



# Search for a Contractor Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module Contractor Inquiry process provides the ability to search for Contractors.

## Navigation

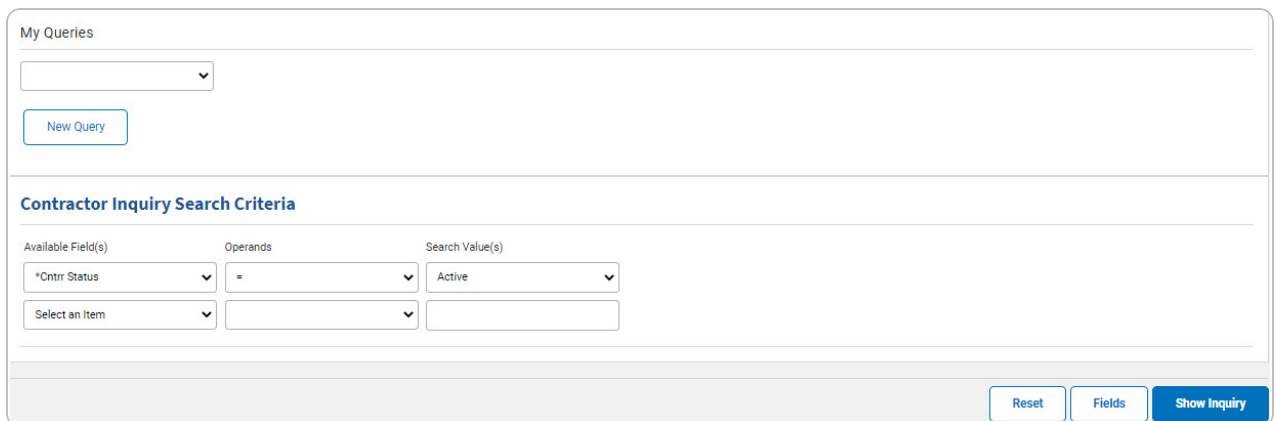
Inquiries > Master Data > Contractor > Contractor Inquiry Search Criteria page

## Procedures

### Search for a Contractor Inquiry — Criteria

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, choose which available field to use in the search.



The screenshot shows the 'Contractor Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Contractor Inquiry Search Criteria' section, which contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '\*Cntr Status' in the first column, '=' in the second, and 'Active' in the third. The second row shows 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.


2. Choose which Available Field(s) to use in the search.
  - A. The first Available Field(s) option (CNTRR Status) automatically populates and is not editable.






### Note





Adding another Available Field  automatically populates an additional search criteria row.


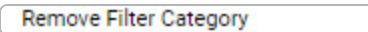
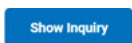
### Note



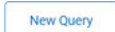
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
  - A. Use  to select the first Operands.
4. Choose which Search Value(s) to use in the search.
  - A. Use  to select the first Search Value.

### Remove an Available Field Row

- a. Use  to select desired Available Field.
  - b. Select . *The desired row is removed.*
5. Select . *The **Contractor Inquiry — Results** page appears.*

## Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





## Help Reference Guide

My Queries


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**Contractor Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
  3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.*
  4. Select . *The **Contractor Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Contractor Inquiry — Results** page appears.*

### Select a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*





## Help Reference Guide

My Queries

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**Contractor Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

2. Select  . The **Contractor Inquiry — Select Fields** page appears.
- OR

Select  . The **Contractor Inquiry — Results** page appears.

### Update a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, the search criteria fields change, and  is joined by  and .* The selected query information appears in the search criteria grid.

