



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.

Navigation

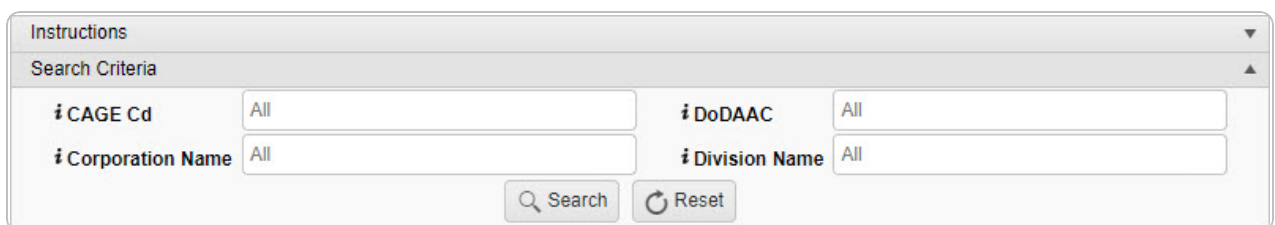
MASTER DATA MGMT > Contractor > Contractor page

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.

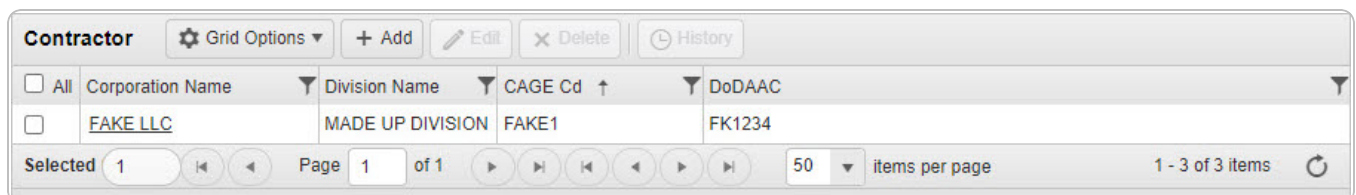


Instructions

Search Criteria

CAGE Cd DoDAAC
 Corporation Name Division Name

2. Select . The Search Results appear.



Contractor				
Corporation Name	Division Name	CAGE Cd	DoDAAC	
<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

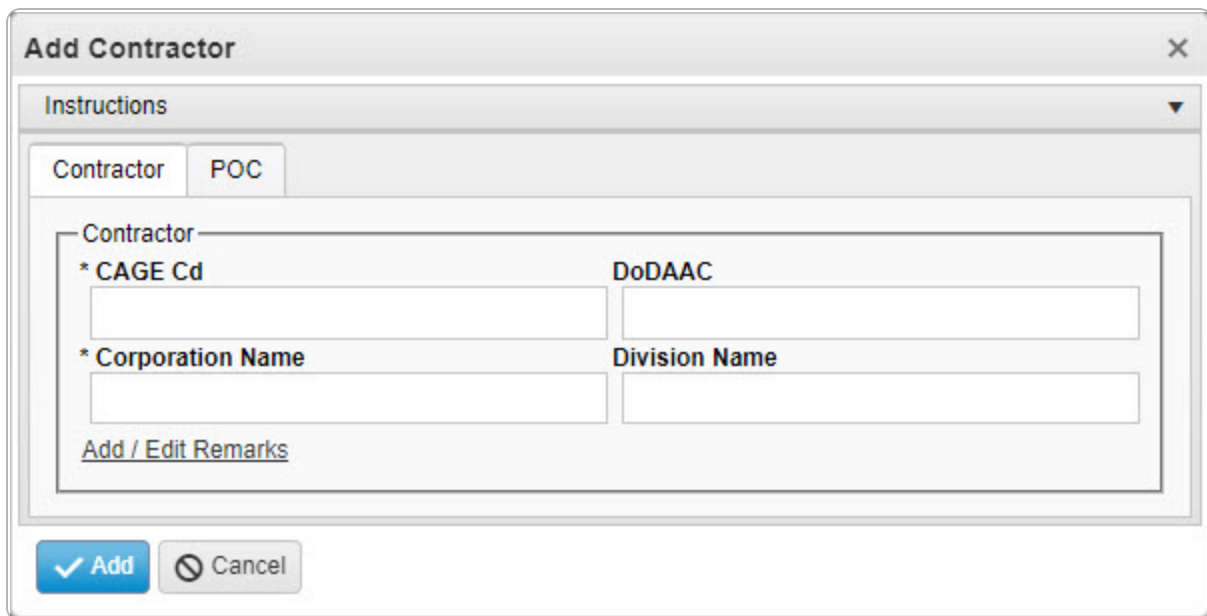
MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

