



Contractor Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Contractor process provides the ability to add, update or delete a Contractor record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the records must be unique throughout ELMS.

Note



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Procedures

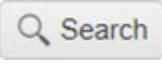
Search for a Contractor

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.



Instructions			
Search Criteria			
<input type="checkbox"/> CAGE Cd	All	<input type="checkbox"/> DoDAAC	All
<input type="checkbox"/> Corporation Name	All	<input type="checkbox"/> Division Name	All
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

2. Select . The Search Results appear.





Help Reference Guide

Contractor  Grid Options  Add  Edit  Delete  History

<input type="checkbox"/> All	Corporation Name	Division Name	CAGE Cd	DoDAAC
<input type="checkbox"/>	LEIDOS INC.	DPAS GROUP	0KEJ0	Q10001
<input type="checkbox"/>	BPG LLC	BPG DIV-A2	BPG12	N00024
<input type="checkbox"/>	FAKE LLC	MADE UP DIVISION	FAKE1	FK1234

Selected  Page of  items per page 1 - 3 of 3 items 





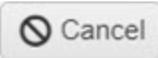
Add a Contractor

Navigation

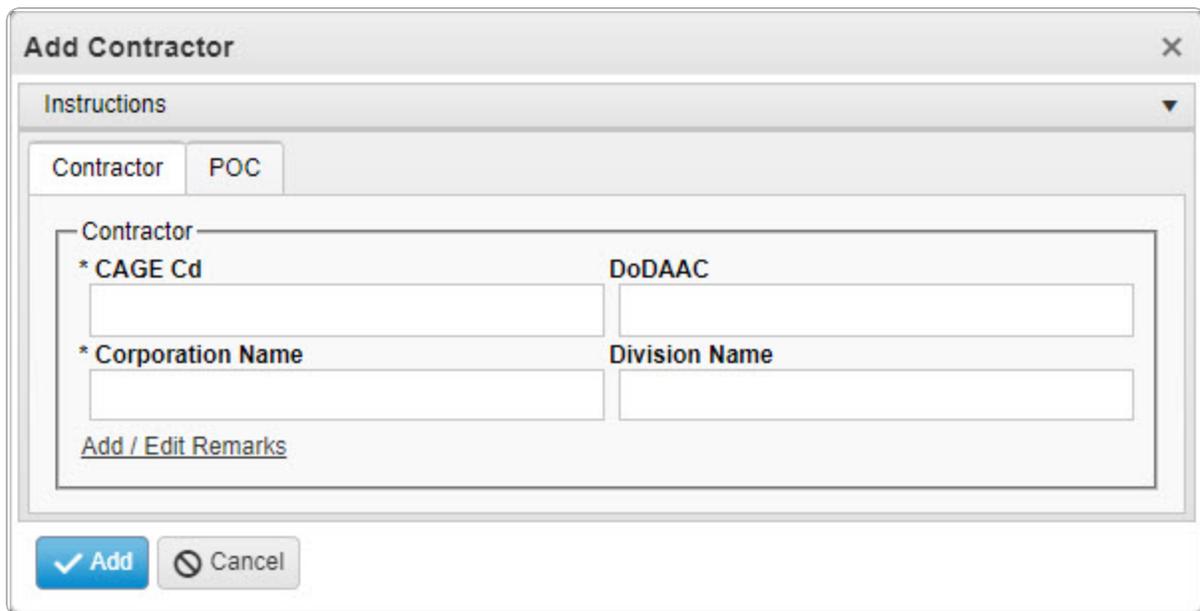
MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

