



Search for a Contract – Criteria

Overview

The Maintenance and Utilization module Contract process provides the ability to add, update or delete contract information. A contract consists of an agreement between the government and a manufacturer to supply equipment, parts and/or services. Contracts must be associated with a contractor and the contractor information must be entered before contracts are added in ELMS.

Navigation

Master Data > Contract > Contract Search Criteria 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 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 of the following optional fields.

Search Criteria

Contract Use Cd	<input type="text" value="G - Govt Furn Prop"/>	Delivery Order Nbr	<input type="text"/>
Contract Type Cd	<input type="text"/>	Contractor	<input type="text"/>
Contract Nbr	<input type="text"/>		





Help Reference Guide

2. Select . The **Search for a Contract – Results** page appears.

Search Criteria

Contract Use Cd G - Govt Furn Prop	Contract Nbr 12345678A1111	Contractor --	Delivery Order Nbr --
Contract Type Cd --			

Search Results

Update	Delete	Contract Nbr	Divry Ord Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	12345678A1111	12345658741236587	WIDGETS INTL	1KR41		07/15/2022	07/19/2022





Add a Contract

Navigation

Master Data > Contract > Search Criteria > > Contract Add page

Procedures

Add a Contract

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





1. Select . The **Add a Contract** page appears.

Add

<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Contract Use Cd</td> <td>G - Govt Furn Prop</td> </tr> <tr> <td>*Contract Type Cd</td> <td>OTA - Other Agreement</td> </tr> <tr> <td>*Contract Nbr</td> <td><input type="text" value="TESTTS45AHGFT"/></td> </tr> <tr> <td>Divy Ord Nbr</td> <td><input type="text"/></td> </tr> <tr> <td>*Contractor</td> <td><input style="border-bottom: 1px solid #ccc;" type="text" value="12345 - TEST"/></td> </tr> <tr> <td>*Contract Start Dt</td> <td><input style="border-bottom: 1px solid #ccc;" type="text" value=""/> </td> </tr> <tr> <td>Contract End Dt</td> <td><input style="border-bottom: 1px solid #ccc;" type="text" value=""/> </td> </tr> <tr> <td>*Issuing Ofc DoDAAC</td> <td><input type="text"/></td> </tr> <tr> <td>Issuing POC</td> <td><input type="text"/></td> </tr> <tr> <td>Issuing Phone Nbr</td> <td><input type="text"/></td> </tr> <tr> <td>Admin Ofc</td> <td><input type="text"/></td> </tr> </table>	Contract Use Cd	G - Govt Furn Prop	*Contract Type Cd	OTA - Other Agreement	*Contract Nbr	<input type="text" value="TESTTS45AHGFT"/>	Divy Ord Nbr	<input type="text"/>	*Contractor	<input style="border-bottom: 1px solid #ccc;" type="text" value="12345 - TEST"/>	*Contract Start Dt	<input style="border-bottom: 1px solid #ccc;" type="text" value=""/> 	Contract End Dt	<input style="border-bottom: 1px solid #ccc;" type="text" value=""/> 	*Issuing Ofc DoDAAC	<input type="text"/>	Issuing POC	<input type="text"/>	Issuing Phone Nbr	<input type="text"/>	Admin Ofc	<input type="text"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Admin Ofc Phone Nbr</td> <td><input type="text"/></td> </tr> <tr> <td>*Contract Admn DoDAAC</td> <td><input type="text"/></td> </tr> <tr> <td>Prop Admn</td> <td><input type="text"/></td> </tr> <tr> <td>Prop Admn Phone Nbr</td> <td><input type="text"/></td> </tr> <tr> <td>Prop Admn E-Mail Addr</td> <td><input type="text"/></td> </tr> <tr> <td>Attachment</td> <td><input type="button" value="Add Attachment"/></td> </tr> <tr> <td>Remarks</td> <td><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></td> </tr> <tr> <td>History Remarks</td> <td><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></td> </tr> </table>	Admin Ofc Phone Nbr	<input type="text"/>	*Contract Admn DoDAAC	<input type="text"/>	Prop Admn	<input type="text"/>	Prop Admn Phone Nbr	<input type="text"/>	Prop Admn E-Mail Addr	<input type="text"/>	Attachment	<input type="button" value="Add Attachment"/>	Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	History Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
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- A.** The *CONTRACT TYPE CD* automatically populates and is not editable.
- B.** Enter the *CONTRACT NBR* in the field provided. *This is a 19 alphanumeric character field.*
- C.** Use  to select the Contractor.
- D.** Use  to select the *CONTRACT START DT*, or enter the date (MM/DD/YYYY) in the field provided.
- E.** Enter the *ISSUING OFC DoDAAC* in the field provided. *This is a 6 alphanumeric character field.*
- F.** Enter the *Contract ADMN DoDAAC* in the field provided. *This is a 6 alphanumeric character field.*

