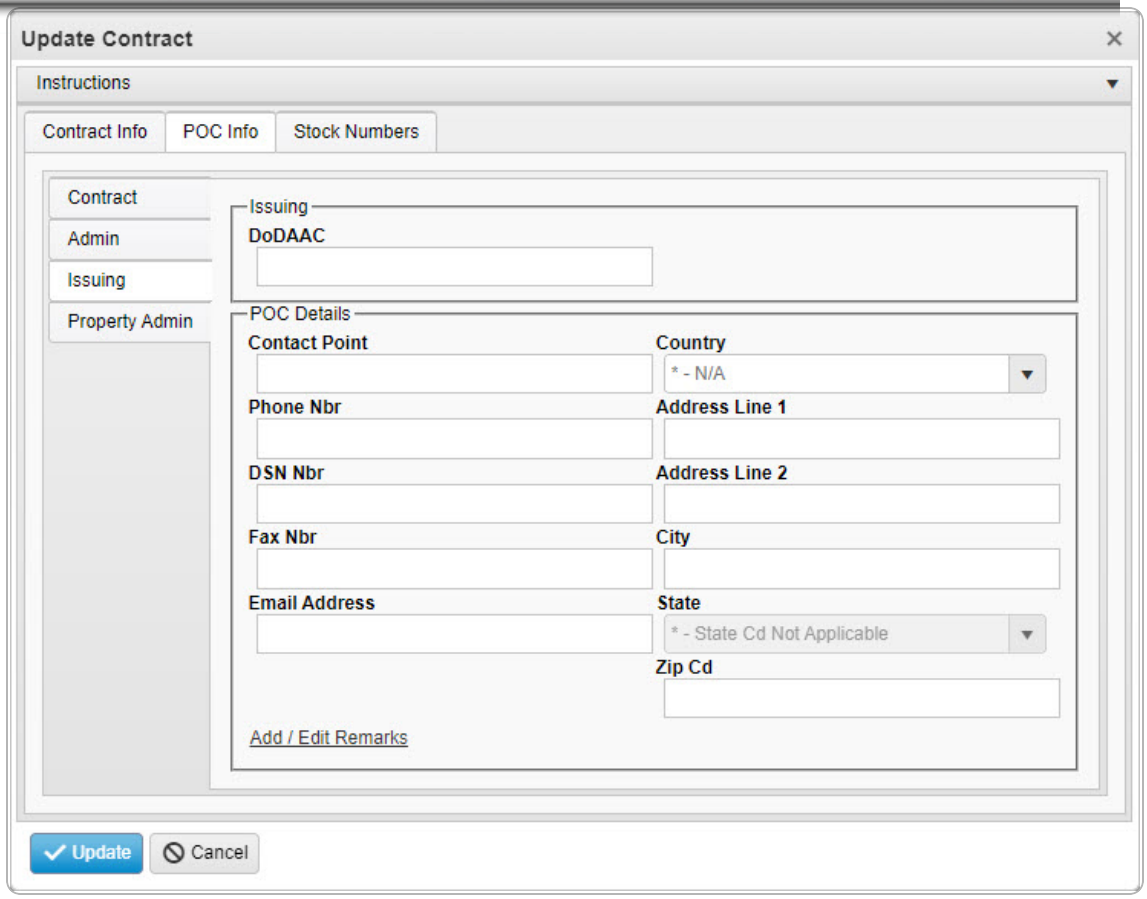


Select Update. *The revised Contract is saved, and the row appears green in the Contract results grid .*

a.

OR

Verify the information in the Issuing POC Details section.