My Queries

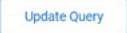


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**Contractor Inquiry Search Criteria**


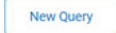
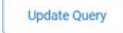
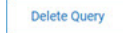
Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

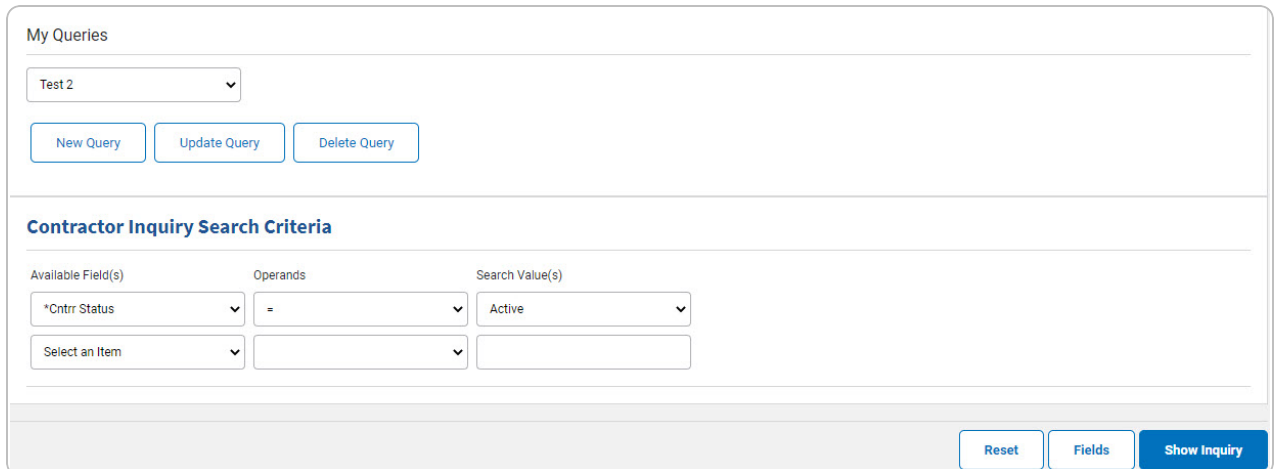





2. Select . *The query information is updated.*
3. Select . *The **Contractor Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Contractor Inquiry — Results** page appears.*

### Delete a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and  is joined by  and .* *The selected query information appears in the search criteria grid.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Contractor Inquiry Search Criteria' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '\*Cntrr Status' in the first column, '=' in the second, and 'Active' in the third. The second row shows 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

### Revise the Fields for the Inquiry

- Select . *The **Contractor Inquiry — Select Fields** page appears.*





## Search for a Contractor Inquiry — Results


### Navigation

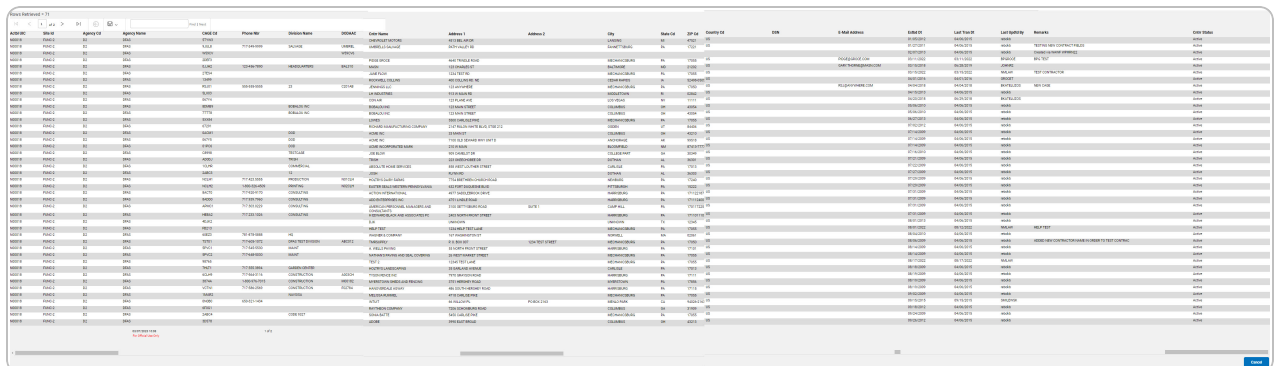
Inquiries > Master Data > Contractor > Search Criteria > [Show Inquiry](#) > Contractor Inquiry Search Results page

### Procedures

#### Export the Contractor Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.



#### Note



To reach the optional fields, refer to the Contractor Inquiry — Field Selection page.

