



Search for a Contractor Inquiry — Criteria

Overview

The Property Accountability module Contractor Inquiry process provides the ability to search for Contractor records.

Navigation

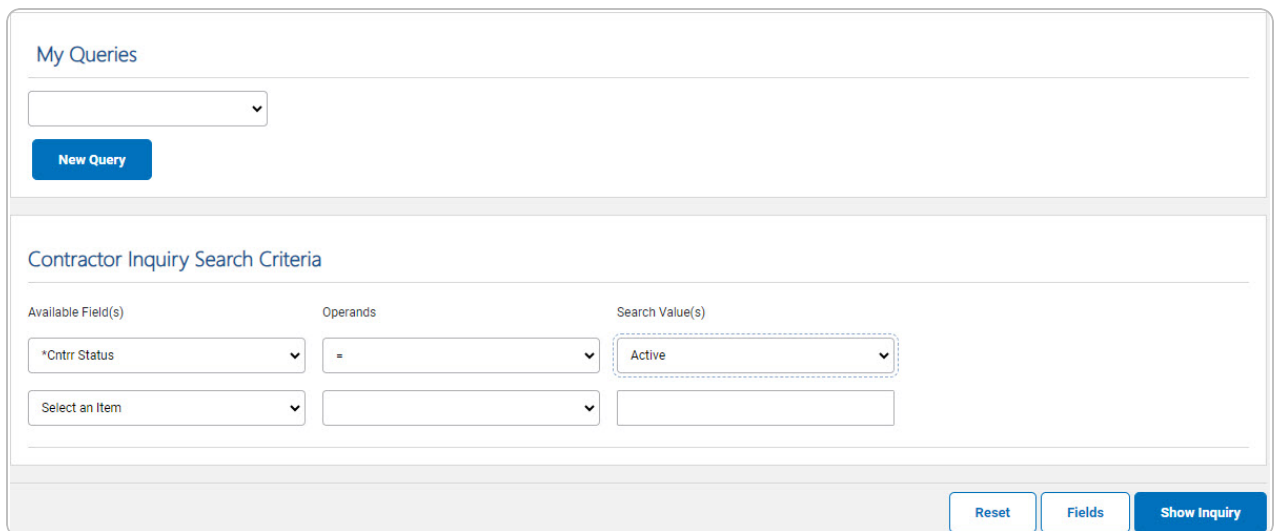
Inquiries > Master Data > Contractor > Contractor Inquiry Search Criteria page

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  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. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Ctrr 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, there 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 (SITE ID) automatically populates and is not editable.





- B. Use  to select the second Available Field.

Note



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

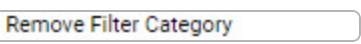
Note



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

Remove an Available Field Row

- a. Use  to select desired Available Field.
- b. Select . *The desired row is removed.*
5. Select . *The **Process Queue 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

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

Contractor Inquiry Search Criteria

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

[Reset](#) [Fields](#) [Show Inquiry](#)

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select [Add Query](#). The Query and the information entered in the Search Criteria grid are added to My Queries. Select [Cancel Query](#) to disregard the Query.
- Select [Fields](#). The **Contractor Inquiry — Select Fields** page appears.
- OR
- Select [Show Inquiry](#). The **Contractor Inquiry — Results** page appears.

Select a My Queries Inquiry

- 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

[New Query](#)

Contractor Inquiry Search Criteria

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

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Contractor Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). 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 [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Contractor Inquiry Search Criteria

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

Reset Fields Show Inquiry

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

Delete a My Queries Inquiry

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





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Contractor Inquiry Search Criteria

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

Reset Fields Show Inquiry

2. Select [Delete Query](#) . The query information is removed.

Revise the Fields for the Inquiry

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





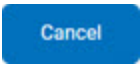
Search for a Contractor Inquiry — Results

Navigation

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

Procedures

Export the Contractor Inquiry Results

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

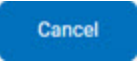
1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note



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

2. Select . The **Contractor Inquiry Search Criteria** page appears.

Search the Results

1. Select the empty field  .
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

Select the desired ACTBL UIC row. *The **Contractor Inquiry Basic Detail** 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.





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

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	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.
☒	Site Id	The active Site Id the user has access to.
☒	Agency Cd	Indicates the agency code and name.
☒	Agency Name	The name assigned to the agency.
☒	CAGE 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.
☒	Phone Nbr	Contractor Phone Number
☒	Division Name	Contractor Division Name.
☒	DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of materiel.
☒	Cntr Name	The name of the Contractor.





