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

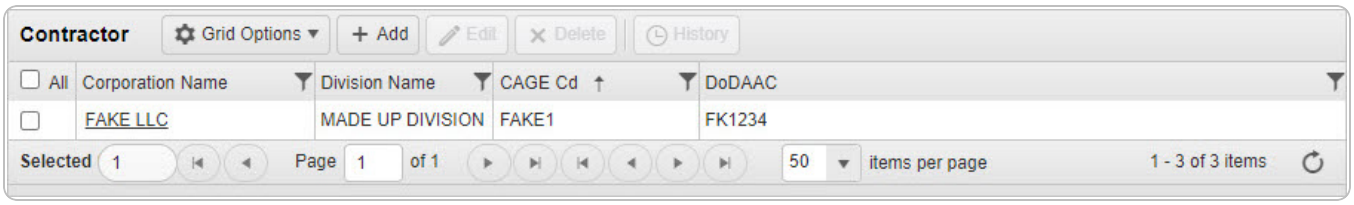
Search for a Contractor

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



Add a Contractor

Navigation

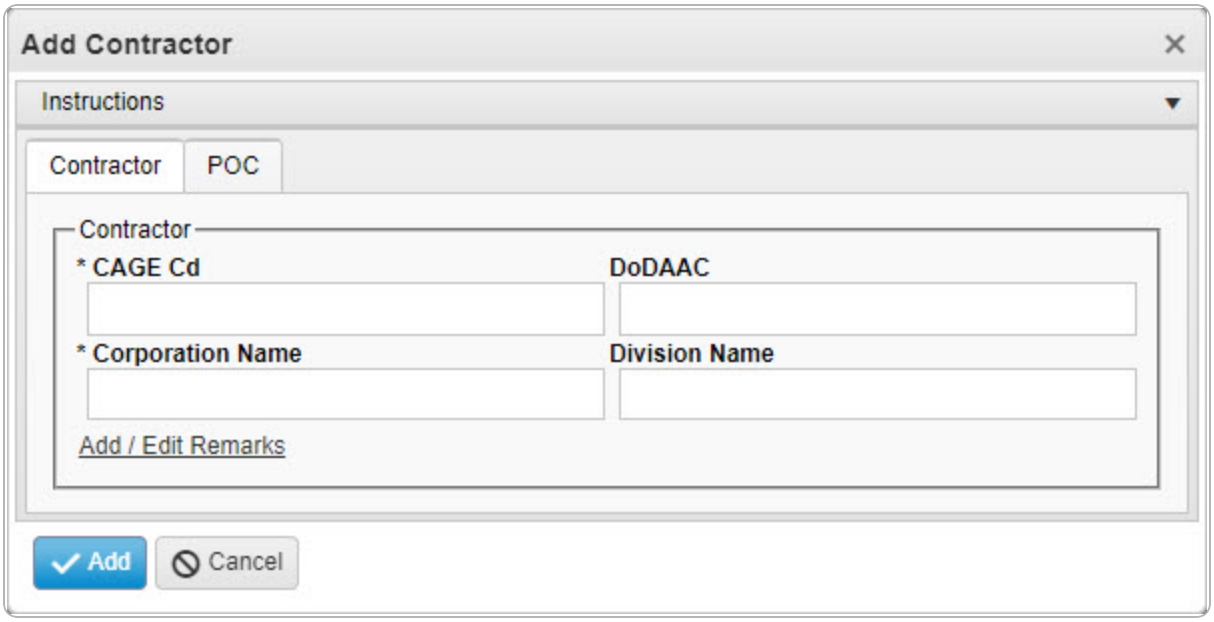
MASTER DATA MGMT > Contractor > + Add > Add Contractor pop-up window

Procedures

Add a Contractor

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 Contractor*** *pop-up window displays, with the Contractor Tab available.*