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





### Search the Results

1. Select the empty field  Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

### View the Contractor Detail

Select the desired Contractor row. The **Contractor Inquiry Detail — Basic** page appears.





# Select Fields for the Contractor Inquiry

## Navigation

Inquiries > Master Data > Contractor > Search Criteria >  > Contractor Inquiry Fields Selection page

## Procedures

### Choose the Extracted Inquiry File Details

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.







## Help Reference Guide

1. Select Fields. The **Contractor Inquiry** page appears.

Extract Excel File ☒
Extract Text, Comma Separated File ☐

Extract Id:

Privacy Type: Private ▼

Selections: ▼ New Selection List

<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/> Site Id	The active Site Id the user has access to.
<input checked="" type="checkbox"/> Agency Cd	Indicates the agency code and name.
<input checked="" type="checkbox"/> Agency Name	The name assigned to the agency.
<input checked="" type="checkbox"/> CAIDE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
<input checked="" type="checkbox"/> Phone Nbr	Contractor Phone Number.
<input checked="" type="checkbox"/> Division Name	Contractor Division Name.
<input checked="" type="checkbox"/> DODAAC	A distinctive acquisition code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of material.
<input checked="" type="checkbox"/> Contr Name	The name of the Contractor.
<input checked="" type="checkbox"/> Address 1	Address of the Contractor.
<input checked="" type="checkbox"/> Address 2	Second Address of the Contractor.
<input checked="" type="checkbox"/> City	The name of the City where the Contractor is located.
<input checked="" type="checkbox"/> State Cd	The State where the contractor is located.
<input checked="" type="checkbox"/> ZIP Cd	The Zip Cd where the contractor is located.
<input checked="" type="checkbox"/> Country Cd	The name of the Country where the Contractor is located.
<input checked="" type="checkbox"/> DDN	Defense Switched Network.
<input checked="" type="checkbox"/> E-Mail Address	Electronic Mail Address of the Contractor.
<input checked="" type="checkbox"/> FAX Nbr	Contractor FAX Number.
<input checked="" type="checkbox"/> Tran Cd	This code identifies the type of transaction processed.
<input checked="" type="checkbox"/> Enbrd By	The name of the entry inserting this row.
<input checked="" type="checkbox"/> Enbrd Dt	The date this row was inserted into the database.
<input checked="" type="checkbox"/> Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
<input checked="" type="checkbox"/> Last Updtd By	Last Updated By (user id)
<input checked="" type="checkbox"/> Remarks	A text field available to record local information/reason for change to record.
<input checked="" type="checkbox"/> Contr Status	Flag signifies that the Contractor is Active or Deleted.

Cancel Reset Submit Show Inquiry

2. Choose the desired file type:

- Click ☒ to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an **.XLS** file.


**OR**

Click ☐ to select Extract Text, Comma Separated File. The extracted file on the **View Inquiry Extract** page is a **.CSV** file.




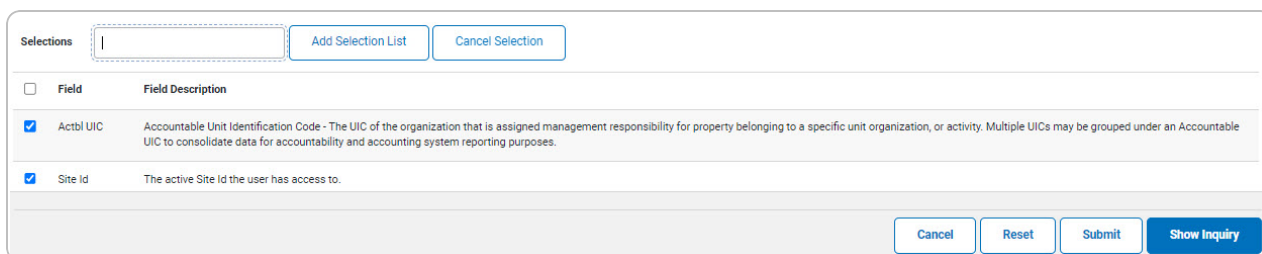


## Help Reference Guide

- Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

### Add a Selection List


- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*








Field	Field Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/> Site Id	The active Site Id the user has access to.

#### Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*  is replaced by  and .
- Select  for small volumes of data. *The **Contractor Inquiry — Results** page appears.*

**OR**

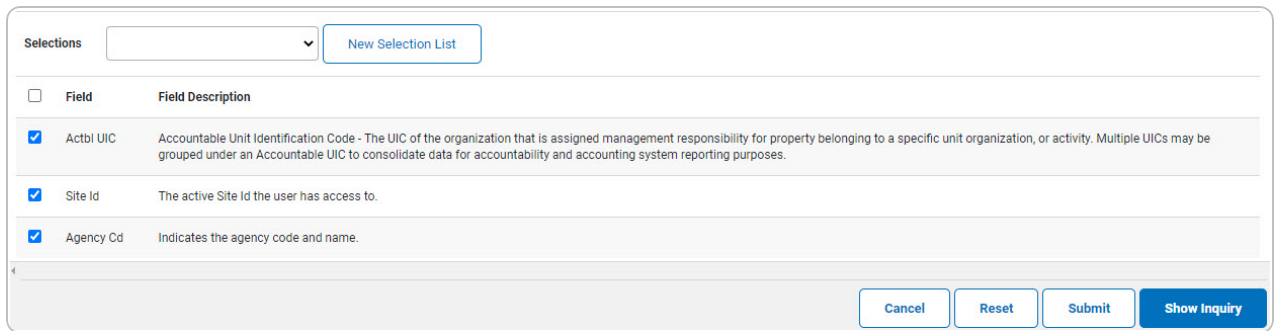
- Select  for large volumes of data. *The **Contractor Inquiry Transaction Status** page appears.*






### Use a Predetermined Field Selection List

1. Use  to display the Selection List.



Field	Field Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/> Site Id	The active Site Id the user has access to.
<input checked="" type="checkbox"/> Agency Cd	Indicates the agency code and name.





Select  for small volumes of data. *The **Contractor Inquiry — Results** page appears.*

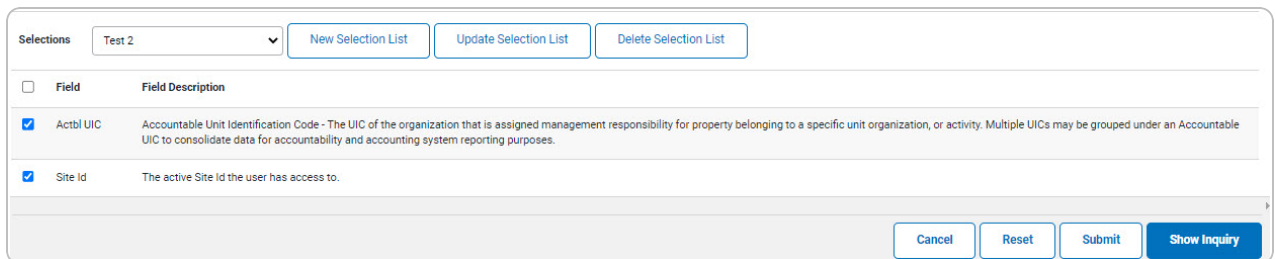
- 2.

**OR**


Select  for large volumes of data. *The **Contractor Inquiry Transaction Status** page appears.*

### Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*




Field	Field Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/> Site Id	The active Site Id the user has access to.

