



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

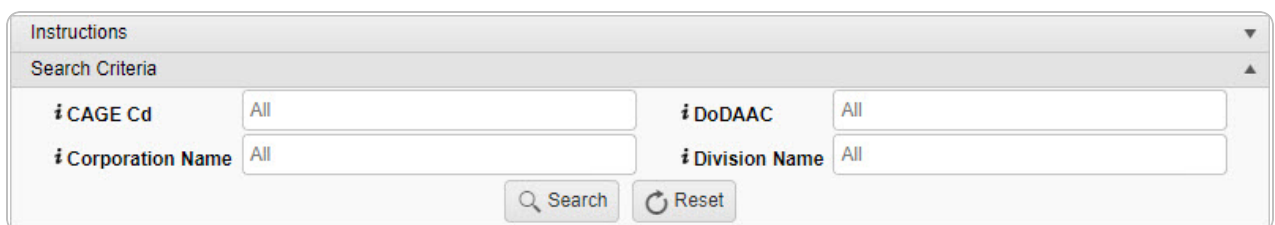
MASTER DATA MGMT > Contractor > Contractor page

Procedures

Search for a Contractor

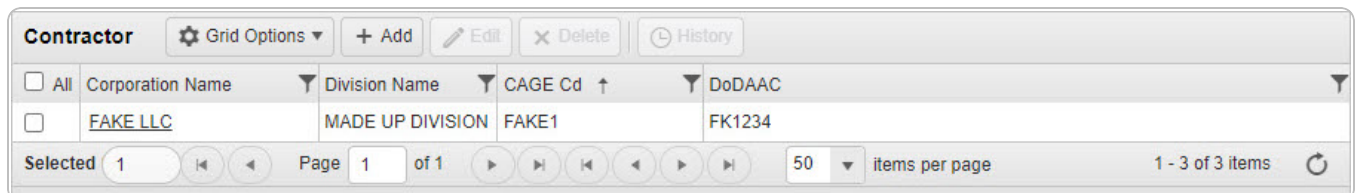
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



The screenshot shows a form titled "Search Criteria" with four input fields: "CAGE Cd", "DoDAAC", "Corporation Name", and "Division Name". Each field has a dropdown menu currently set to "All". Below the fields are "Search" and "Reset" buttons.

2. Select . The Search Results appear.



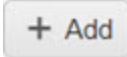
The screenshot shows a table titled "Contractor" with columns: "Corporation Name", "Division Name", "CAGE Cd", and "DoDAAC". The table contains one row of data: "FAKE LLC", "MADE UP DIVISION", "FAKE1", and "FK1234". Below the table is a pagination bar showing "Page 1 of 1", "50 items per page", and "1 - 3 of 3 items".





Add a Contractor

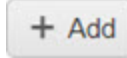
Navigation

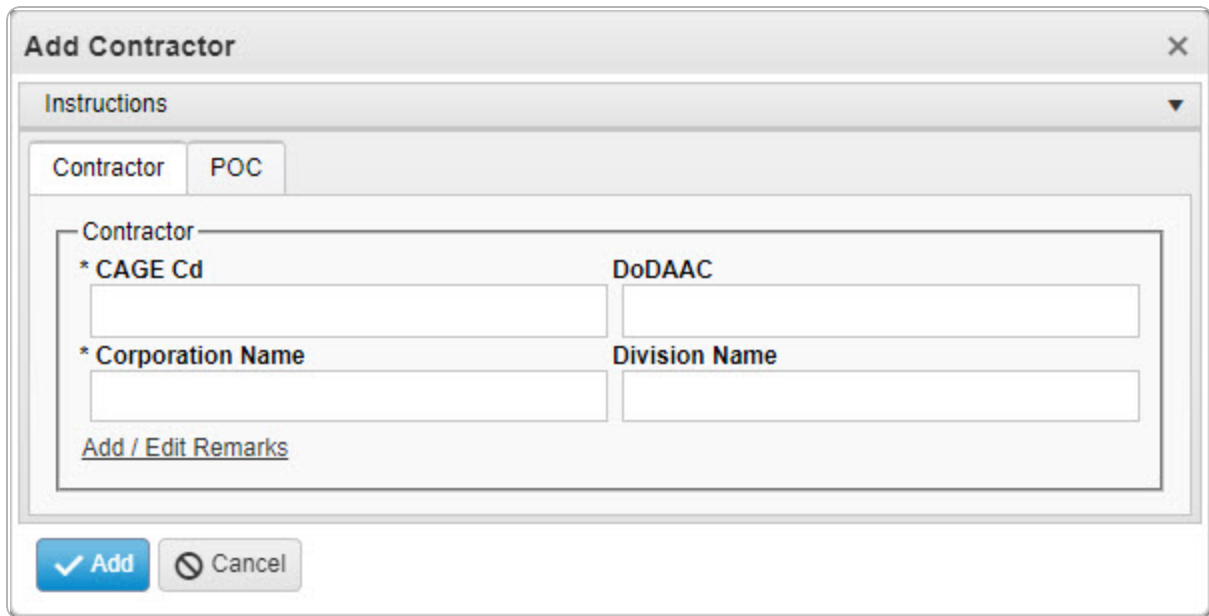
MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

