Search for a Contractor — Criteria

Overview

The Property Accountability module Contractor process provides the ability to add, update or delete contractor information for contractors receiving GFP.

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 panel, narrow the results by entering one or more of the following fields.

Search Criteria

Actbl UIC	N00018 ⌄
CAGE Cd	
DODAAC	

Reset   Search   Add

- Use ⌄ to select the Actbl UIC.

2.   Select [Search] . *The **Contractor Search Results** page appears.*

Search Criteria

Actbl UIC	CAGE Cd	DODAAC
N00018	2DEF3	--

Search Results

Update	Delete	Actbl UIC	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	N00018	2DEF3		PIDGE GROCE		Pennsylvania	UNITED STATES OF AMERICA

Cancel   Add

Add a Contractor

Navigation

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

Procedures

Add a Contractor

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

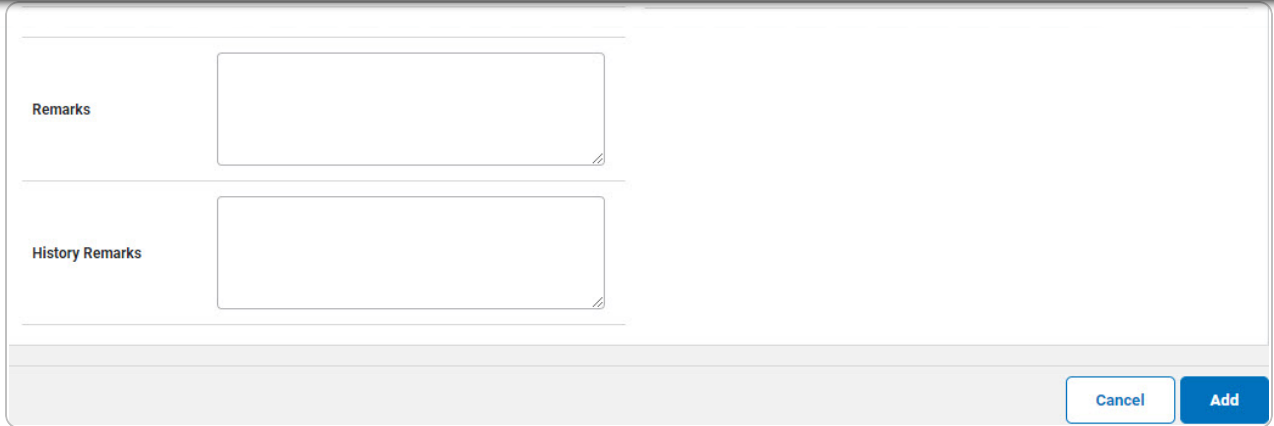1. Select Add . *The **Contractor Add** page appears.*

Add

Actbl UIC	N00018
***CAGE Cd**	97531
***Contractor**	
***Address 1**	
Address 2	
***City**	
***State**	

***ZIP Cd**	
***Country Cd**	
DODAAC	
Division Name	
FAX Nbr	
E-Mail Address	
Contractor Phone Nbr	

Remarks

History Remarks

Cancel | Add

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 Code in the field provided. *This is a 10 alphanumeric character field.*

G.   Use ⌄ to select the Country Cd.

2.   Select Add. *The Contractor Transaction Status page appears.*

Update a Contractor

Navigation

Master Data > Contractor > Search Criteria > [Search] > Update hyperlink > Contractor Update page

Procedures

Update a Contractor

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 **Contractor Update** page appears.*

Update			
Actbl UIC	N00018	***ZIP Cd**	17013
***CAGE Cd**	1CLHR	***Country Cd**	US-UNITED STATES OF AMERICA
***Contractor**	ABSOLUTE HOME SERVICES	**DODAAC**	
***Address 1**	858 WEST LOUTHER STREET	**Division Name**	COMMERCIAL
Address 2		**FAX Nbr**	
***City**	CARLISLE	**E-Mail Address**	
***State**	PA-Pennsylvania	**Contractor Phone Nbr**	

Remarks

History Remarks

Cancel   Update

A.   *Verify the CAGE Cᴅ.*

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 contact information 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 alpha-numeric character field.*

E.   Update the State, using ⌄ to select the desired location.

F.   Update the ZIP Code, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*

G.   Update the Country Cd, using ⌄ to select the desired code.

2.   Select Update . *The **Contractor Transaction Status** page appears.*

Delete a Contractor

Navigation

Master Data > Contractor > Search Criteria > [Search] > Delete hyperlink > Contractor Delete page

Procedures

Delete a Contractor

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* **Contractor Delete** *page appears.*

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

Delete

Actbl UIC	N00018	*ZIP Cd	17055
*CAGE Cd	1ABC2	*Country Cd	US-UNITED STATES OF AMERICA
*Contractor	PIDGE GROCE	DODAAC	
*Address 1	4530 LENA DRIVE	Division Name	
Address 2		FAX Nbr	
*City	MECHANICSBURG	E-Mail Address	
*State	PA-Pennsylvania	Contractor Phone Nbr	

Remarks	BPG TEST
History Remarks	BPG TEST

Cancel   Delete

   A. *Verify the CAGE CD.*

   B. *Verify the Contractor.*

   C. *Verify the Address 1.*

   D. *Verify the City.*

   E. *Verify the State.*

   F. *Verify the ZIP Code.*

   G. *Verify the Country Cd.*

2. Select Delete . *The **Contractor Transaction Status** page appears.*