Procedures

Add a Contractor

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

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



2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*



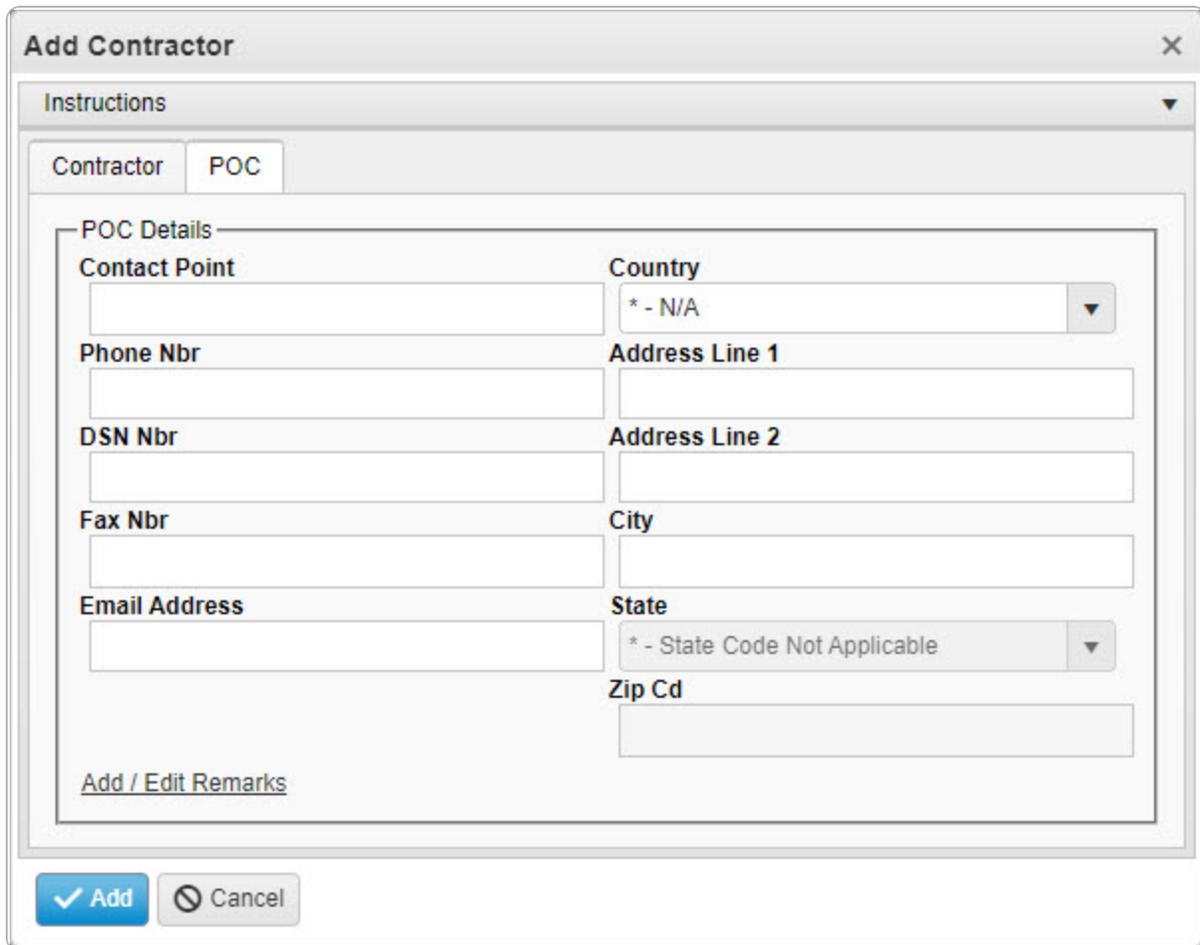


Select . The new Contractor record is saved, and appears in the Contractor results grid.

4.

OR

Select the POC Tab.