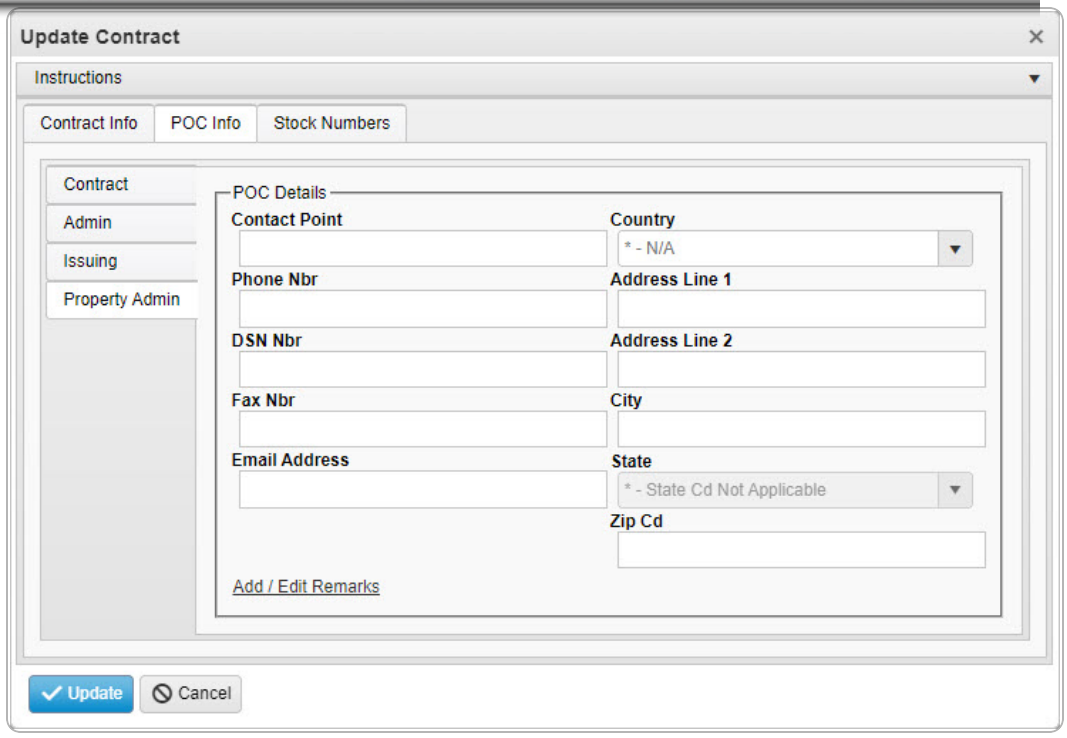
Select 

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

I.

OR

Verify the information in the Property Admin POC Details section.



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

Copy a Contract

Navigation

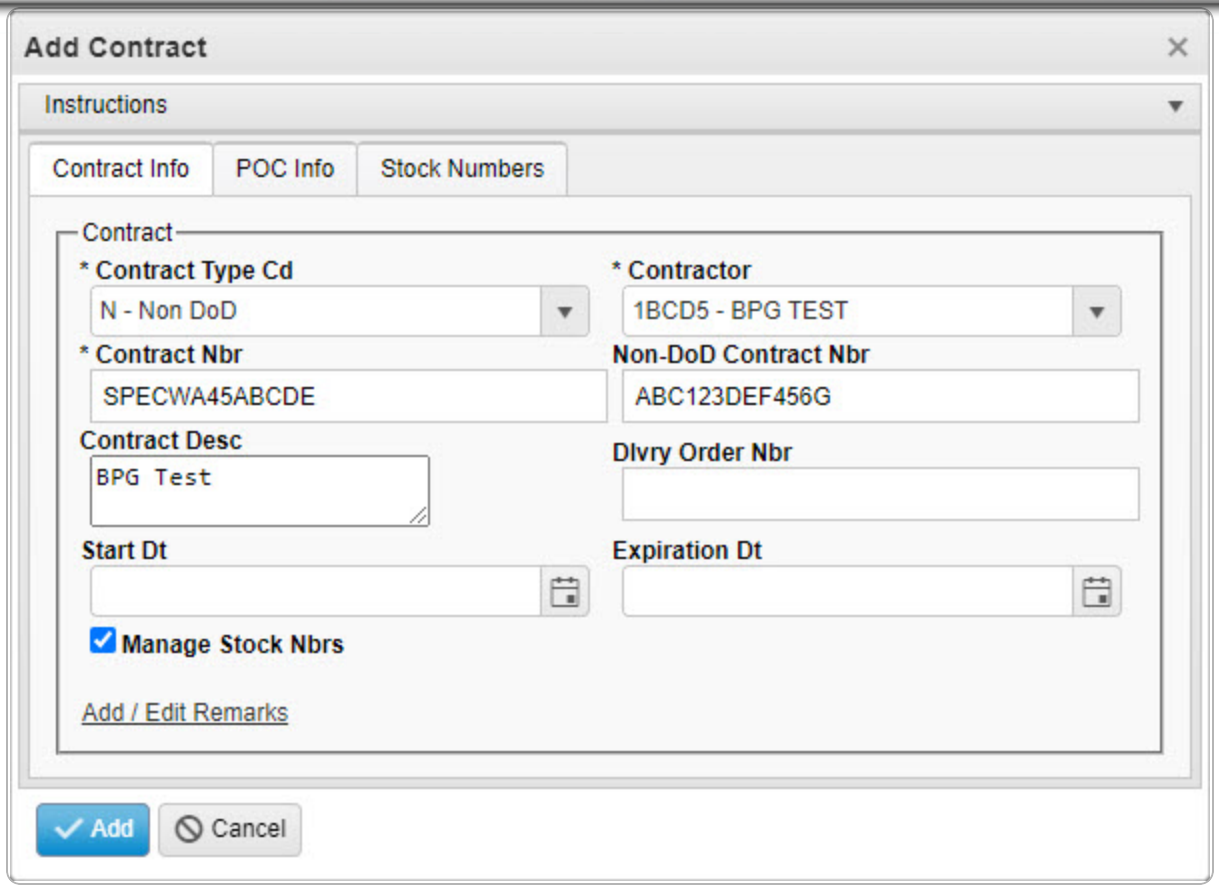
MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

