



# Search for a Contractor — Criteria

## Overview

The Maintenance and Utilization module Contractor process provides the ability to add, update or delete contractor information for personnel who receive Government-Furnished Property (GFP) or are responsible for warranties and manage entities that receive GFP assets by tracking furnished warranty, service, subscription and maintenance agreements.

## Navigation

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

**Search Criteria**

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
CAGE Cd			

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





## Help Reference Guide

2. Select [Search](#). The **Search for a Contractor — Results** page appears.

**Search Criteria**

Maint Activity / Owning UIC BROOKS MA / BROOKS	CAGE Cd 0JJH2	DODAAC --
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**Search Results**

Update	Delete	Maint Activity	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS MA	0JJH2	BAL310	MASN	HEADQUARTERS	Maryland	UNITED STATES OF AMERICA

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





# Add a Contractor

## Navigation

Master Data > Contractor > Search Criteria >  > Contractor Add page

## Procedures

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

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



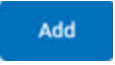
**Add**

Maint Activity / Owing UIC	BROOKS MA / BROOKS	DODAAC	<input type="text"/>
*CAGE Cd	<input type="text"/>	Division Name	<input type="text"/>
*Contractor	<input type="text"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text"/>	E-Mail Address	<input type="text"/>
Address 2	<input type="text"/>	Contractor Phone Nbr	<input type="text"/>
*City	<input type="text"/>	Remarks	<input type="text"/>
*State	<input type="text"/>	History Remarks	<input type="text"/>
*ZIP Cd	<input type="text"/>		
*Country Cd	<input type="text"/>		

- A. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- B. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*
- C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the City in the field provided. *This is a 22 alphanumeric character field.*





- E. Use  to select the State.
  - F. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
  - G. Use  to select the Country Cd.
2. Select . The **View the Contractor Transaction Status** page appears.





# Update a Contractor

## Navigation

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

## Procedures

### Update a Contractor

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 Contractor** page appears.

**Update**

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
*CAGE Cd	12345	Division Name	<input type="text"/>
*Contractor	<input type="text" value="TEST"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text" value="123 TEST AVENUE"/>	E-Mail Address	<input type="text"/>
Address 2	<input type="text"/>	Contractor Phone Nbr	<input type="text"/>
*City	<input type="text" value="MECHANICSBURG"/>	Remarks	<input type="text"/>
*State	<input type="text" value="PA-Pennsylvania"/>	History Remarks	<input type="text" value="CONTRACTOR HAS BEEN RE-ADDED"/>
*ZIP Cd	<input type="text" value="17055"/>		
*Country Cd	<input type="text" value="US-UNITED STATES OF AMERIC."/>		







**A.** Verify the CAGE Cd.

**Note**



The **CAGE Cd** cannot be updated. If the CAGE Cd was entered in error, the incorrect Contractor record must be deleted and a new record created.

- B.** Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- C.** Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
- D.** Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*
- E.** Update the State, using  to select the desired state.
- F.** Update the ZIP Cd, entering the desired code in the field provided. *This is a 10 alphanumeric character field.*
- G.** Update the Country Cd, using  to select the desired code.

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





# Delete a Contractor

## Navigation

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

## Procedures

### Delete a Contractor

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 Contractor** page appears.


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

Delete		
Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC
*CAGE Cd	98765	Division Name
*Contractor	TEST 2	FAX Nbr
*Address 1	12345 TEST LANE	E-Mail Address
Address 2		Contractor Phone Nbr
*City	MECHANICSBURG	Remarks
*State	PA-Pennsylvania	History Remarks
*ZIP Cd	17055	
*Country Cd	US-UNITED STATES OF AMERICA	

1. Verify the CAGE Cd.
2. Verify the Contractor.





3. *Verify the Address 1.*
  4. *Verify the State.*
  5. *Verify the ZIP CD.*
  6. *Verify the COUNTRY CD.*
2. Select . The **View the Contractor Transaction Status** page appears.

