Contract

Overview

The Warehouse Management module Contract process provides the ability to add, update, delete, or view Contract information.
Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.
The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout ELMS.

Navigation

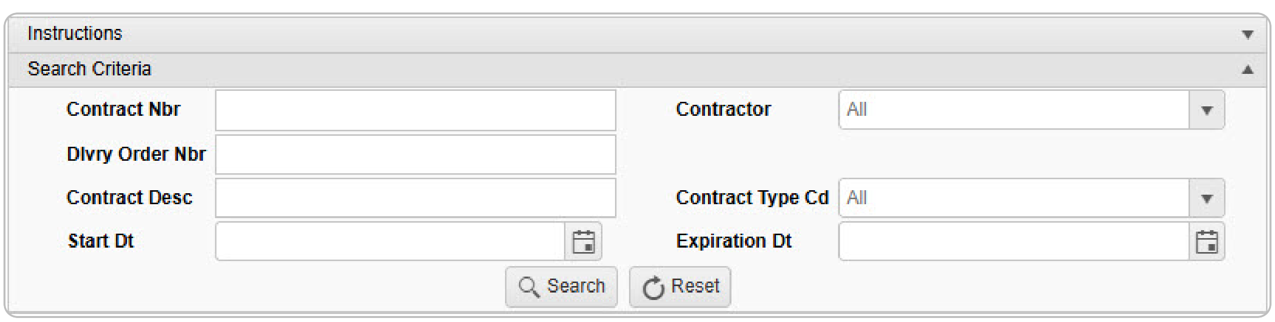
MASTER DATA MGMT > Contract > Contract page

Procedures

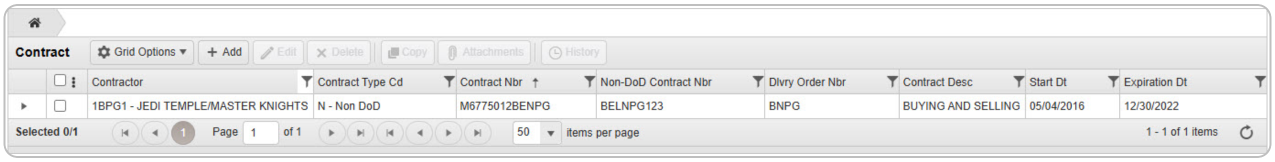
Search for a Contract

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



2. Select Search to display the search results.



Add a Contract

Navigation

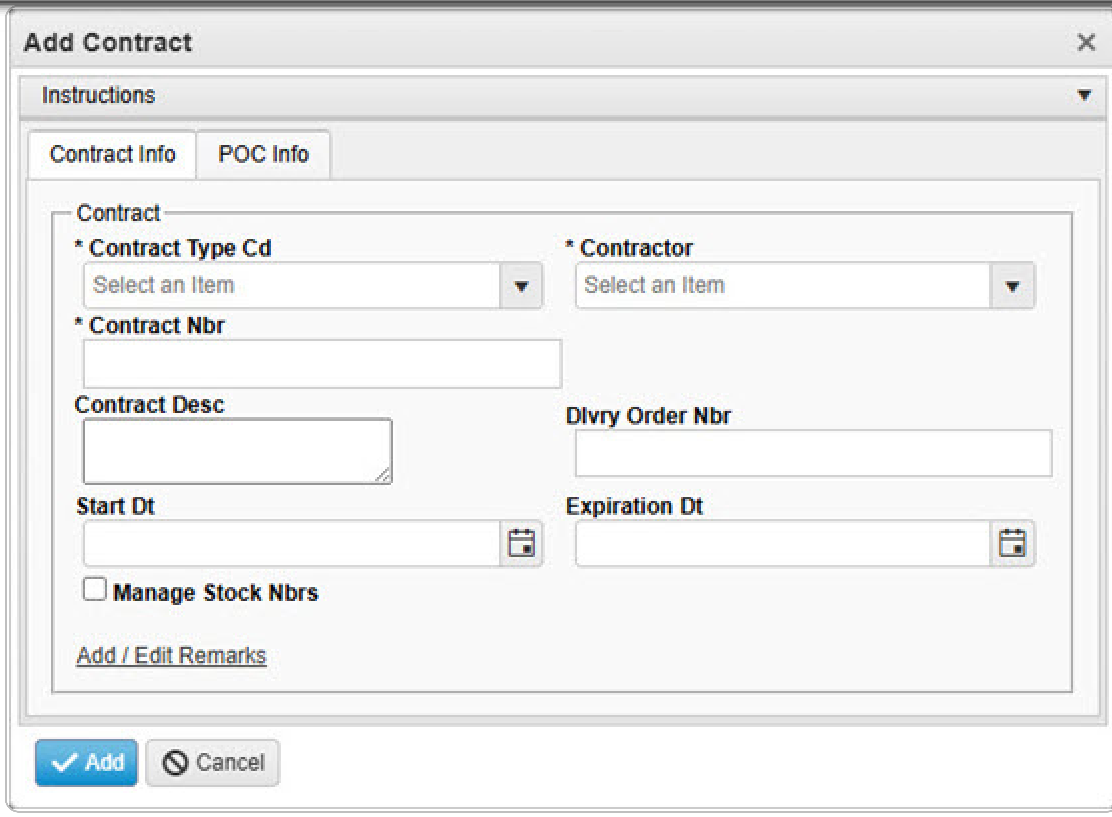
MASTER DATA MGMT > Contract > + Add > Add Contract pop-up window

Procedures

Add a Contract

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

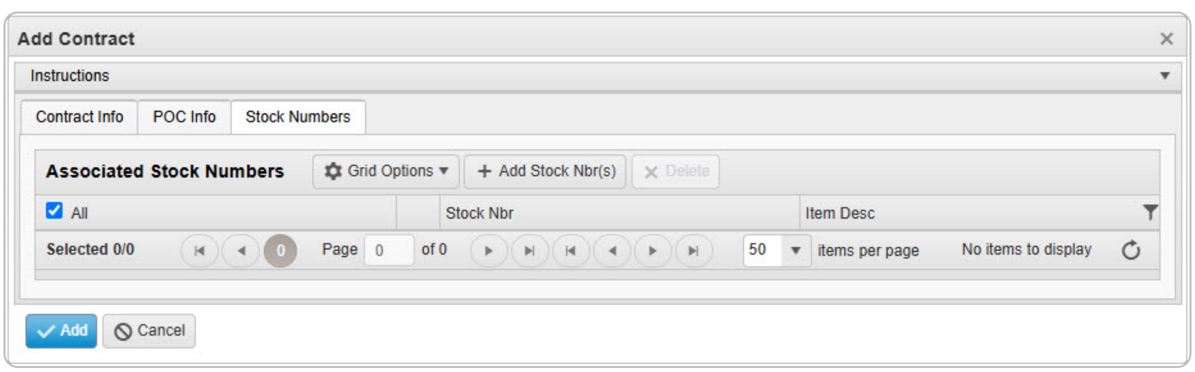
1. Select + Add. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*



