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

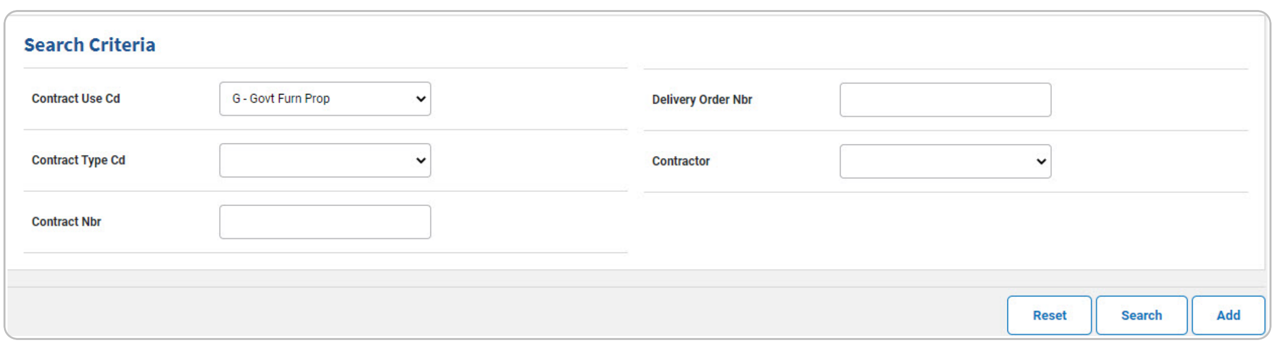
Procedures

Search for a Contract

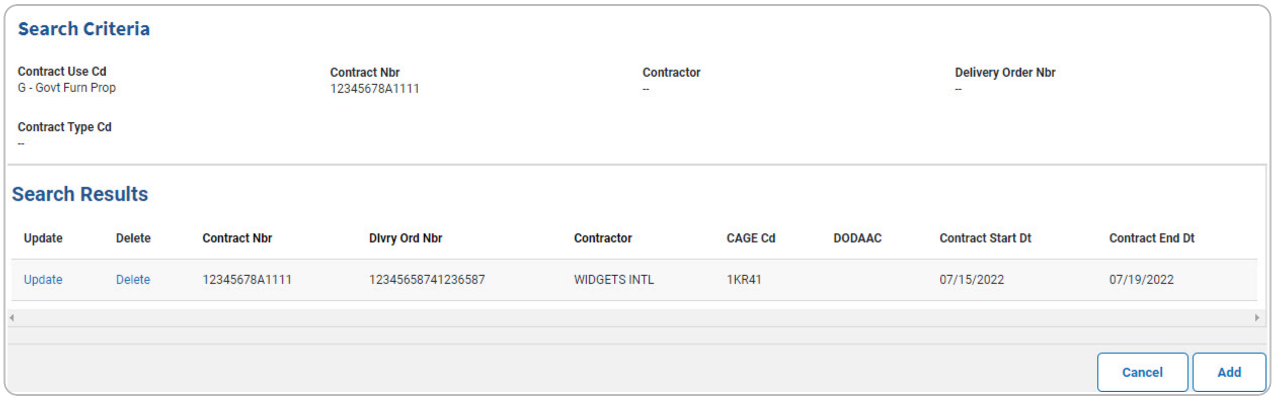
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 

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.



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	Dlvry 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