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* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Copy. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*



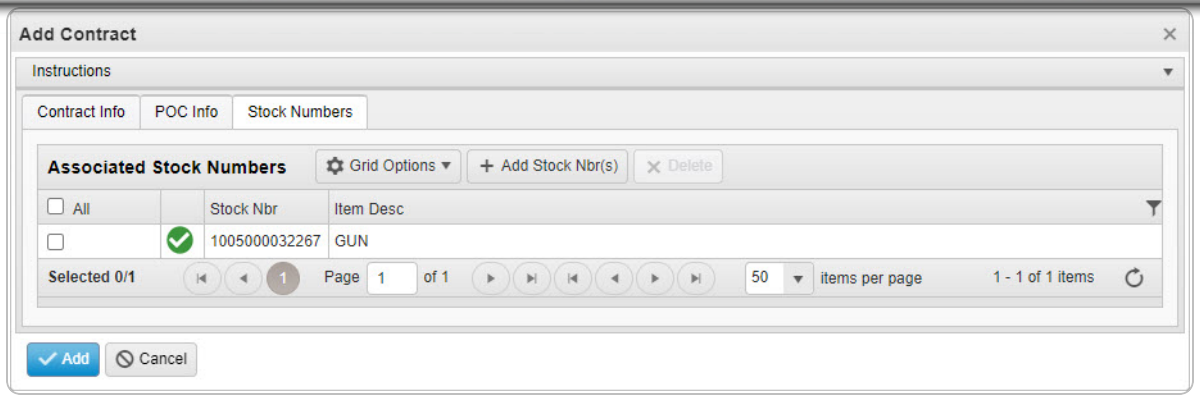
3. Update the Contract Type Cd, using ▼ to select the desired code.

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 Stock Nbr(s)

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

Delete Stock Nbr(s)