A. Use ▼ to select the Contract Type Cd.

B. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*

C. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*



D. Use ▼ to select the Contractor.

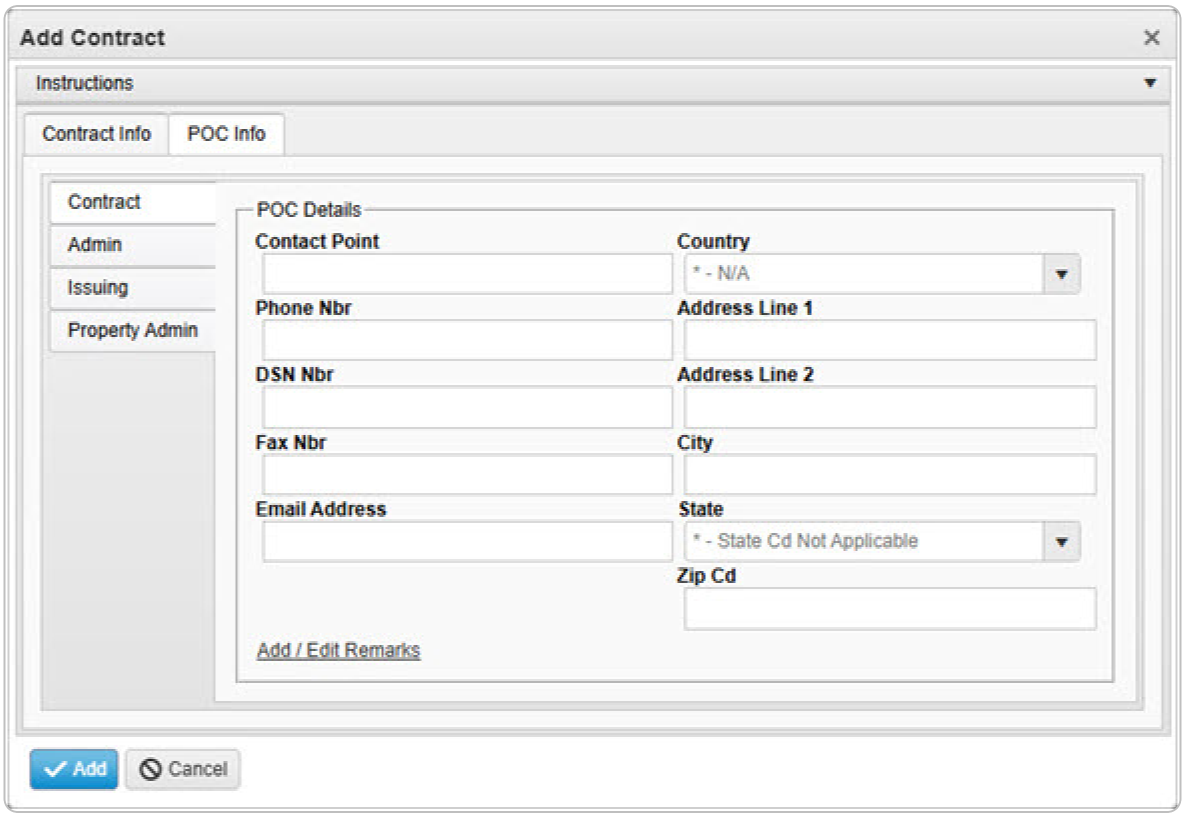
Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

2.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Enter the information in the Contract POC Details section.

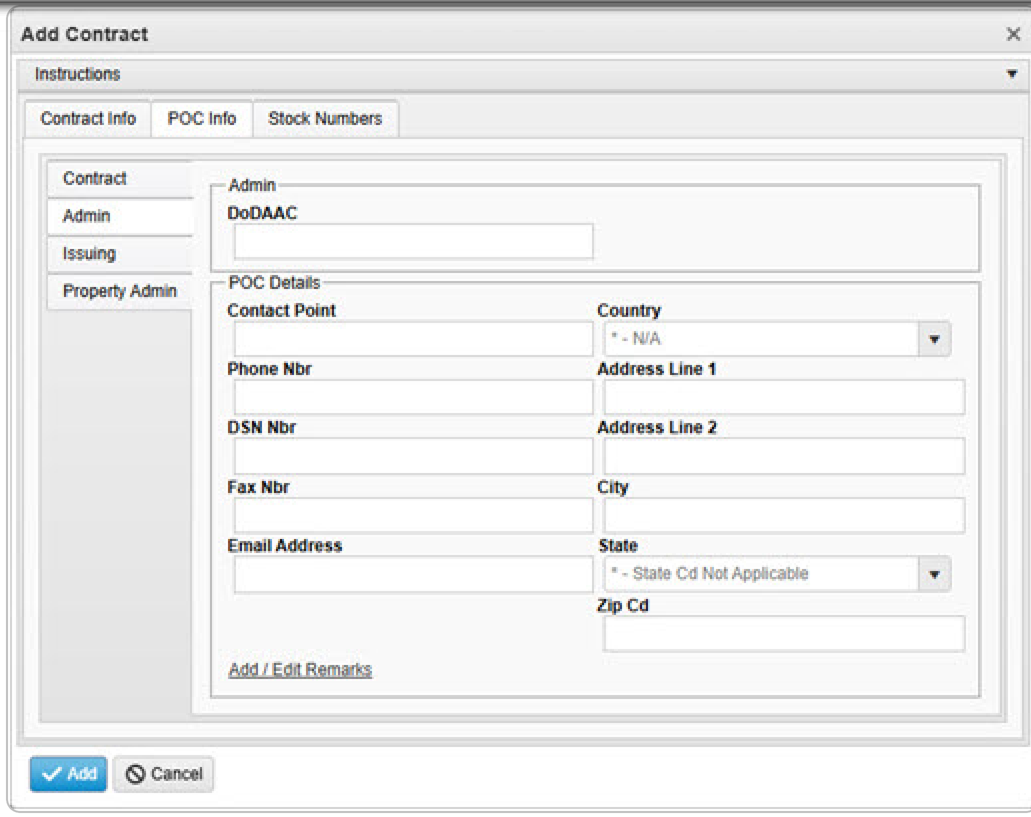


Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

OR

B.

Select the Admin POC Details section.