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.*



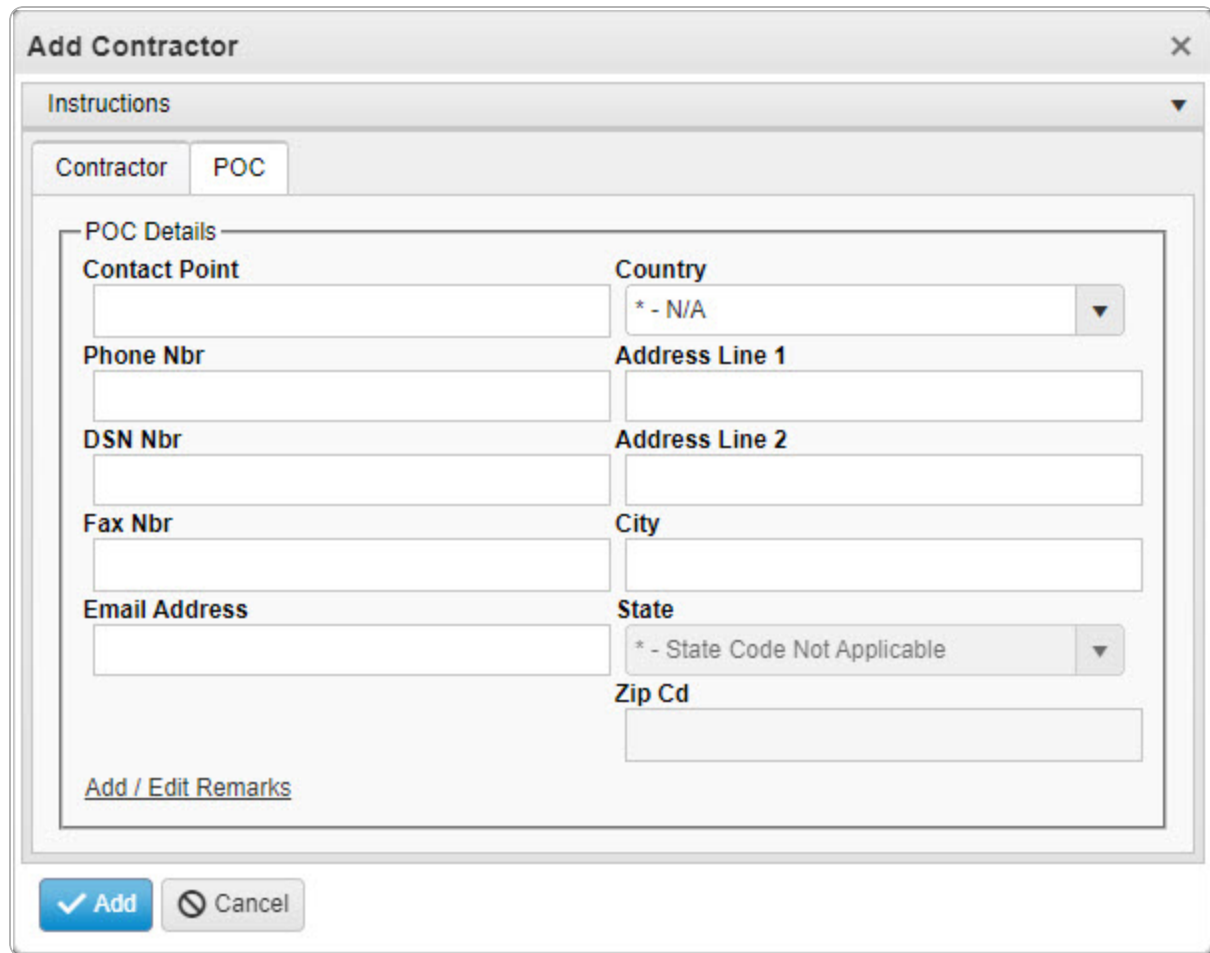


Select . The new Contractor record is saved, and appears in the Contractor results grid.