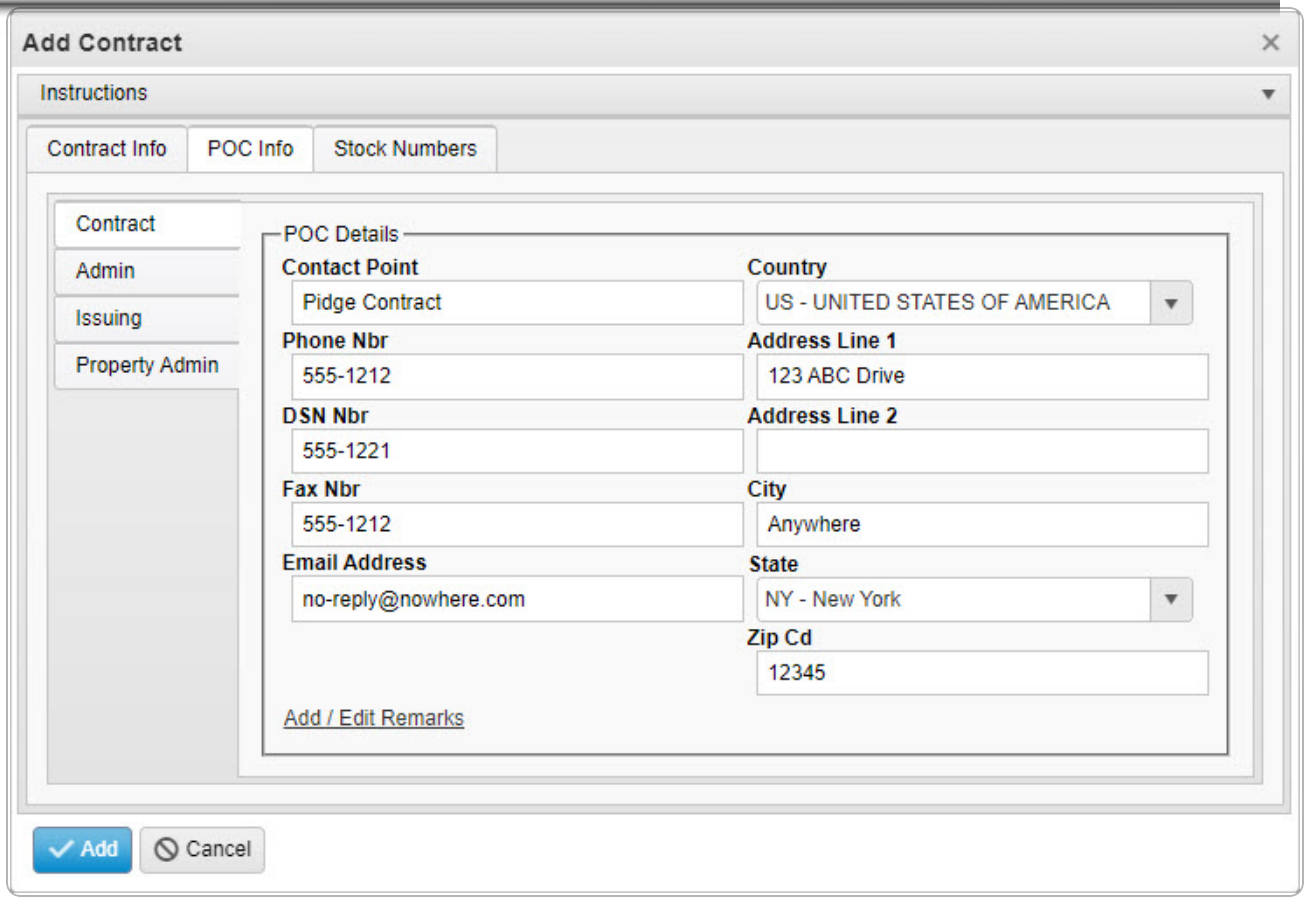
a. Click ☐ to select the desired entry. *The Stock Nbr is highlighted, and* × Delete *becomes available.*

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.