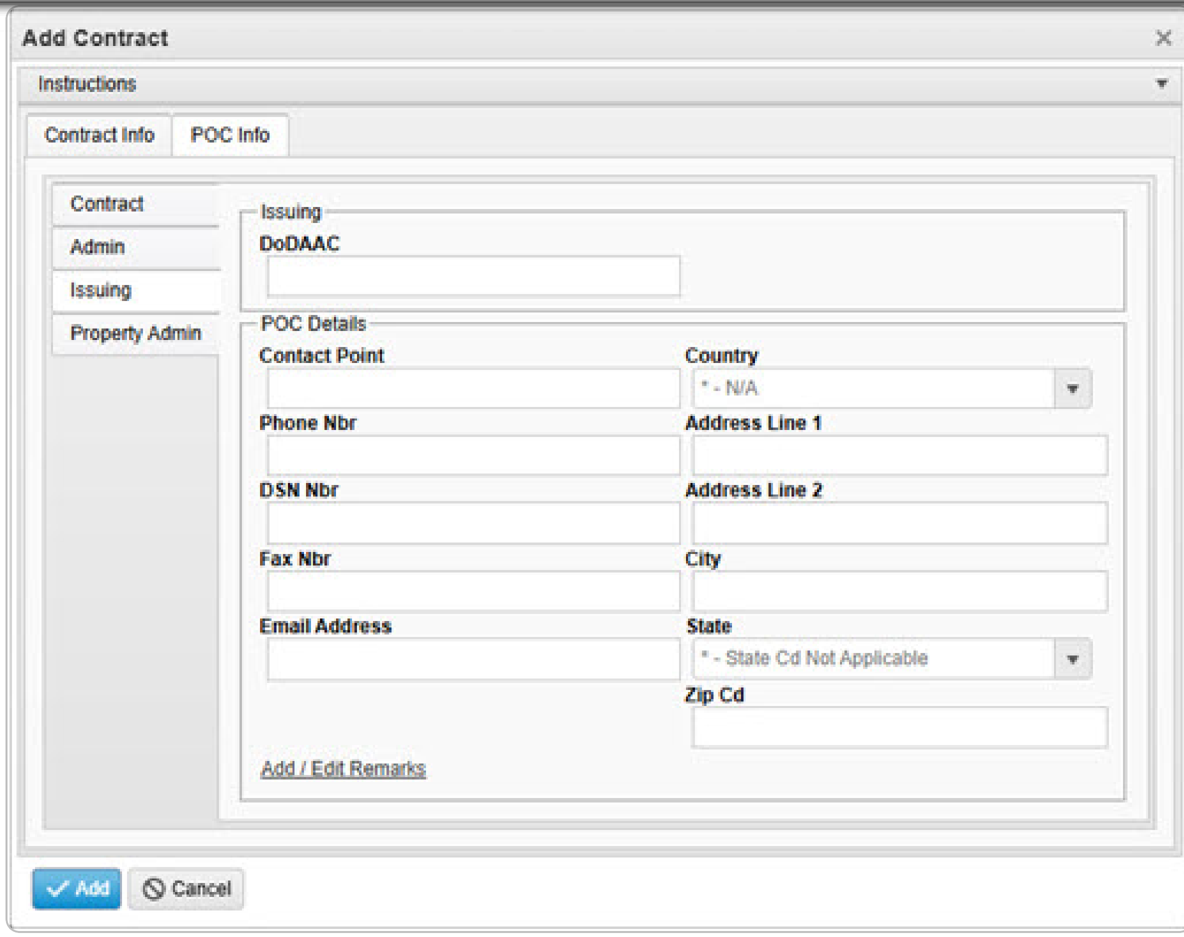
Select 

. *The new Contract record is saved, and appears in the Contract results grid.*

OR

C.

Select the Issuing POC Details section.



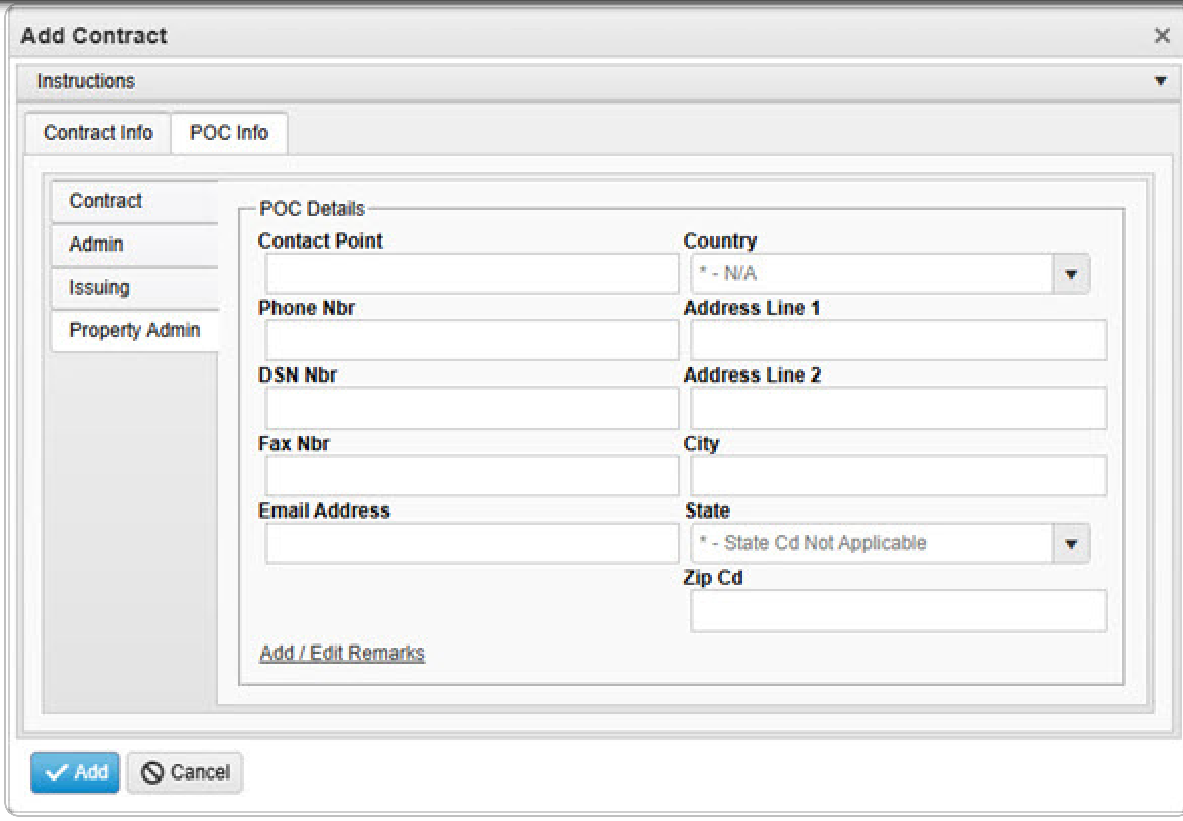
Select 

. *The new Contract record is saved, and appears in the Contract results grid.*

OR

D.

Select the Property Admin POC Details section.



E. Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

Update a Contract

Navigation

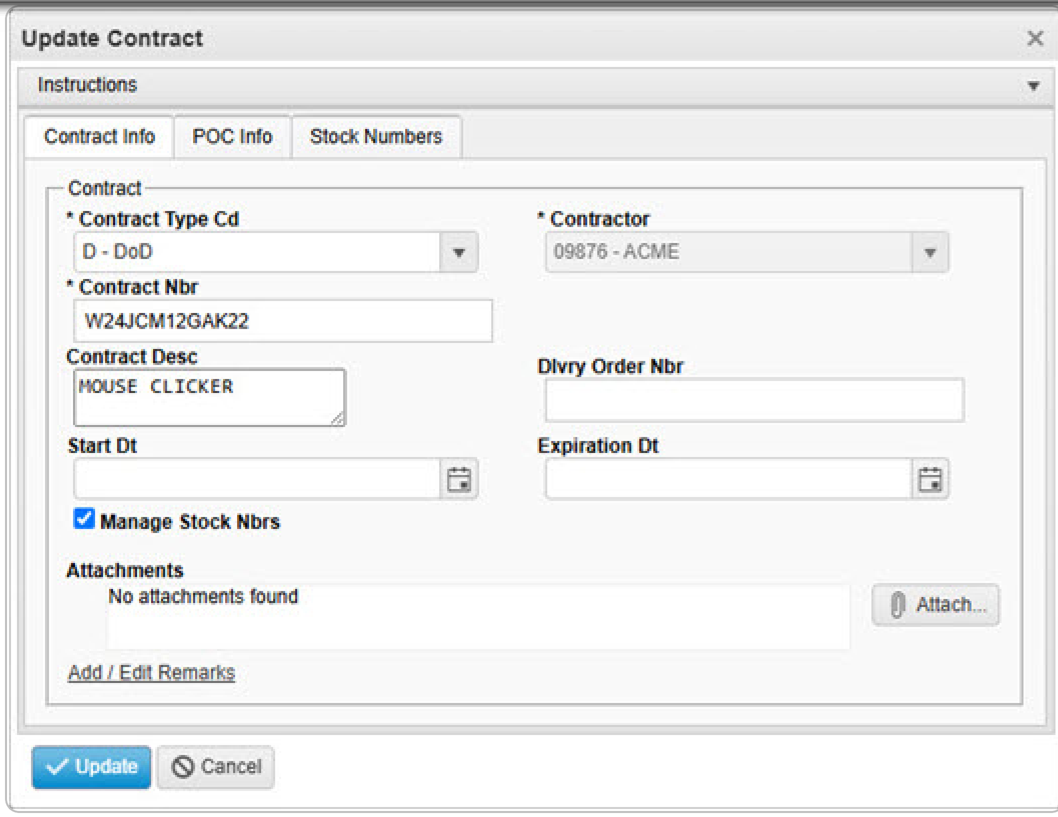
MASTER DATA MGMT > Contract > ☐ (desired record) > Edit > Update Contract pop-up window

Procedures

Update a Contract

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

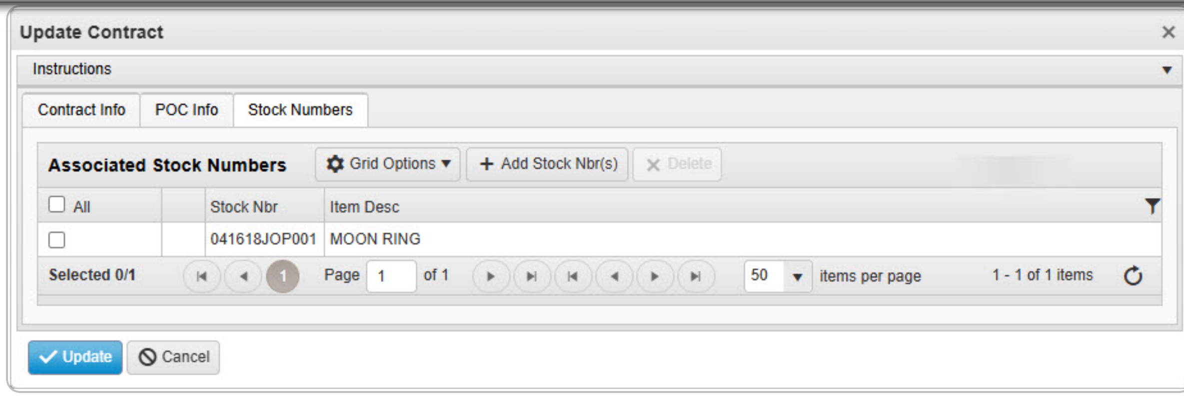
1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit *,* Delete *,* Copy *,* Attachments *, and* History *become available.*
2. Select Edit . *The* ***Update Contract*** *pop-up window displays, with the Contract Info Tab available.*



A. Update the Contract Type Cd, using ▼ to select the desired code.

B. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*

C. Verify the Manage STOCK NBRS contains the appropriate ☑ or ☐. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*



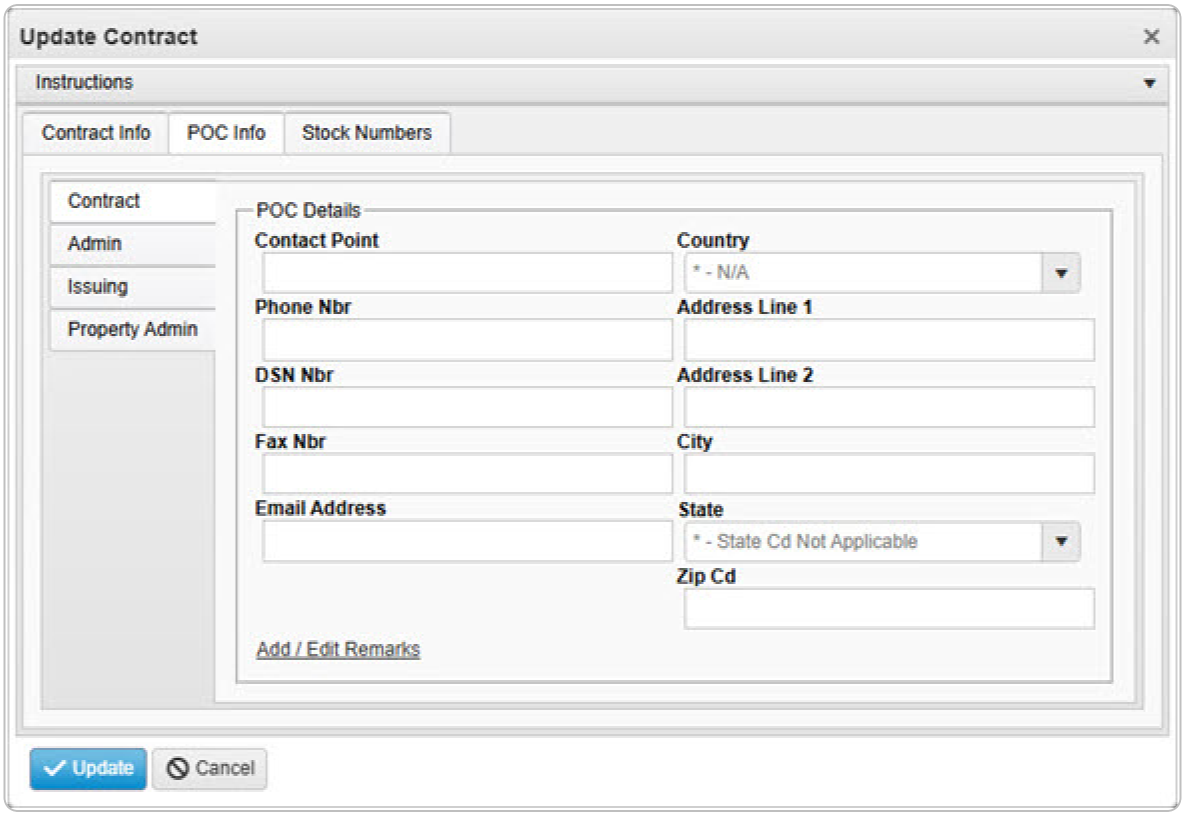
D. Update the Contractor, using ▼ to select the desired name.