The screenshot shows a dialog box titled "Add Contractor" 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 two tabs: "Contractor" and "POC", with "POC" selected. The main area is titled "POC Details" and contains several input fields arranged in two columns:

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

At the bottom left of the form area is a link: [Add / Edit Remarks](#). At the bottom of the dialog box are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

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





Update a Contractor

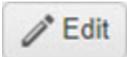
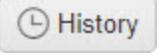
Navigation

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

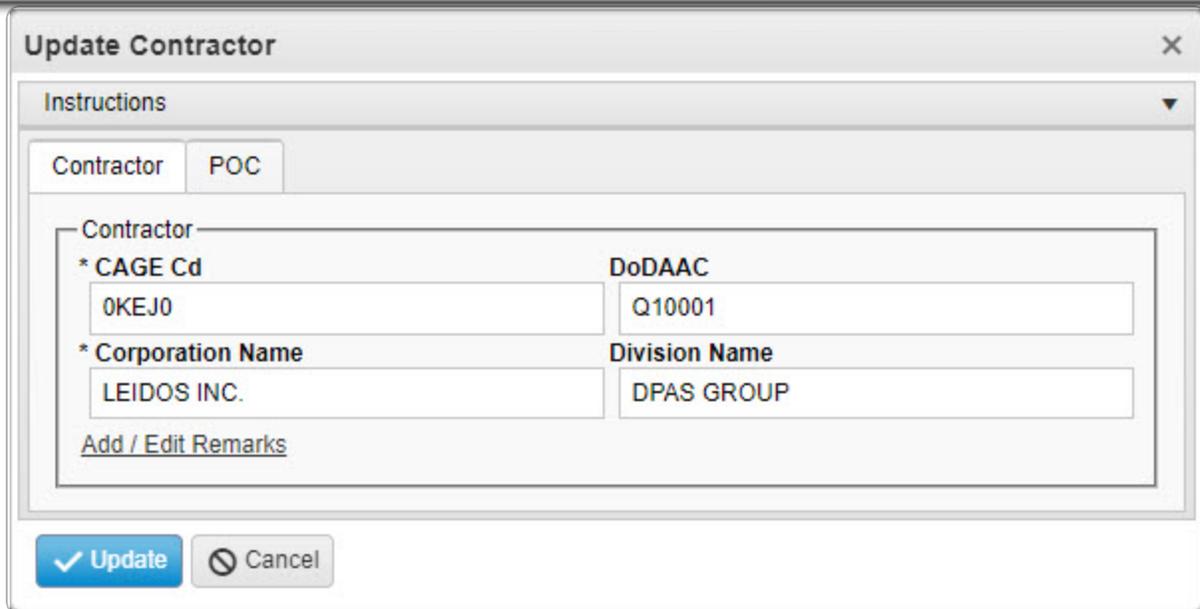
Procedures

Update a Contractor

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 Contractor is highlighted, and , , and  become available.*
2. Select . *The **Update Contractor** pop-up window displays, with the Contractor Tab available.*





The screenshot shows a dialog box titled "Update Contractor" 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 two tabs: "Contractor" (selected) and "POC". The main content area contains a form with the following fields:

Contractor	
* CAGE Cd	DoDAAC
0KEJ0	Q10001
* Corporation Name	Division Name
LEIDOS INC.	DPAS GROUP

Below the form is a link: [Add / Edit Remarks](#). At the bottom of the dialog are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

3. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*
4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

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

5.

OR

Select the POC Tab.





Update Contractor

Instructions

Contractor POC

POC Details

Contact Point	Country
BPG	US - UNITED STATES OF AMERICA
Phone Nbr	Address Line 1
555-1212	4640 E Trindle Rd
DSN Nbr	Address Line 2
Fax Nbr	City
	Camp Hill
Email Address	State
bpg@bpg.com	PA - Pennsylvania
	Zip Cd
	17011

[Add / Edit Remarks](#)