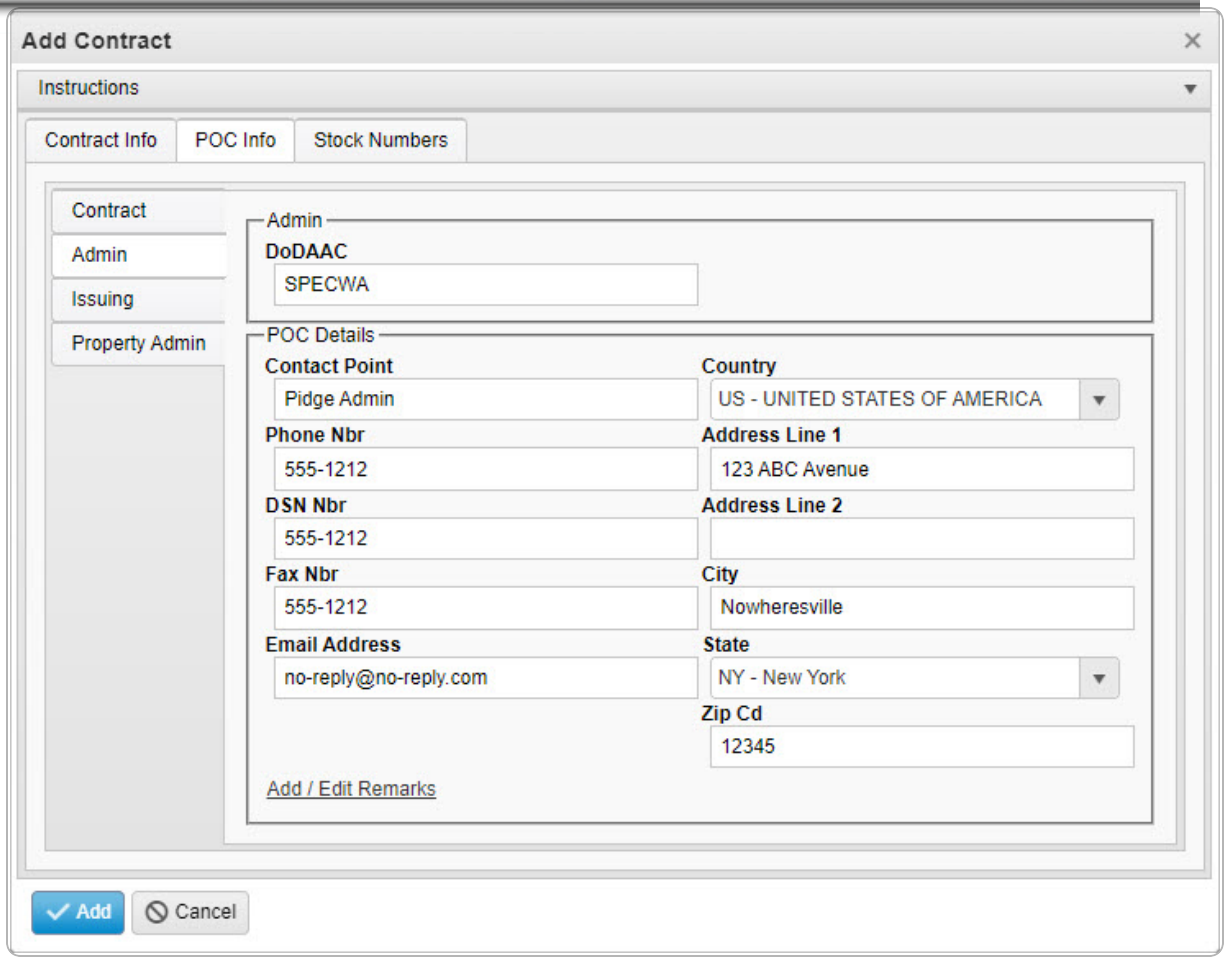


Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

A.

OR

Verify the information in the Admin POC Details section.