3. Select Update . *The revised Contract record is saved, and in the Contract results grid.*

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.



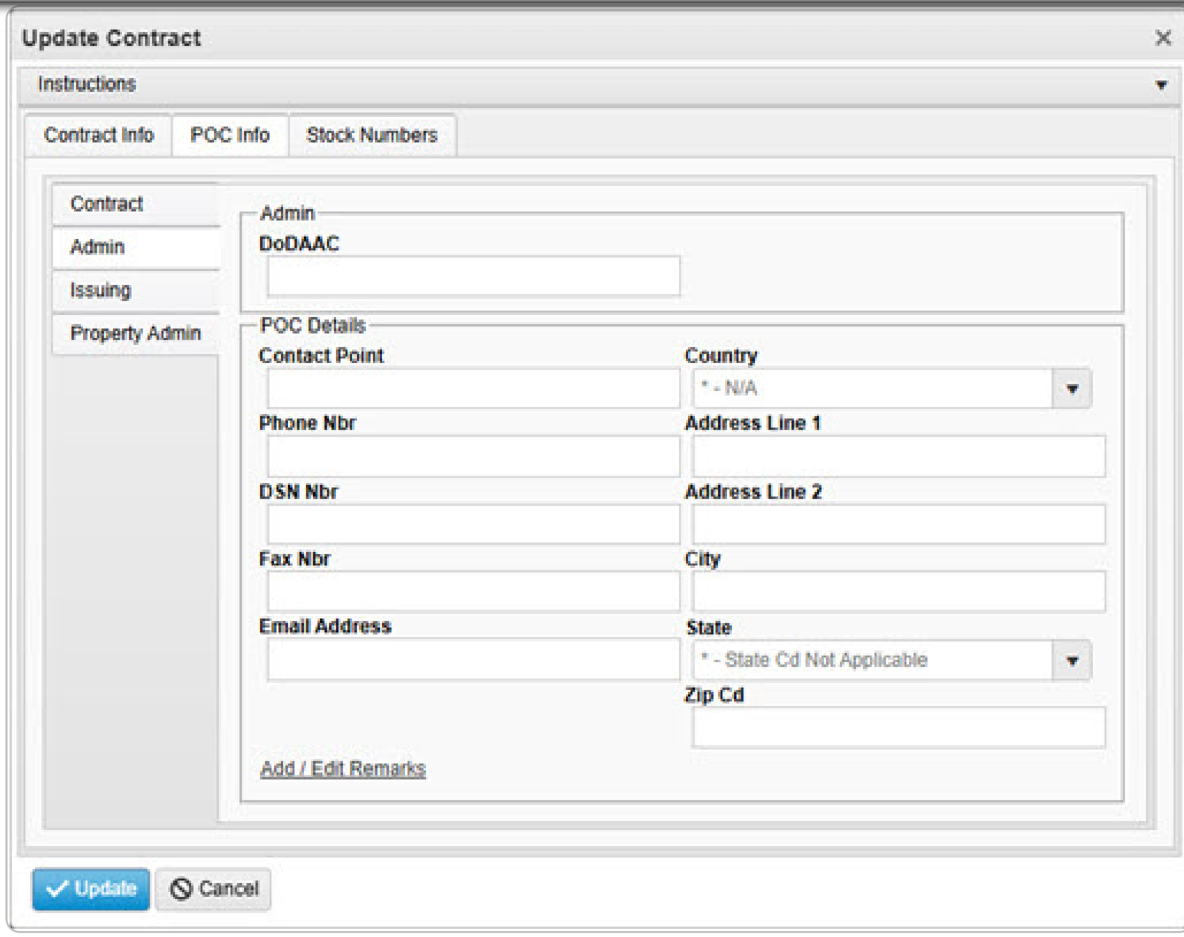
Select 

. *The revised Contract record is saved, and in the Contract results grid.*

OR

B.

Verify the information in the Admin POC Details section.

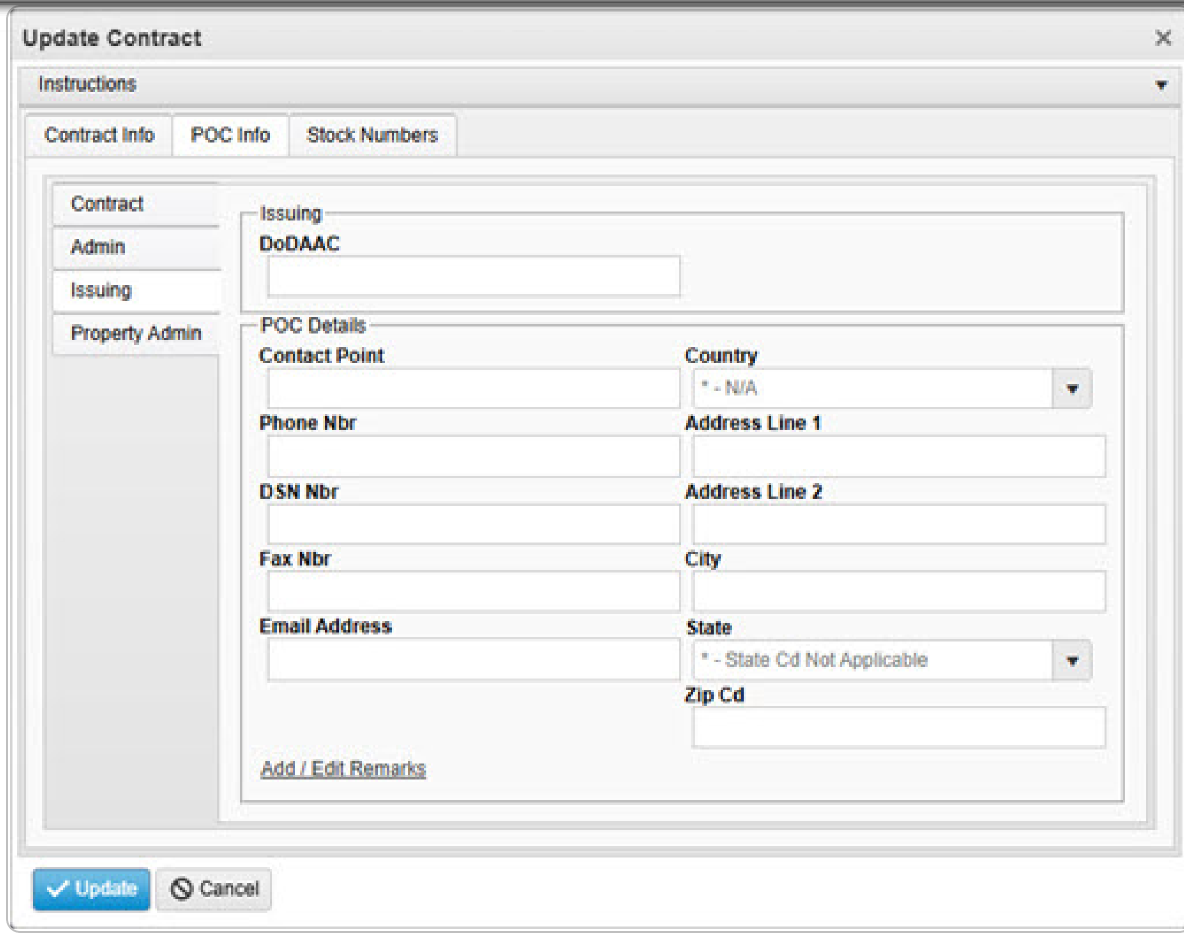


Select Update . *The revised Contract record is saved, and in the Contract results grid.*

OR

C.