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





Delete a Contractor

Navigation

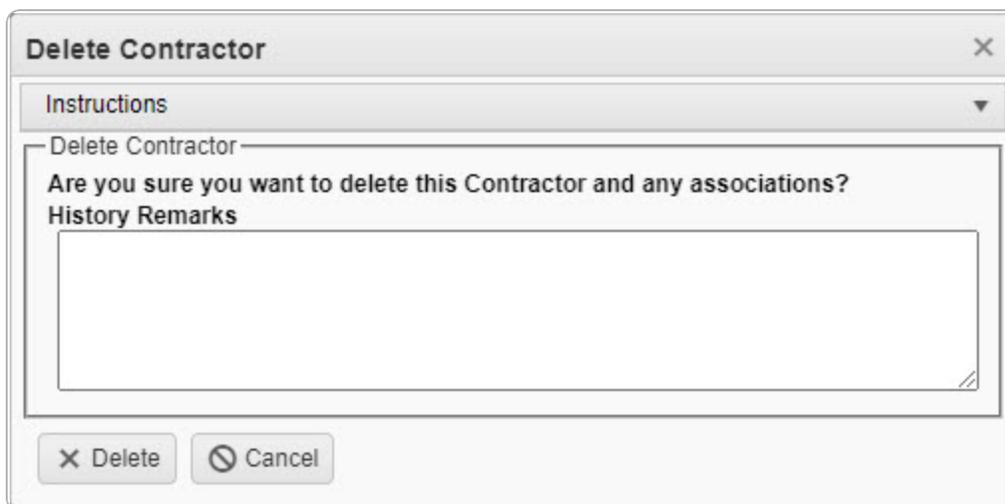
MASTER DATA MGMT > Contractor > (desired record) > > Delete Contractor pop-up window

Procedures

Delete a Contractor

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 Contractor is highlighted, and , , and become available.*
2. Select . *The **Delete Contractor** pop-up window appears.*



The screenshot shows a dialog box titled "Delete Contractor" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains the text "Delete Contractor" followed by the question "Are you sure you want to delete this Contractor and any associations?". Below this is a text area labeled "History Remarks" with a large empty box for input. At the bottom of the dialog are two buttons: "X Delete" and "Cancel".

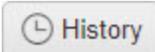
3. Select . *The Contractor record is removed.*





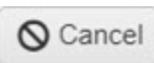
View the Contractor History

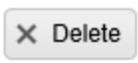
Navigation

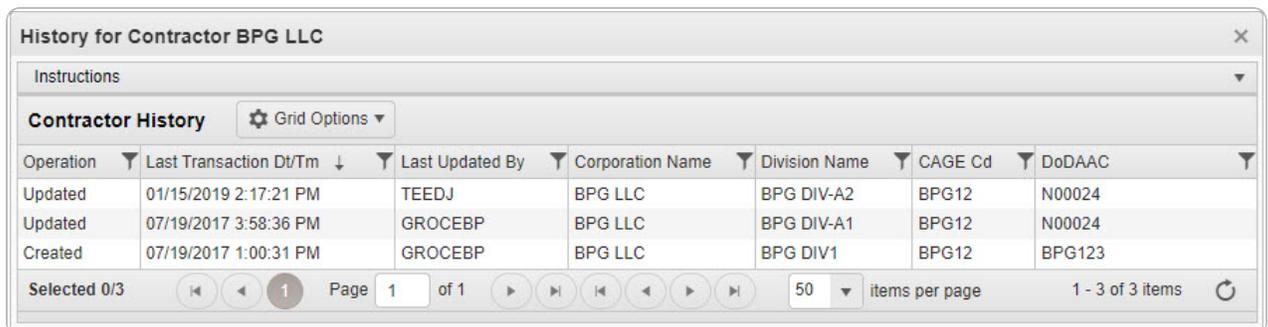
MASTER DATA MGMT > Contractor > (desired record) >  > History for Contractor pop-up window

Procedures

View the Contractor 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 Contractor is highlighted, and , , and  become available.*
- Select  next to the desired entry. *The **History for Contractor** pop-up window appears.*



Operation	Last Transaction Dt/Tm	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC
Updated	01/15/2019 2:17:21 PM	TEEDJ	BPG LLC	BPG DIV-A2	BPG12	N00024
Updated	07/19/2017 3:58:36 PM	GROCEBP	BPG LLC	BPG DIV-A1	BPG12	N00024
Created	07/19/2017 1:00:31 PM	GROCEBP	BPG LLC	BPG DIV1	BPG12	BPG123

- The information regarding the contractor record automatically populates and is not editable.*
- Select . *The Contractor History pop-up window closes.*