4.

OR

Select the POC Tab.



Add Contractor

Instructions

Contractor POC

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

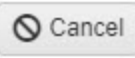
Email Address

State

* - State Code Not Applicable

Zip Cd

[Add / Edit Remarks](#)

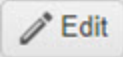
5. Select . The new Contractor record is saved, and appears in the Contractor results grid.





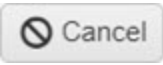
Update a Contractor

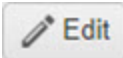
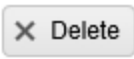
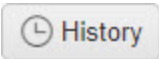
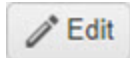
Navigation

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.





Help Reference Guide

Update Contractor

Instructions

Contractor

POC

Contractor

* CAGE Cd

7N6D2

DoDAAC

Q9167D

* Corporation Name

LEIDOS

Division Name

DEFENSE

[Add / Edit Remarks](#)

✓ Update

⊗ Cancel

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.





Help Reference Guide

Update Contractor [X]

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](#)

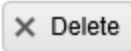
6. Select . The revised Contractor is saved, and the row appears green in the Contractor results grid.





Delete a Contractor

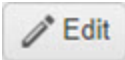
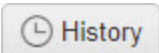
Navigation

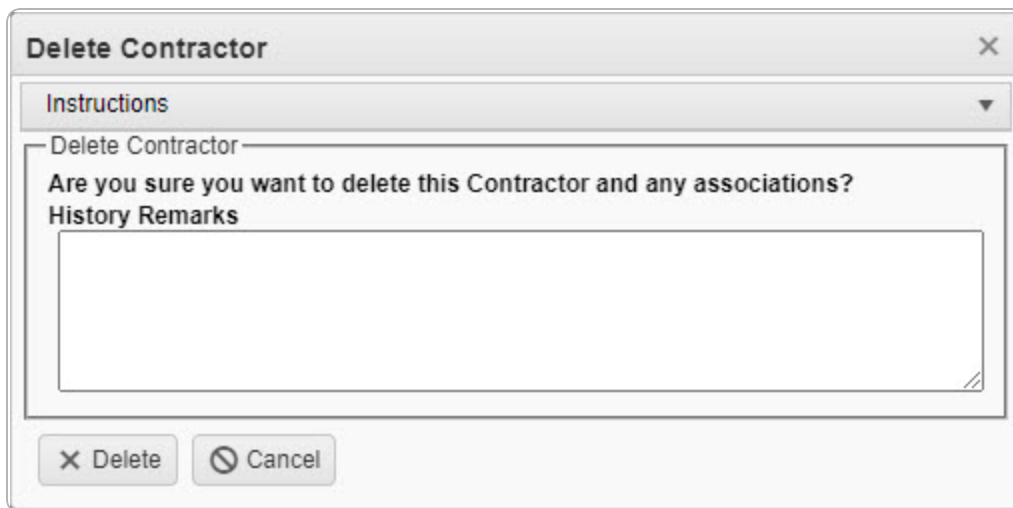
MASTER DATA MGMT > Contractor > ☐ (desired record) >  > Delete Contractor pop-up window

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.*



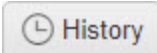
3. Select . *The Contractor record is removed.*





View the Contractor History

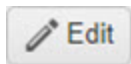
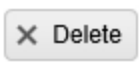
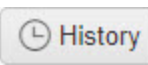
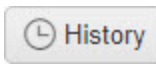
Navigation

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

Procedures

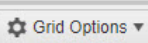
View the Contractor History

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

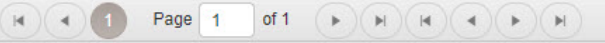
- Click ☐ to select the desired entry. The Contractor is highlighted, and , , and  become available.
- Select  next to the desired entry. The **History for Contractor** pop-up window appears.

History for Contractor BPG LLC

Instructions

Contractor History 

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

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

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