Verify the information in the Issuing POC Details section.



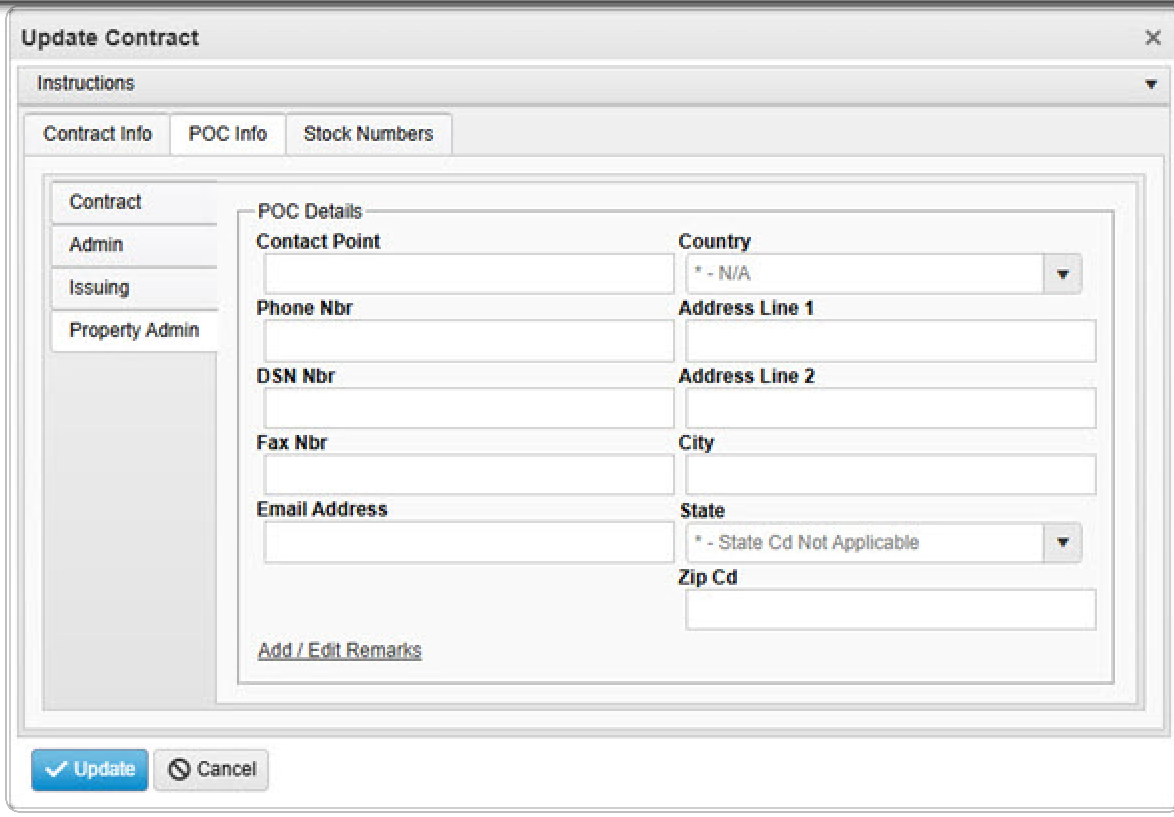
Select 

. *The revised Contract record is saved, and in the Contract results grid.*

OR

D.

Verify the information in the Property Admin POC Details section.



E. Select 

. *The revised Contract record is saved, and in the Contract results grid.*

Add Attachments to a Contract

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Attachments > Attachments for CONTRACT NBR pop-up window

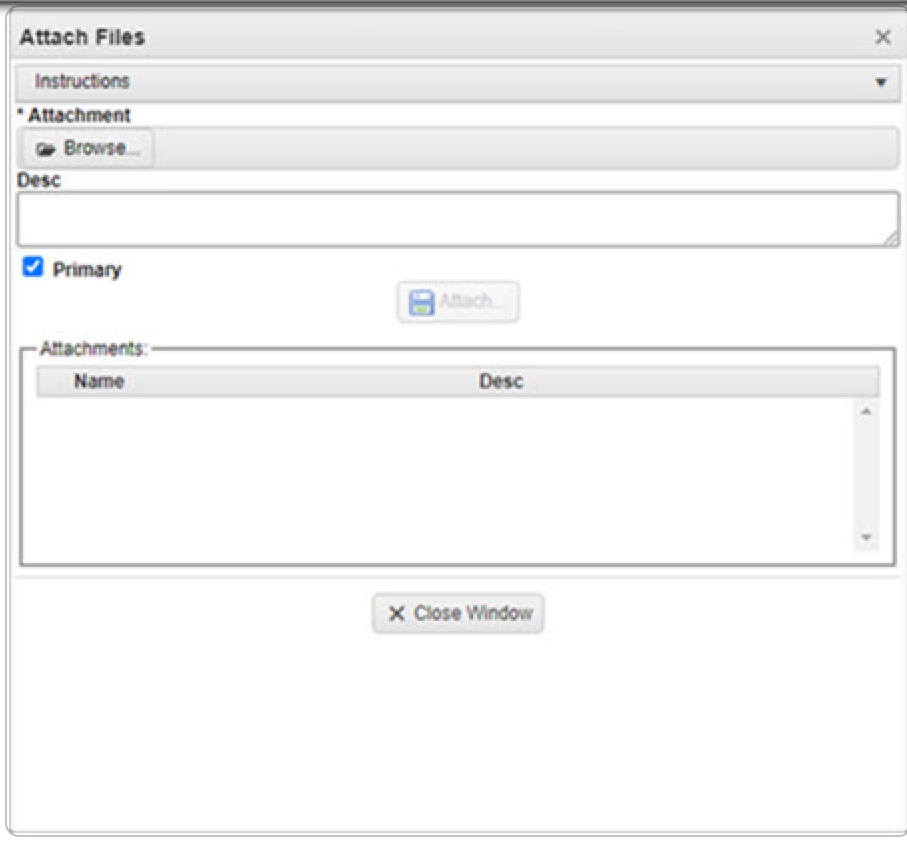
Procedures

Attach a Document to a Contract

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit*,* Delete*,* Copy*,* Attachments*, and* History *become available.*
2. Select Attachments. *The* ***Attachments for CONTRACT NBR*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*