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.*



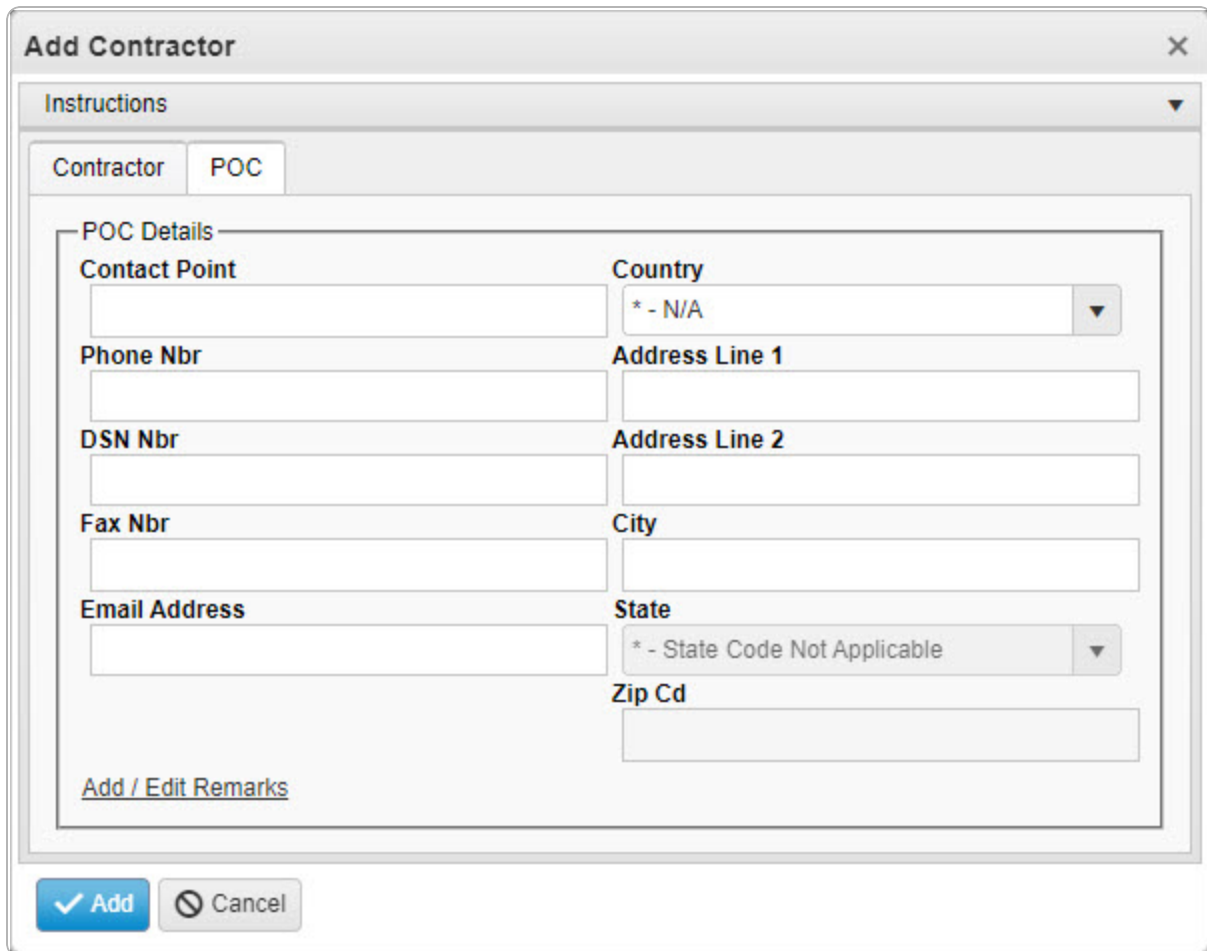


Select . The new Contractor record is saved, and appears in the Contractor results grid.

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" being the active tab. The main area is titled "POC Details" and contains several input fields arranged in two columns:

- Left column: "Contact Point", "Phone Nbr", "DSN Nbr", "Fax Nbr", "Email Address".
- Right column: "Country" (dropdown menu showing "* - N/A"), "Address Line 1", "Address Line 2", "City", "State" (dropdown menu showing "* - State Code Not Applicable"), "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: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