Help Reference Guide

☒	Address 1	Address of the Contractor.
☒	Address 2	Second Address of the Contractor.
☒	City	The name of the City where the Contractor is located.
☒	State Cd	The State where the contractor is located.
☒	ZIP Cd	The Zip Cd where the contractor is located.
☒	Country Cd	The name of the Country where the Contractor is located.
☒	DSN	Defense Switched Network.
☒	E-Mail Address	Electronic Mail Address of the Contractor.
☒	FAX Nbr	Contractor FAX Number.
☒	Tran Cd	This code identifies the type of transaction processed.
☒	Estbd By	The name of the entity inserting this row.
☒	Estbd Dt	The date this row was inserted into the database.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Last Updt By	Last Updated By (user id)
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Cntr Status	Flag signifies that the Contractor is Active or Deleted

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.*

- 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.*





Help Reference Guide

My Selections

☐	Field	Field Description
☒	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.
☒	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.

2. 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.

- 3.

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.

My Selections

New Selection List

☐	Field	Field Description
☒	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.
☒	Site Id	The active Site Id the user has access to.

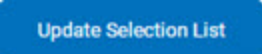
Select  for small volumes of data. *The **Contractor Inquiry — Results** page appears.*

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 .*

My Selections

Test 2

Delete Selection List

New Selection List

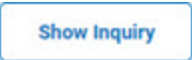
Update Selection List

☐	Field	Field Description
☒	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.
☒	Site Id	The active Site Id the user has access to.



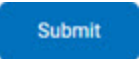


2. Select . The page refreshes.

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.

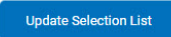
Delete a Selection List

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

My Selections

Test 2





☐	Field	Field Description
☒	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.
☒	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.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	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.
☒	Site Id	The active Site Id the user has access to.
☒	Agency Cd	Indicates the agency code and name.
☒	Agency Name	The name assigned to the agency.
☒	CAGE 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.
☒	Phone Nbr	Contractor Phone Number
☒	Division Name	Contractor Division Name.
☒	DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of materiel.
☒	Cntr Name	The name of the Contractor.





Help Reference Guide

☒	Address 1	Address of the Contractor.
☒	Address 2	Second Address of the Contractor.
☒	City	The name of the City where the Contractor is located.
☒	State Cd	The State where the contractor is located.
☒	ZIP Cd	The Zip Cd where the contractor is located
☒	Country Cd	The name of the Country where the Contractor is located.
☒	DSN	Defense Switched Network.
☒	E-Mail Address	Electronic Mail Address of the Contractor.
☒	FAX Nbr	Contractor FAX Number.
☒	Tran Cd	This code identifies the type of transaction processed.
☒	Estbd By	The name of the entity inserting this row.
☒	Estbd Dt	The date this row was inserted into the database.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Last Updtd By	Last Updated By (user id)
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Cntrr Status	Flag signifies that the Contractor is Active or Deleted

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 data-base. 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 Basic Detail