6. Select Attach... . *The file name appears in the bottom file list.*

7. Repeat Steps 4 - 8 to attach multiple documents.

8. Select the desired ◯ in the Primary column. *The designated attachment,* ◉ *, is the Primary Attachment.*

9. Select Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.*

10. Select X . *The **Attachments for CONTRACT NBR** pop-up window closes.*

Copy a Contract

Navigation

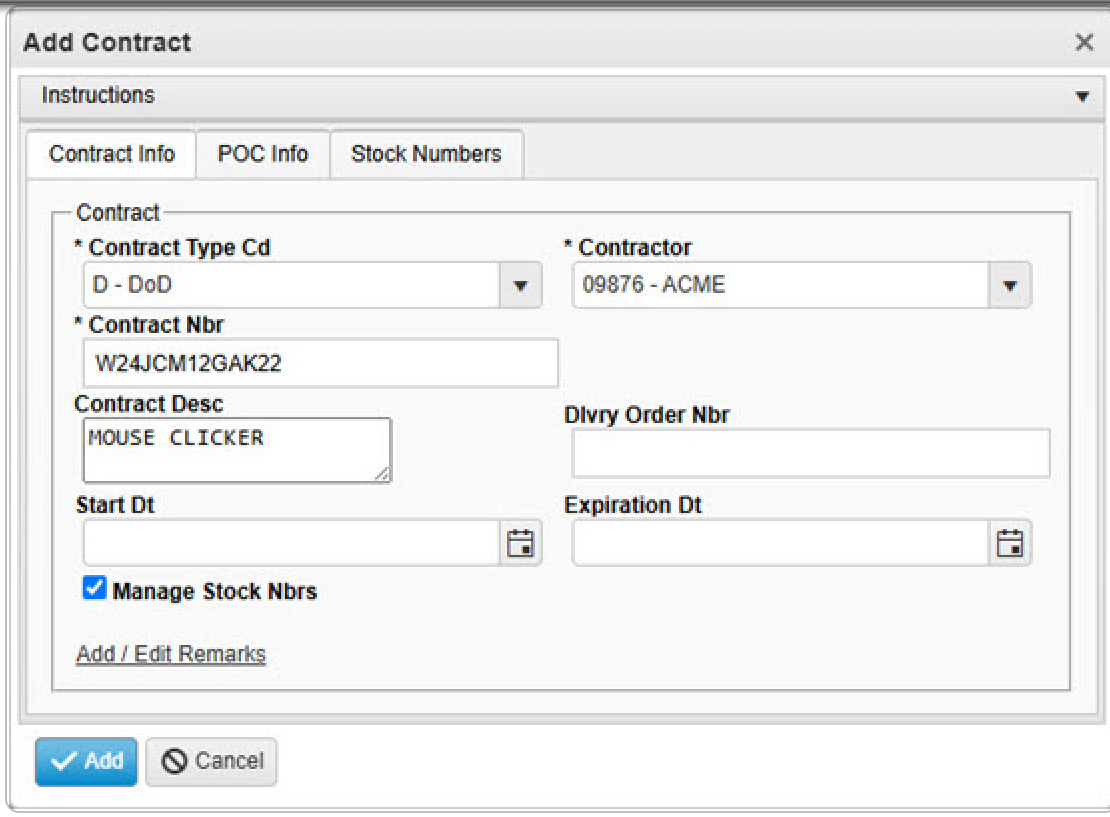
MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

Procedures

Copy a Contract

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

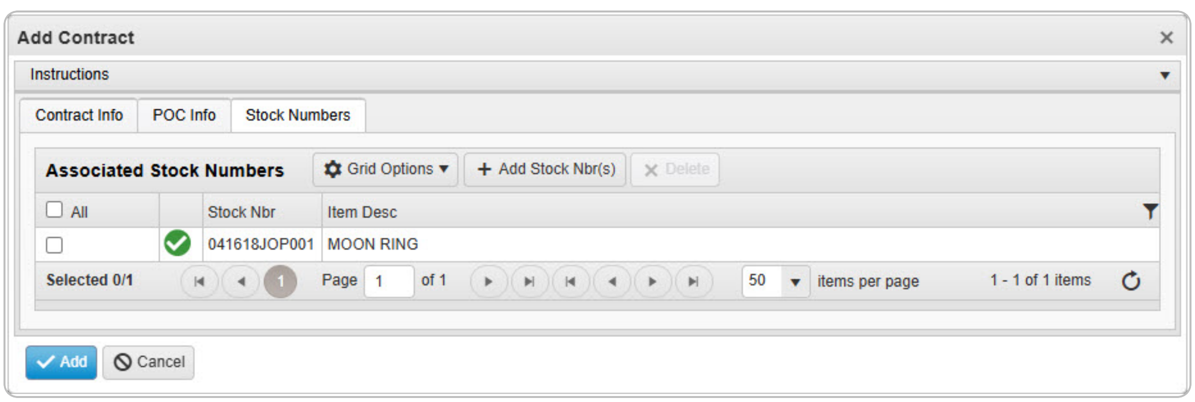
1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit*,* Delete*,* Copy*,* Attachments*, and* History *become available.*
2. Select Copy. *The **Add Contract** pop-up window displays, with the Contract Info Tab available.*



A. Update the Contract Type Cd, using ▼ to select the desired code.

B. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*

C. Verify the Manage STOCK NBRS contains the appropriate ☑ or ☐. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*



a. Select **+ Add Stock Nbr(s)**. *The Stock Nbr Browse pop-up window appears.*

b. Choose **Select** next to the desired Stock Number. *The Stock Number appears in the Associated Stock Numbers grid, and it is a 15 alphanumeric character field.*

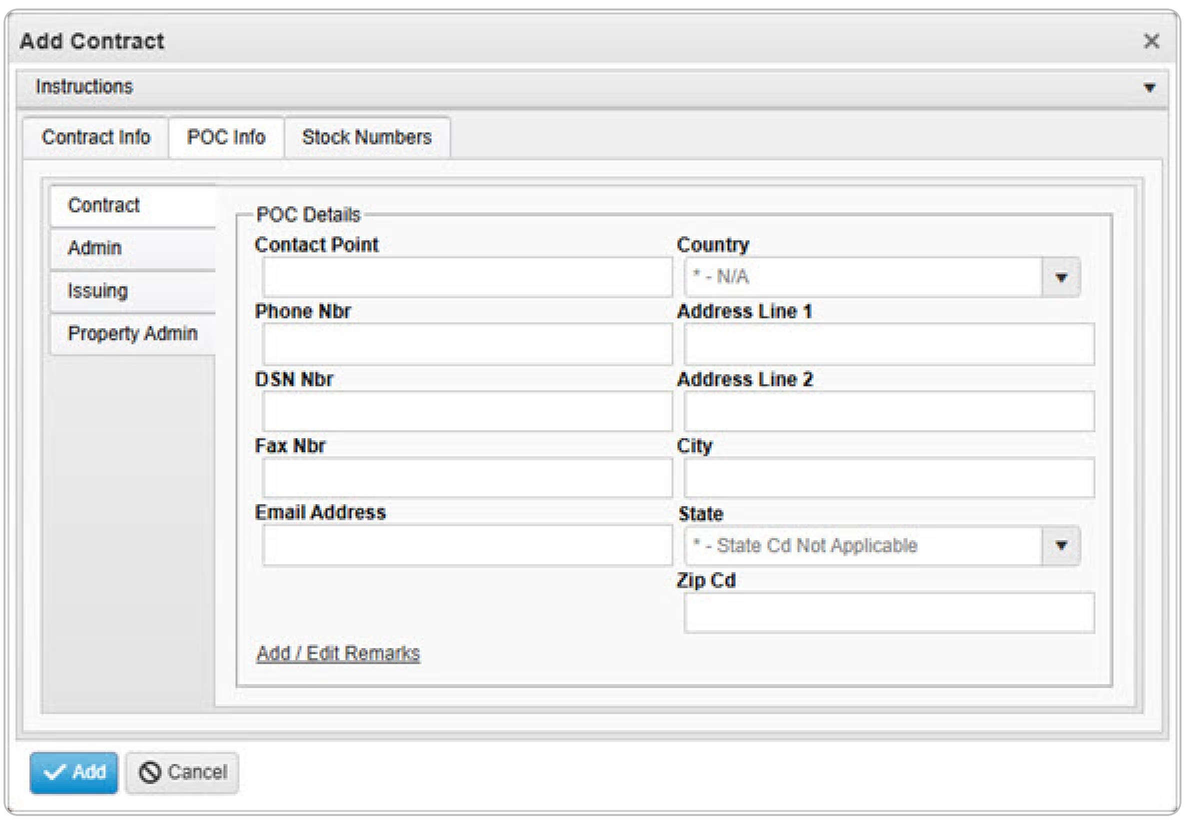
D. Update the Contractor, using ▼ to select the desired name.