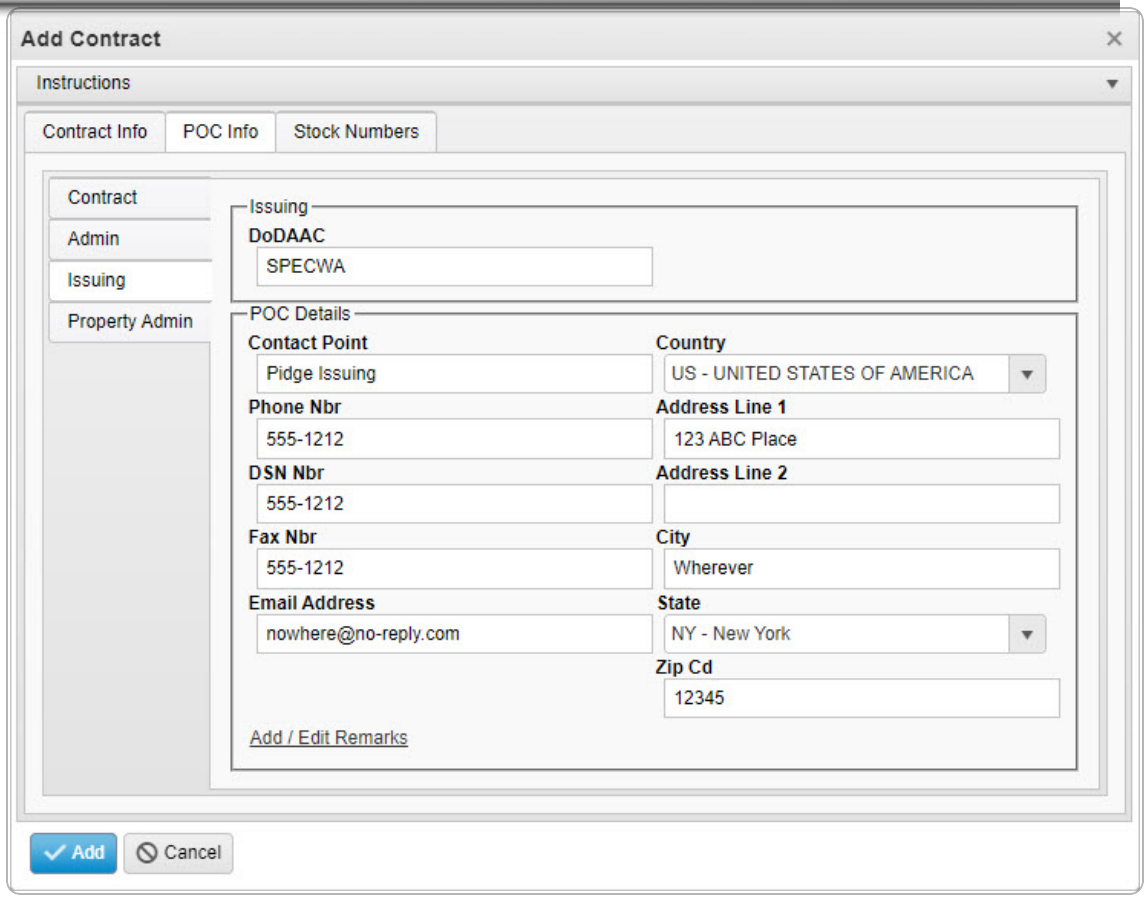


Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

a.

OR

Verify the information in the Issuing POC Details section.