2. Select . *The page refreshes.*









Select  for small volumes of data. *The **Contractor Inquiry — Results** page appears.*

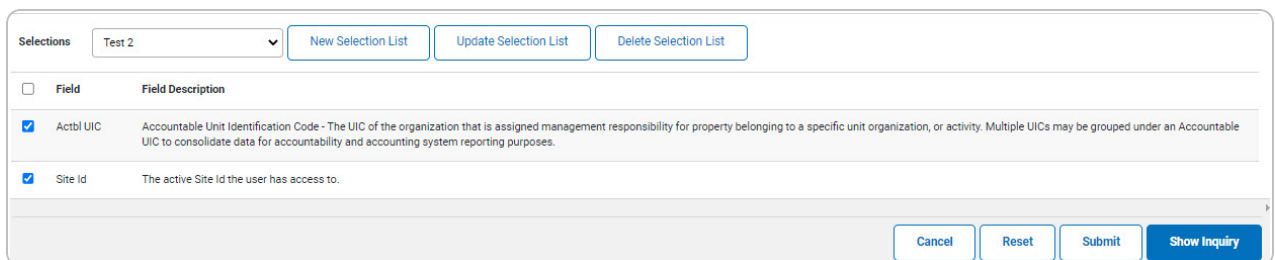
3.

**OR**

Select  for large volumes of data. *The **Contractor Inquiry Transaction Status** page appears.*

### Delete a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*




Field	Field Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/> Site Id	The active Site Id the user has access to.

2. Select . *The page refreshes and the list is immediately deleted.*

### Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

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. Select [Fields](#). The **Contractor Inquiry** page appears.

Extract Excel File

Extract Text, Comma Separated File

Extract Id

Privacy Type

Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Acctl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/>	Site Id	The active Site Id the user has access to.
<input checked="" type="checkbox"/>	Agency Cd	Indicates the agency code and name.
<input checked="" type="checkbox"/>	Agency Name	The name assigned to the agency.
<input checked="" type="checkbox"/>	CAIDE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
<input checked="" type="checkbox"/>	Phone Nbr	Contractor Phone Number.
<input checked="" type="checkbox"/>	Division Name	Contractor Division Name.
<input checked="" type="checkbox"/>	DODAAC	A distinctive acquisition code assigned to identify specific units, activities, and organizations, non-DOD and contract activities engaged in the requisitioning, receiving, and billing of material.
<input checked="" type="checkbox"/>	Contr Name	The name of the Contractor.
<input checked="" type="checkbox"/>	Address 1	Address of the Contractor.
<input checked="" type="checkbox"/>	Address 2	Second Address of the Contractor.
<input checked="" type="checkbox"/>	City	The name of the City where the Contractor is located.
<input checked="" type="checkbox"/>	State Cd	The State where the contractor is located.
<input checked="" type="checkbox"/>	ZIP Cd	The Zip Cd where the contractor is located.
<input checked="" type="checkbox"/>	Country Cd	The name of the Country where the Contractor is located.
<input checked="" type="checkbox"/>	DDN	Defense Switched Network.
<input checked="" type="checkbox"/>	E-Mail Address	Electronic Mail Address of the Contractor.
<input checked="" type="checkbox"/>	FAX Nbr	Contractor FAX Number.
<input checked="" type="checkbox"/>	Tran Cd	This code identifies the type of transaction processed.
<input checked="" type="checkbox"/>	Entbd By	The name of the entity inserting this row.
<input checked="" type="checkbox"/>	Entbd Dt	The date this row was inserted into the database.
<input checked="" type="checkbox"/>	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
<input checked="" type="checkbox"/>	Last Updtd By	Last Updated By (user id)
<input checked="" type="checkbox"/>	Remarks	A text field available to record local information/reason for change to record.
<input checked="" type="checkbox"/>	Contr Status	Flag signifies that the Contractor is Active or Deleted.

Cancel

Reset

Submit

Show Inquiry

2. Select the fields required for the inquiry. *The first 25 fields are automatically selected.*


### Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.





Select  for small volumes of data. The ***Contractor Inquiry — Results*** page appears.

3.

**OR**

Select  for large volumes of data. The ***Contractor Inquiry Transaction Status*** page appears.