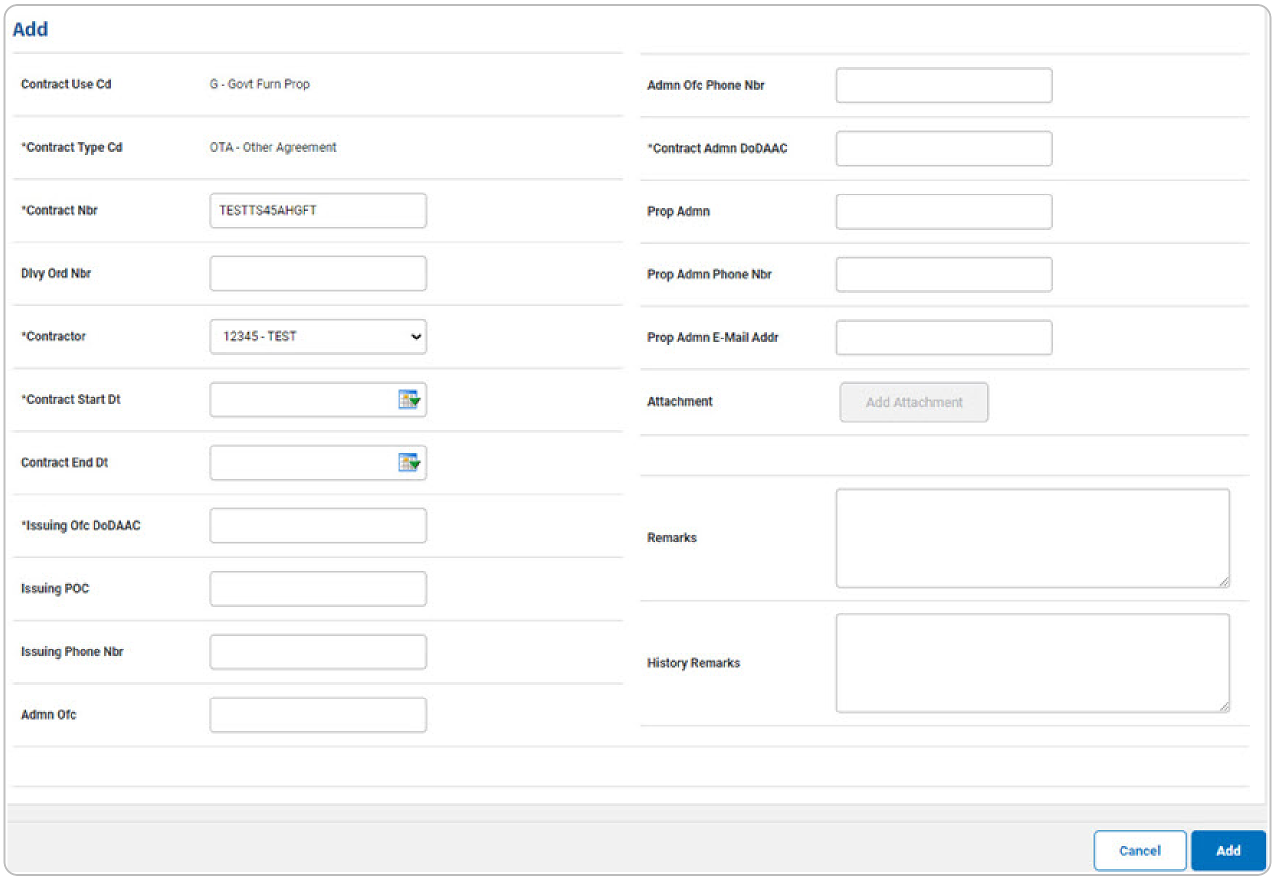
Master Data > Contract > Search Criteria > Add > Contract Add page

Procedures

Add a Contract

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

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



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 Add. *The **Contract Transaction Status** page appears.*

Update a Contract

Navigation

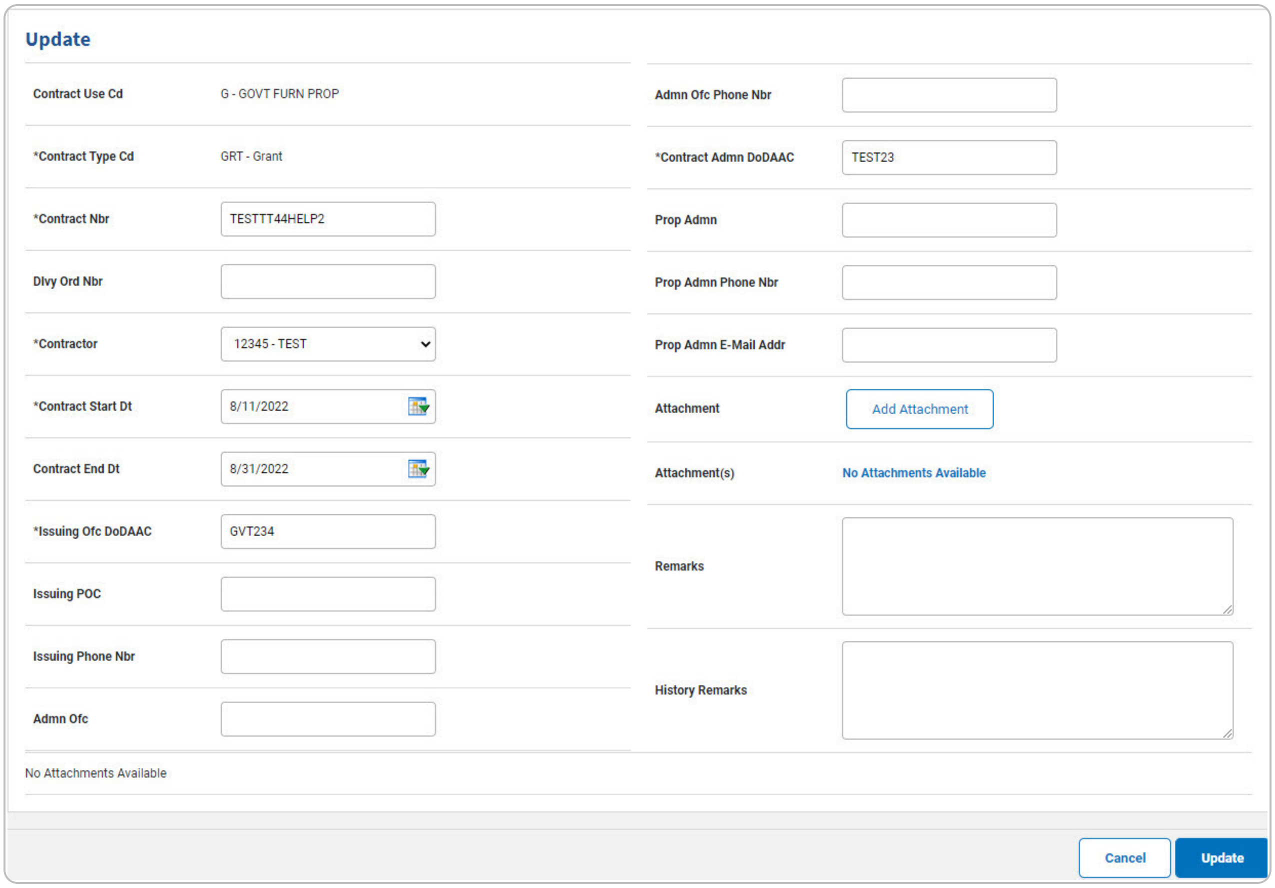
Master Data > Contract > Search Criteria > Search > Search Results > Update hyperlink > Contract Update page