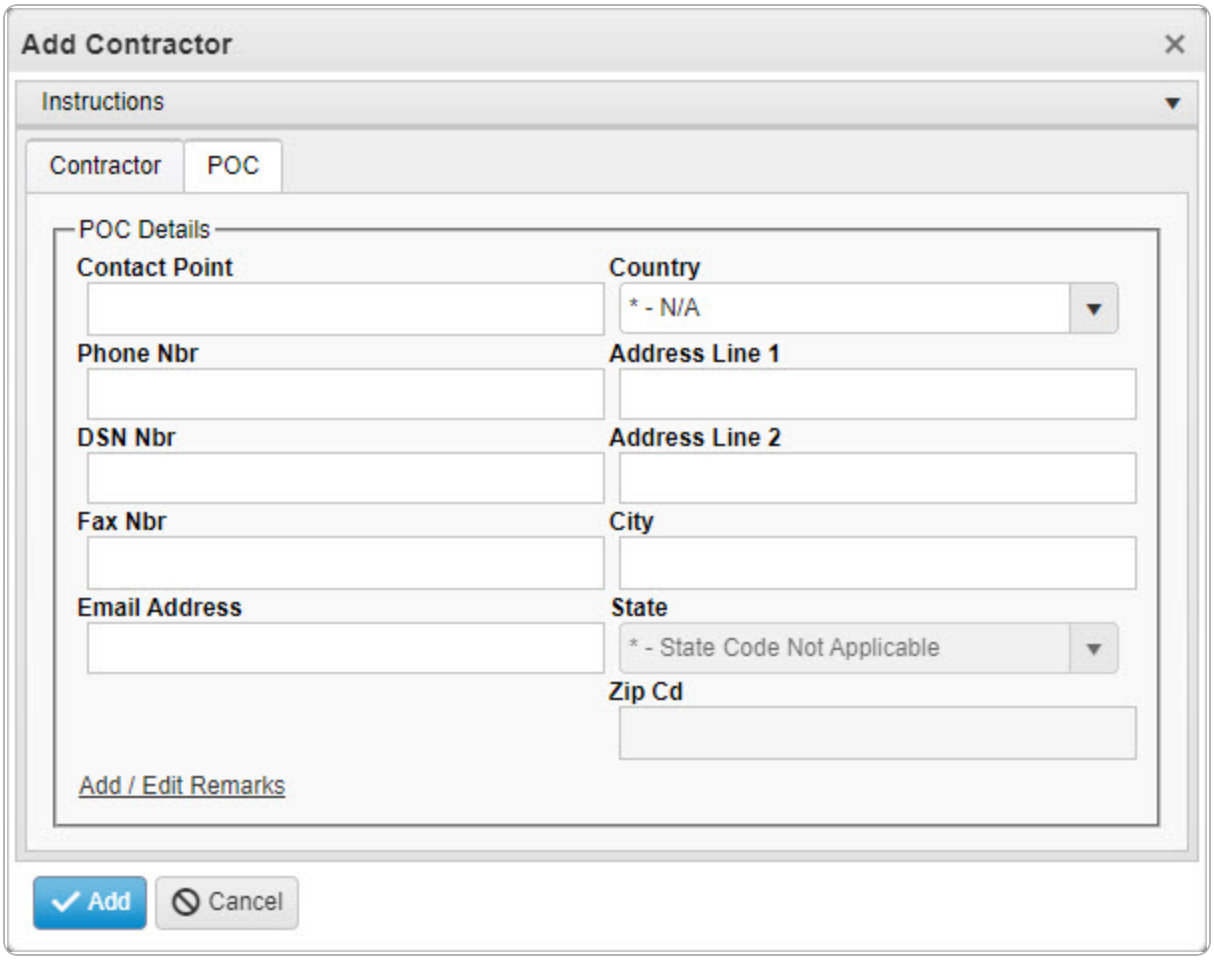
2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*

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

4.

OR

Select the POC Tab.