2. Select . The **View the Contract Transaction Status** page appears.





Update a Contract

Navigation

Master Data > Contract > Search Criteria > > Search Results > Update hyperlink > Contract Update page

Procedures

Update a Contract

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





1. Select the Update hyperlink. The **Update a Contract** page appears.

Update

<p>Contract Use Cd G - GOVT FURN PROP</p> <hr/> <p>*Contract Type Cd GRT - Grant</p> <hr/> <p>*Contract Nbr <input type="text" value="TESTTT4HELP2"/></p> <hr/> <p>Divy Ord Nbr <input type="text"/></p> <hr/> <p>*Contractor <input style="border: 1px solid #ccc;" type="text" value="12345 - TEST"/></p> <hr/> <p>*Contract Start Dt <input style="border: 1px solid #ccc;" type="text" value="8/11/2022"/> </p> <hr/> <p>Contract End Dt <input style="border: 1px solid #ccc;" type="text" value="8/31/2022"/> </p> <hr/> <p>*Issuing Ofc DoDAAC <input type="text" value="GVT234"/></p> <hr/> <p>Issuing POC <input type="text"/></p> <hr/> <p>Issuing Phone Nbr <input type="text"/></p> <hr/> <p>Admn Ofc <input type="text"/></p>	<p>Admn Ofc Phone Nbr <input type="text"/></p> <hr/> <p>*Contract Admn DoDAAC <input type="text" value="TEST23"/></p> <hr/> <p>Prop Admn <input type="text"/></p> <hr/> <p>Prop Admn Phone Nbr <input type="text"/></p> <hr/> <p>Prop Admn E-Mail Addr <input type="text"/></p> <hr/> <p>Attachment <input type="button" value="Add Attachment"/></p> <hr/> <p>Attachment(s) No Attachments Available</p> <hr/> <p>Remarks <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <hr/> <p>History Remarks <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p>
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No Attachments Available

- A. Verify the **CONTRACT TYPE CD**.
- B. Update the **CONTRACT NBR**, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*
- C. Update the **CONTRACT START DT**, using or entering the date (MM/DD/YYYY) in the field provided.
- D. Update the **ISSUING OFC DoDAAC**, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- E. Update the **Contract ADMN DoDAAC**, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- F. Verify the Attachment.
 - a. Select . The **Add a Maintenance Attachment** page appears.





Note



"No Attachments Available" will only appear if there are no attachments added to the contract. The Attachment Files will appear after they are added through the Add Attachment process.

2. Select . The **View the Contract Transaction Status** page appears.





View the Contract Attachment

Navigation

Master Data > Contract > Search Criteria > > Search Results > Update hyperlink > Attachment(s) hyperlink > Contract Attachment Viewer page

Procedures

View the Contract Attachment

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

1. Select the Attachment(s) hyperlink. The **View the Contract Attachment Viewer** appears.



2. Select the document. The attachment opens for viewing in a pop-up window and the **Computer Downloads** pop-up window appears.
3. Select . The attachment is saved to the computer.





Delete a Contract

Navigation

Master Data > Contract > Search Criteria > > Search Results > Delete hyperlink > Contract Delete page

Procedures

Delete a Contract

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

1. Select the Delete hyperlink. The **Delete a Contract** page appears.

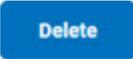
To complete delete action, select Delete; otherwise, select Cancel

Delete

Contract Use Cd	G - GOVT FURN PROP	Admn Ofc
*Contract Type Cd	GRT - Grant	Admn Ofc Phone Nbr
*Contract Nbr	TESTTT44HELP2	*Contract Admn DoDAAC
Divy Ord Nbr		TEST22
*Contractor	12345 - TEST	Prop Admn
*Contract Start Dt	<input type="text" value="8/11/2022"/>	Prop Admn Phone Nbr
Contract End Dt	<input type="text" value="8/31/2022"/>	Prop Admn E-Mail Addr
*Issuing Ofc DoDAAC	GVT234	Attachment
Issuing POC		<input type="button" value="Add Attachment"/>
Issuing Phone Nbr		Attachment(s)
No Attachments Available		No Attachments Available
		History Remarks
		<div style="border: 1px solid #ccc; height: 40px;"></div>





- A. Verify the *CONTRACT TYPE CD*.
 - B. Verify the *CONTRACT NBR*.
 - C. Verify the *Contractor*.
 - D. Verify the *CONTRACT START DT*.
 - E. Verify the *ISSUING OFC DoDAAC*.
 - F. Verify the *Contract ADMN DoDAAC*.
2. Select . The **View the Contract Transaction Status** page appears.