# View the Contractor Inquiry Detail — Basic

## Navigation

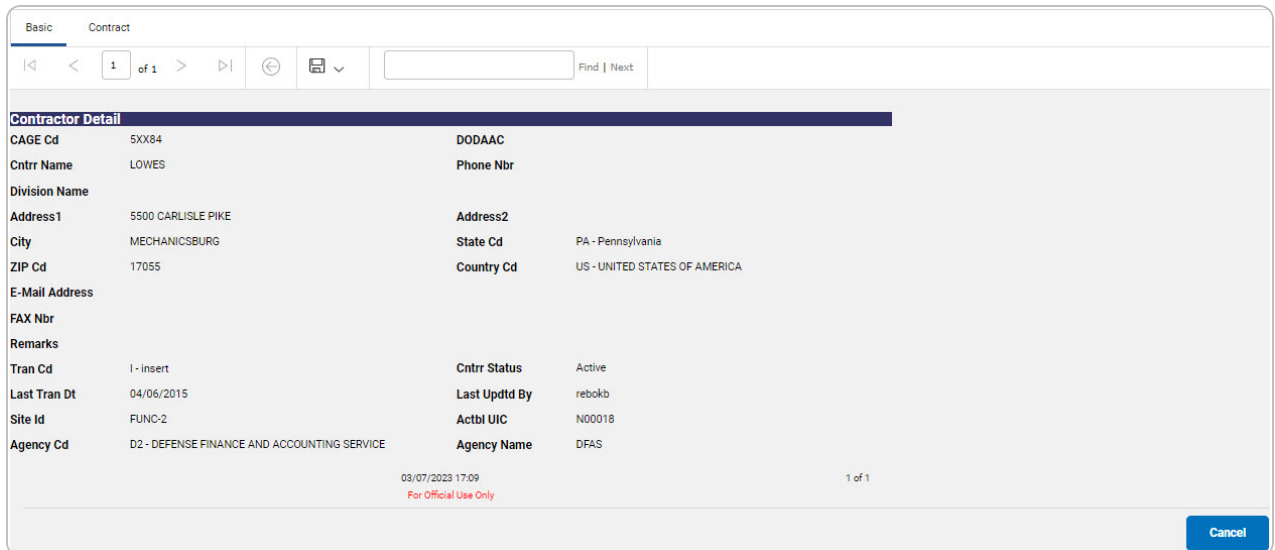
Inquiries > Master Data > Contractor > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Contractor Inquiry Detail — Basic page


## Procedures

### Export the Contractor Inquiry Detail — Basic

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

1. Verify the Basic Detail tab.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
4. Select [Cancel](#). The **Contractor Inquiry — Criteria** page appears.





OR

Select the Contract tab. The **Contractor Inquiry Detail — Contract** page appears.

### Search the Results

1. Select the empty field  Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*







# View the Contractor Inquiry Detail — Contract

## Navigation

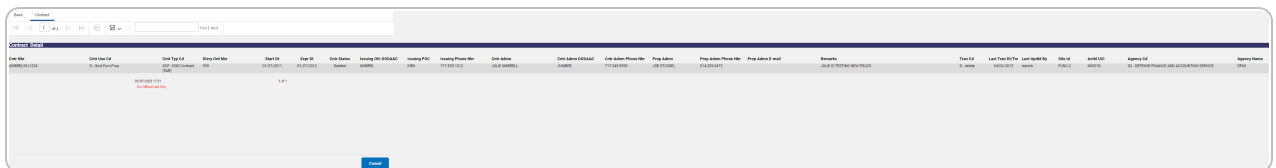
Inquiries > Master Data > Contractor > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Contract tab > Contractor Inquiry Detail — Contract page


## Procedures

### Export the Contractor Inquiry Detail — Contract

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

1. Verify the Basic Detail tab.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Contractor Inquiry — Criteria** page appears.
- OR

Select the Basic tab. The **Contractor Inquiry Detail — Basic** page appears.

### Search the Results

1. Select the empty field  Find | Next.
2. Enter the characters or words to search. Entries are not case sensitive.





## Help Reference Guide

3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

