



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 [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 of the following optional fields.

Search Criteria

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

[Reset](#) [Search](#) [Add](#)





Help Reference Guide

2. Select [Search](#). The **Contract Search 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

[Cancel](#) [Add](#)





Add a Contract

Navigation

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

Procedures

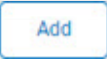
Add a Contract

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





Help Reference Guide

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

Add

Contract Use Cd	G - Govt Furn Prop	Admin Ofc Phone Nbr	
*Contract Type Cd	OTA - Other Agreement	*Contract Admn DoDAAC	
*Contract Nbr	TESTTS45AHGFT	Prop Admn	
Divy Ord Nbr		Prop Admn Phone Nbr	
*Contractor	12345 - TEST	Prop Admn E-Mail Addr	
*Contract Start Dt		Attachment	Add Attachment
Contract End Dt		Remarks	
*Issuing Ofc DoDAAC		History Remarks	
Issuing POC			
Issuing Phone Nbr			
Admin Ofc			

- 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 **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.





Help Reference Guide

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

Update

Contract Use Cd	G - GOVT FURN PROP	Admn Ofc Phone Nbr	
*Contract Type Cd	GRT - Grant	*Contract Admn DoDAAC	TEST23
*Contract Nbr	TESTTT4HELP2	Prop Admn	
Divy Ord Nbr		Prop Admn Phone Nbr	
*Contractor	12345 - TEST	Prop Admn E-Mail Addr	
*Contract Start Dt	8/11/2022	Attachment	Add Attachment
Contract End Dt	8/31/2022	Attachment(s)	No Attachments Available
*Issuing Ofc DoDAAC	GVT234	Remarks	
Issuing POC		History Remarks	
Issuing Phone Nbr			
Admn Ofc			

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 **Maintenance Attachment Add** 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 **Contract Transaction Status** page appears.





View the Contract Attachment

Navigation

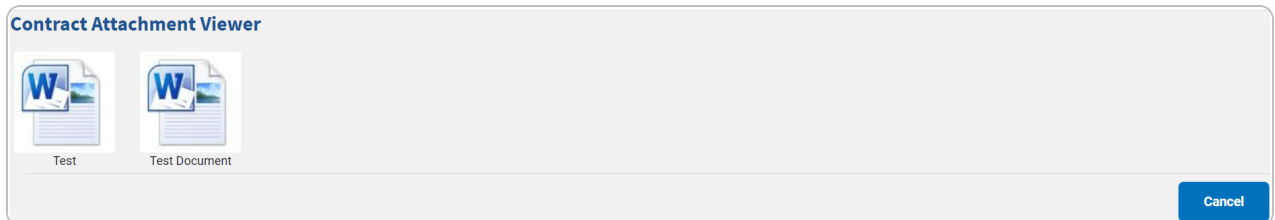
Master Data > Contract > Search Criteria > > Search Results > Update hyperlink
> Attachment(s) hyperlink > Contract Attachment Viewer page

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 **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 **Contract Delete** page appears.

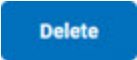
To complete delete action, select Delete; otherwise, select Cancel

Delete	
Contract Use Cd	G - GOVT FURN PROP
Admin Ofc	
*Contract Type Cd	GRT - Grant
Admin Ofc Phone Nbr	
*Contract Nbr	TESTTT44HELP2
*Contract Admin DoDAAC	TEST22
Divy Ord Nbr	
Prop Admin	
*Contractor	12345 - TEST
Prop Admin Phone Nbr	
*Contract Start Dt	8/11/2022
Prop Admin E-Mail Addr	
Contract End Dt	8/31/2022
Attachment	Add Attachment
*Issuing Ofc DoDAAC	GVT234
Attachment(s)	No Attachments Available
Issuing POC	
History Remarks	
Issuing Phone Nbr	
No Attachments Available	





Help Reference Guide

- 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 **Contract Transaction Status** page appears.