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

Update a Contractor

Navigation

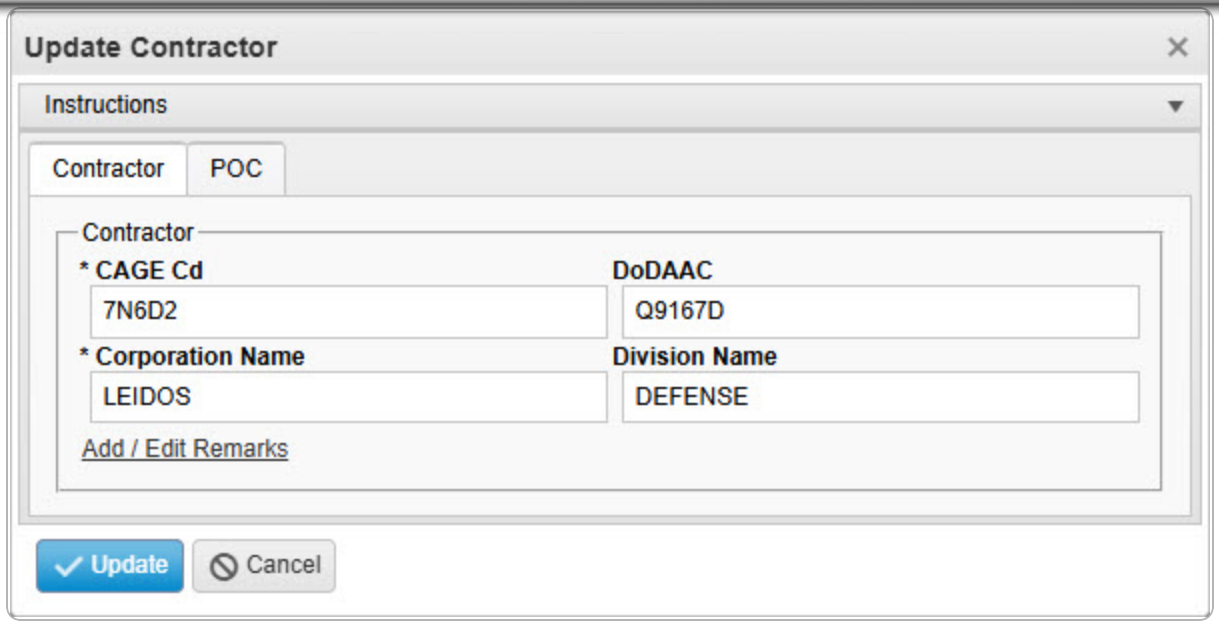
MASTER DATA MGMT > Contractor > ☐ (desired record) > Edit > Update Contractor pop-up window

Procedures

Update a Contractor

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



3. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*

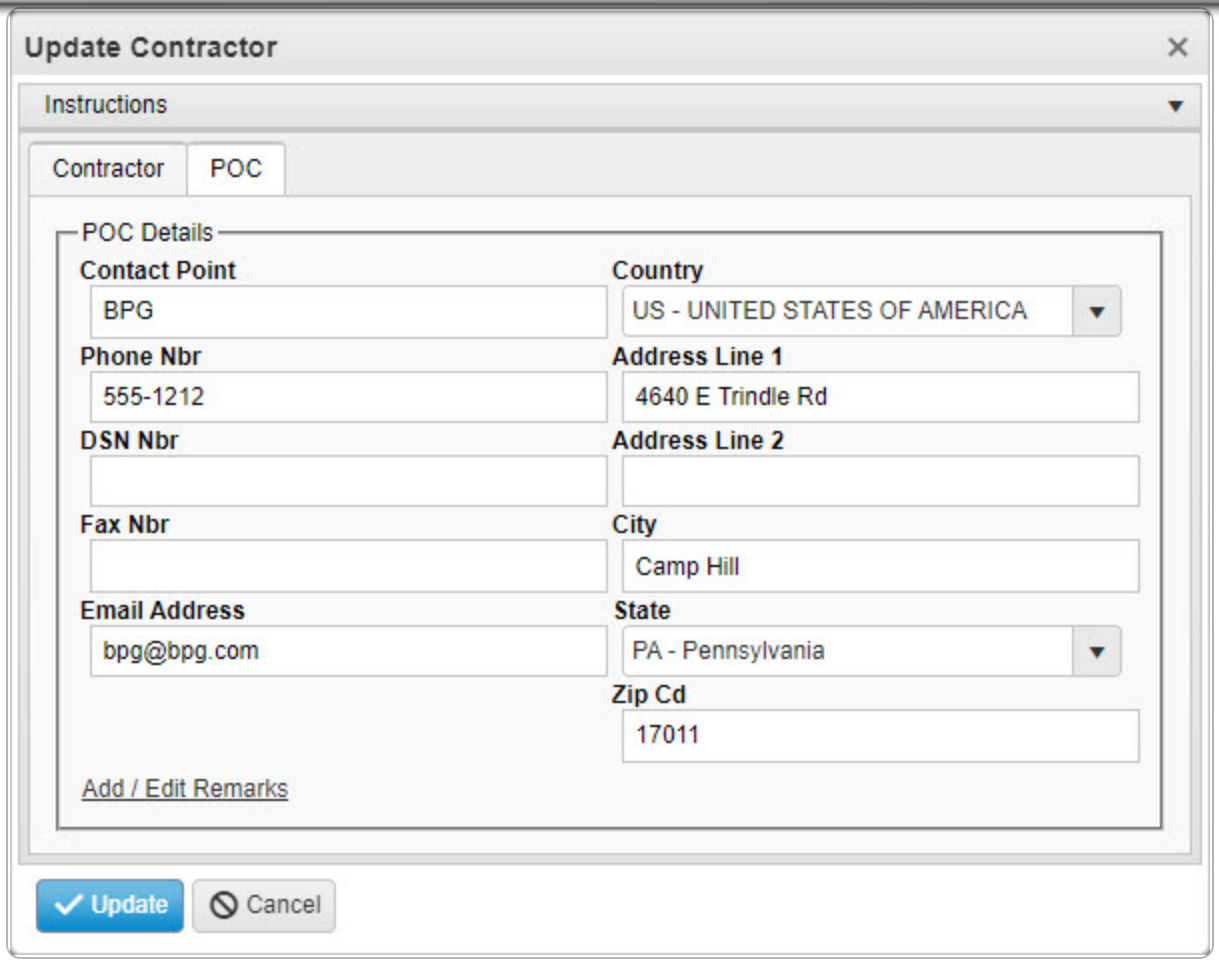
4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