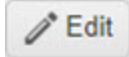
5. Select . The new Contractor record is saved, and appears in the Contractor results grid.






Update a Contractor

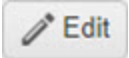
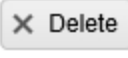
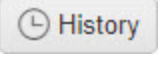

Navigation

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

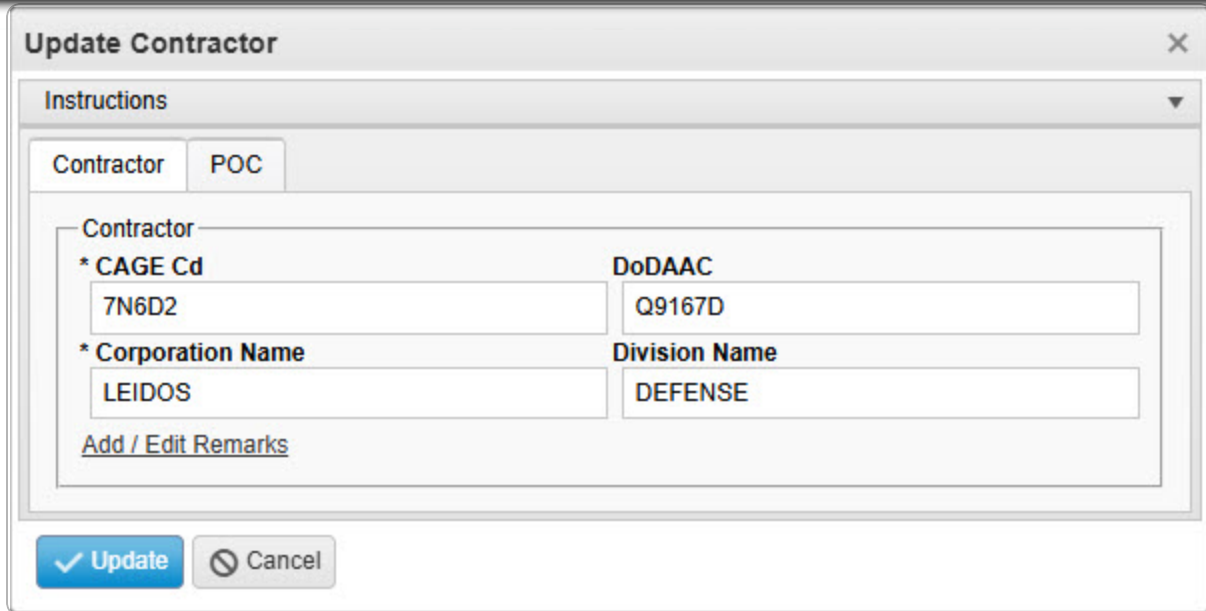
Procedures

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 is a section labeled "Instructions" with a dropdown arrow. There are two tabs: "Contractor" (selected) and "POC". The "Contractor" tab contains a form with the following fields:

Contractor	
* CAGE Cd	DoDAAC
7N6D2	Q9167D
* Corporation Name	Division Name
LEIDOS	DEFENSE

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

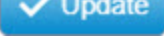
Instructions

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

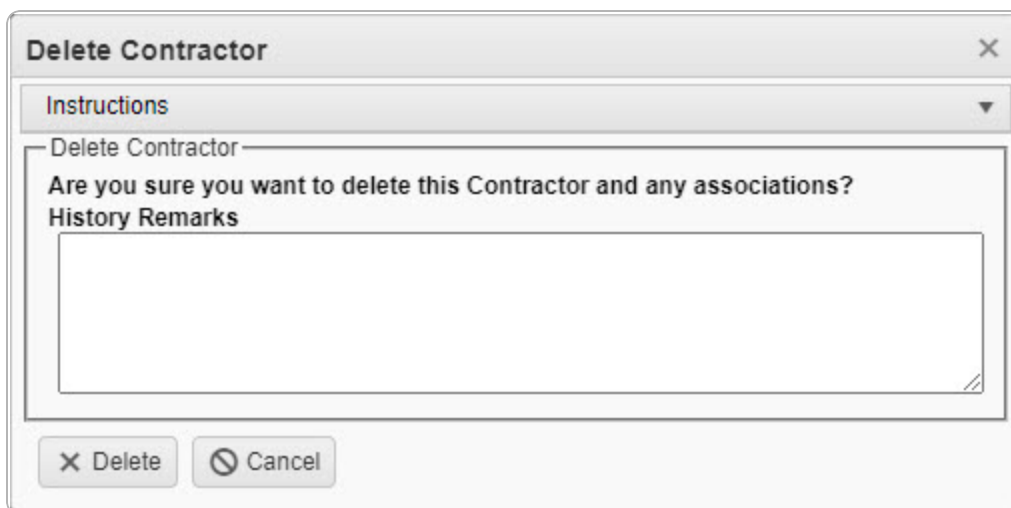
MASTER DATA MGMT > Contractor > (desired record) > > Delete Contractor pop-up window

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.*



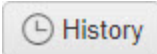
3. Select . *The Contractor record is removed.*






View the Contractor History

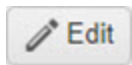
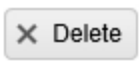
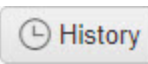
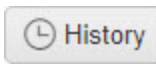
Navigation

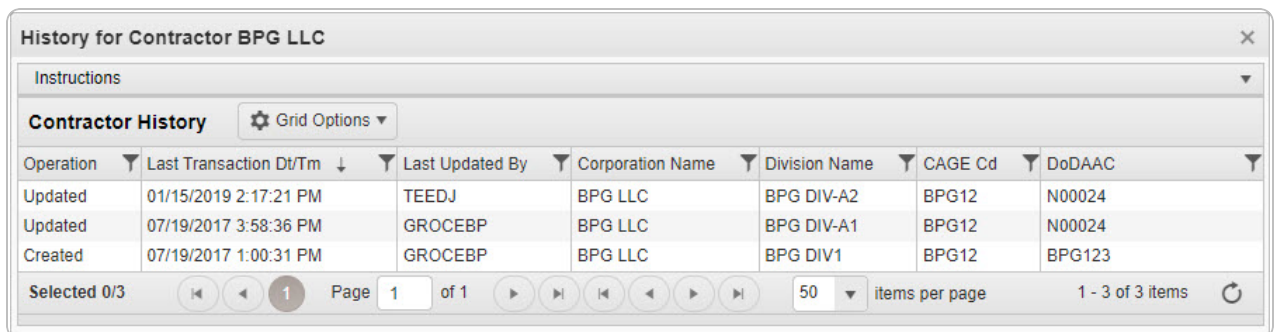
MASTER DATA MGMT > Contractor > (desired record) >  > History for Contractor pop-up window

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.*