Navigation

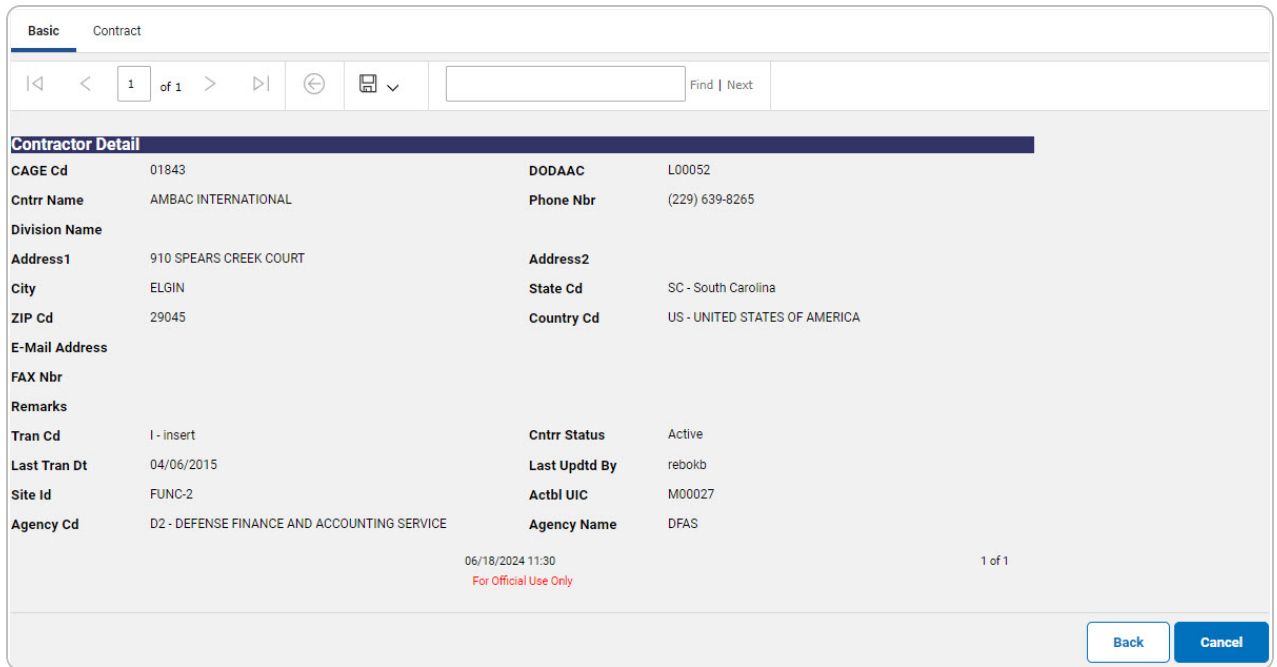
Inquiries > Master Data > Contractor > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Contractor Inquiry Basic Detail page

Procedures

Export the Contractor Inquiry Basic Detail

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

1. **Verify the Contractor Detail grid.**



The screenshot shows the 'Contractor Detail' grid in the ELMS system. The grid is titled 'Contractor Detail' and contains the following information:

Contractor Detail			
CAGE Cd	01843	DODAAC	L00052
Cntr Name	AMBAC INTERNATIONAL	Phone Nbr	(229) 639-8265
Division Name			
Address1	910 SPEARS CREEK COURT	Address2	
City	ELGIN	State Cd	SC - South Carolina
ZIP Cd	29045	Country Cd	US - UNITED STATES OF AMERICA
E-Mail Address			
FAX Nbr			
Remarks			
Tran Cd	I - insert	Cntr Status	Active
Last Tran Dt	04/06/2015	Last Updtd By	rebokb
Site Id	FUNC-2	Actbl UIC	M00027
Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	Agency Name	DFAS

At the bottom of the grid, there is a timestamp '06/18/2024 11:30' and the text 'For Official Use Only'. The grid is also labeled '1 of 1'.

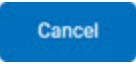
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.





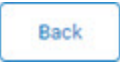
Help Reference Guide

4. Select the Contract Tab. The **Contractor Inquiry Contract Detail** page appears.

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

5.

OR

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

Search the Results

1. Select the empty field .
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.*





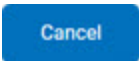
View the Contractor Inquiry Contract Detail

Navigation

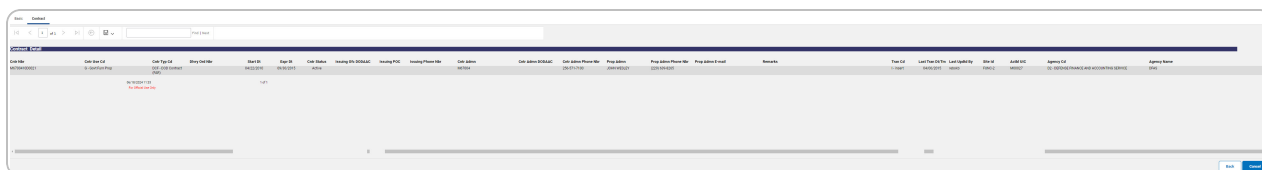
Inquiries > Master Data > Contractor > Search Criteria >  > Search Results > Inquiry Row hyperlink > Contractor Inquiry Basic Detail page > Contract tab > Contractor Inquiry Contract Detail page

Procedures

Export the Contractor Inquiry Contract Detail

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

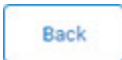
1. Verify the Contractor Inquiry Contract Detail grid.



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 the Basic Tab. The **Contractor Inquiry Basic Detail** page appears.

5. Select . The **Contractor Inquiry — Criteria** page appears.

OR

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