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

5.

OR

Select the POC Tab.



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

Delete a Contractor

Navigation

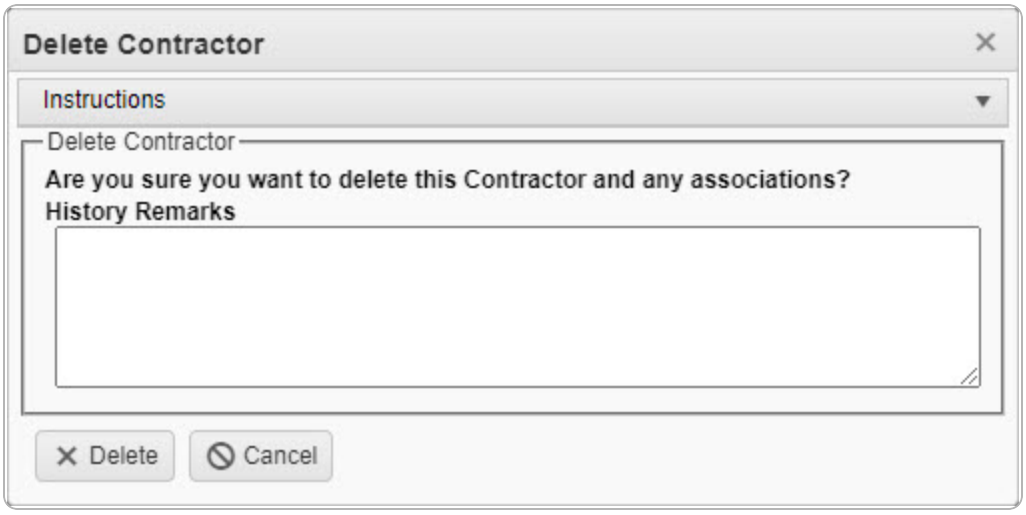
MASTER DATA MGMT > Contractor > ☐ (desired record) > ✕ Delete > Delete Contractor pop-up window

Procedures

Delete a Contractor

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



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

View the Contractor History

Navigation

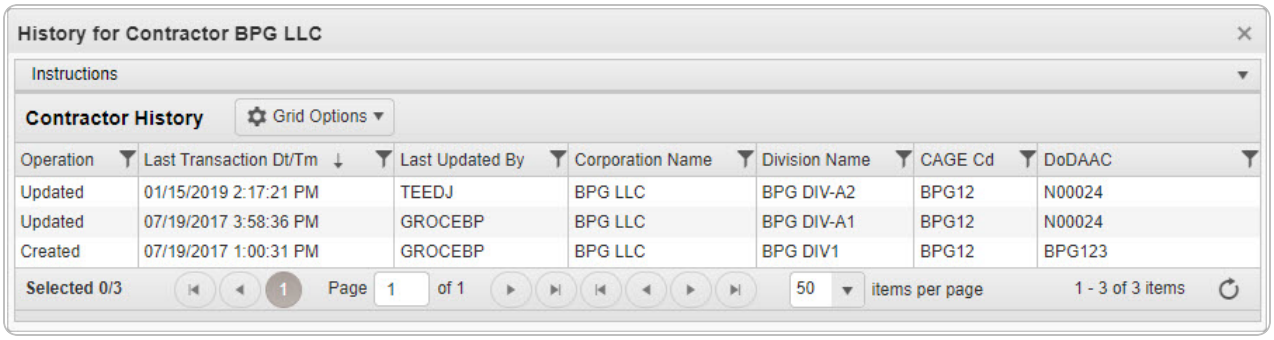
MASTER DATA MGMT > Contractor > ☐ (desired record) > History > History for Contractor pop-up window

Procedures

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



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