Procedures

Update a Contract

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

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



A. *Verify the* C*ONTRACT* T*YPE* C*D.*

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 Add Attachment. *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 Update. *The **Contract Transaction Status** page appears.*

View the Contract Attachment

Navigation

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

Procedures

View the Contract Attachment

Selecting Cancel *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 Save. *The attachment is saved to the computer.*

Delete a Contract

Navigation

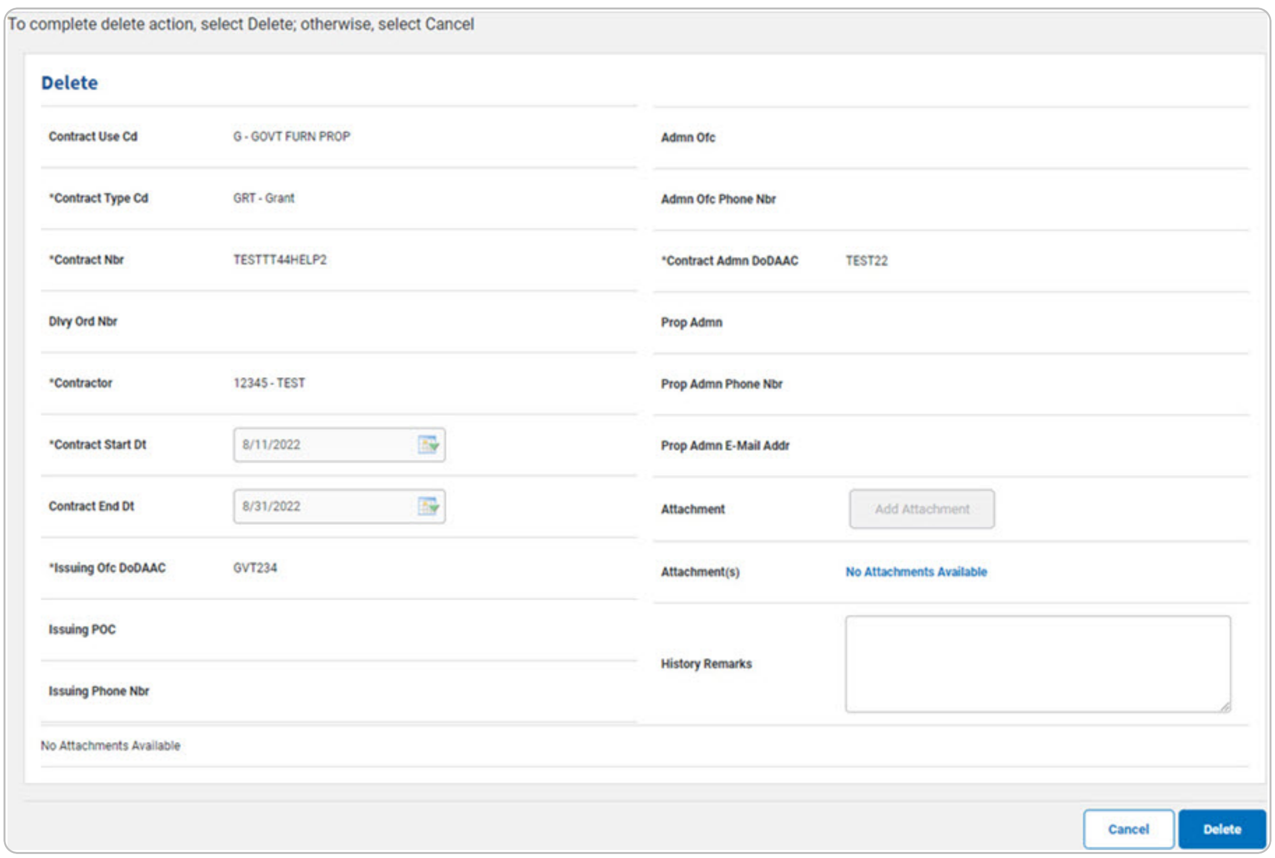
Master Data > Contract > Search Criteria > Search > Search Results > Delete hyperlink > Contract Delete page

Procedures

Delete a Contract

Selecting Cancel *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.*



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 Delete. *The* ***Contract Transaction Status*** *page appears.*