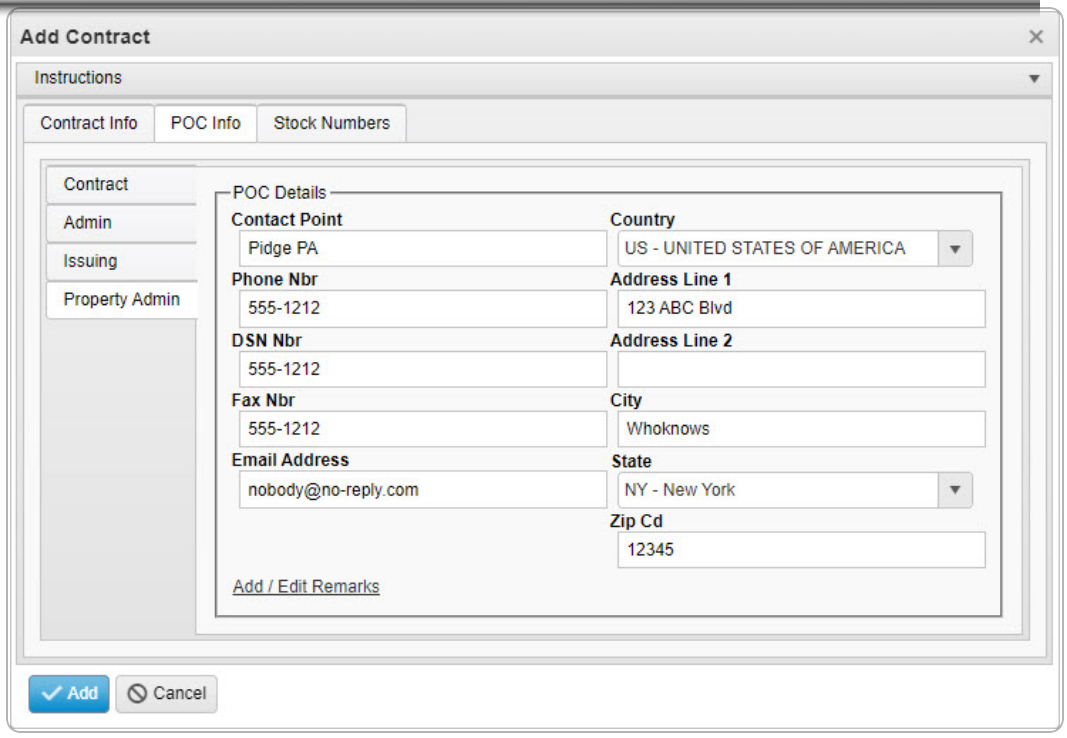


Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

I.

OR

Verify the information in the Property Admin POC Details section.



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

Delete a Contract

Navigation

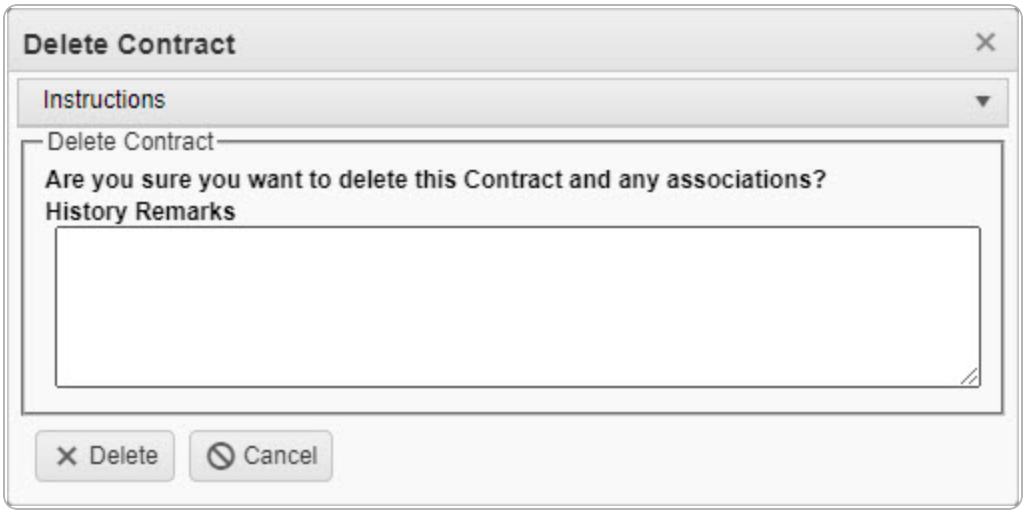
MASTER DATA MGMT > Contract > ☐ (desired record) > ✕ Delete > Delete Contract pop-up window

Procedures

Delete 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* Edit, ✕ Delete, Copy, Attachments, *and* History *become available.*
2. Select ✕ Delete. *The* ***Delete Contract*** *pop-up window appears.*



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

View the Contract History

Navigation

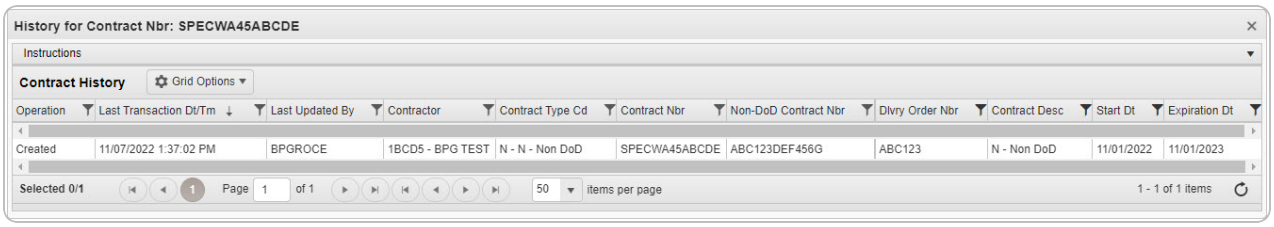
MASTER DATA MGMT > Contract > ☐ (desired record) > History > History for CONTRACT NBR pop-up window

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.*

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



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