3. Select **Add**. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.

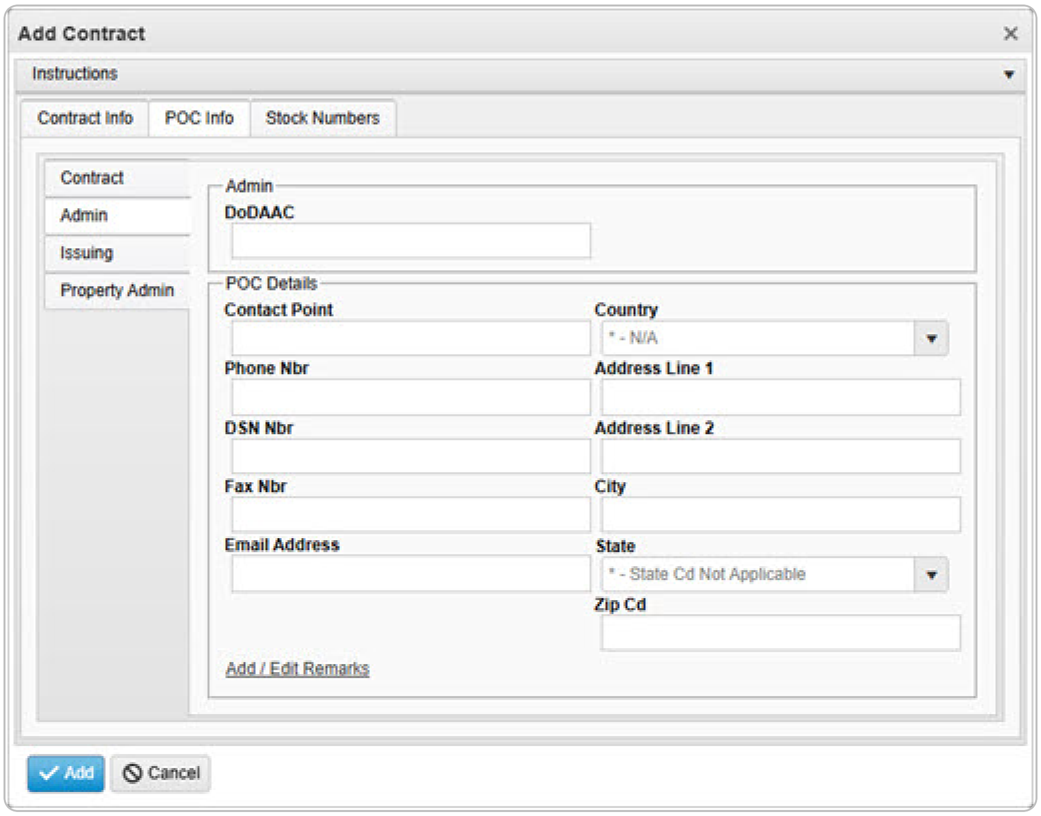


Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

B.

Verify the information in the Admin POC Details section.

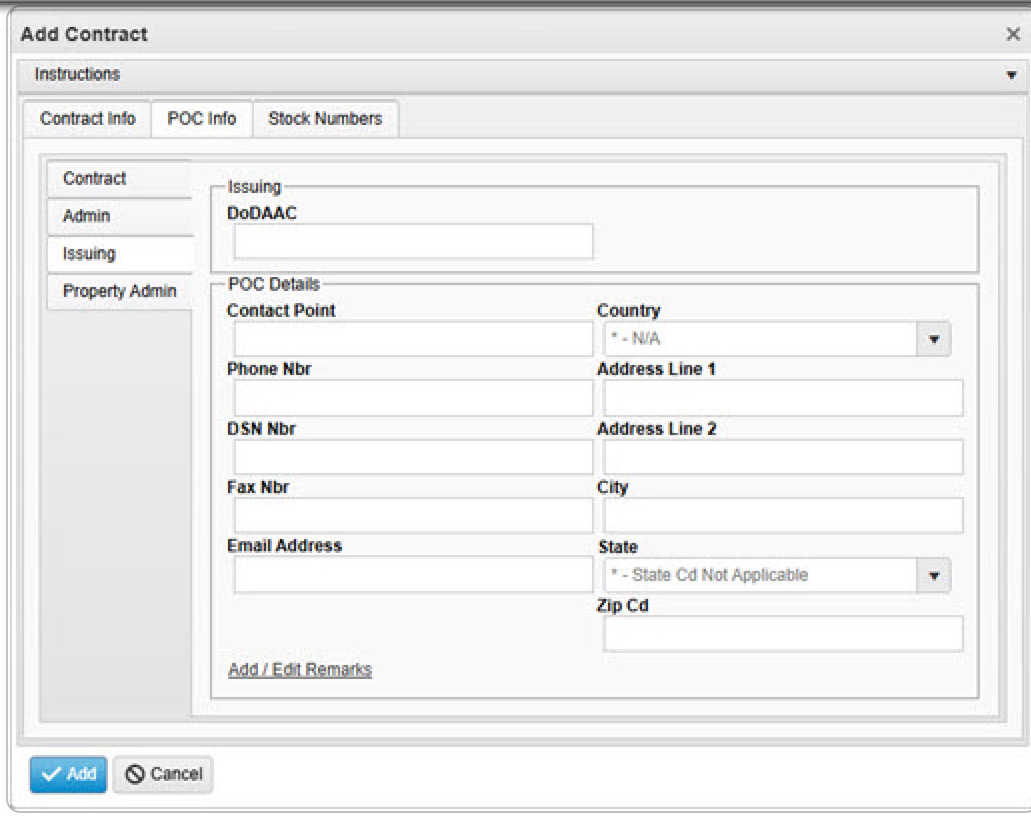


Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

C.

Verify the information in the Issuing POC Details section.



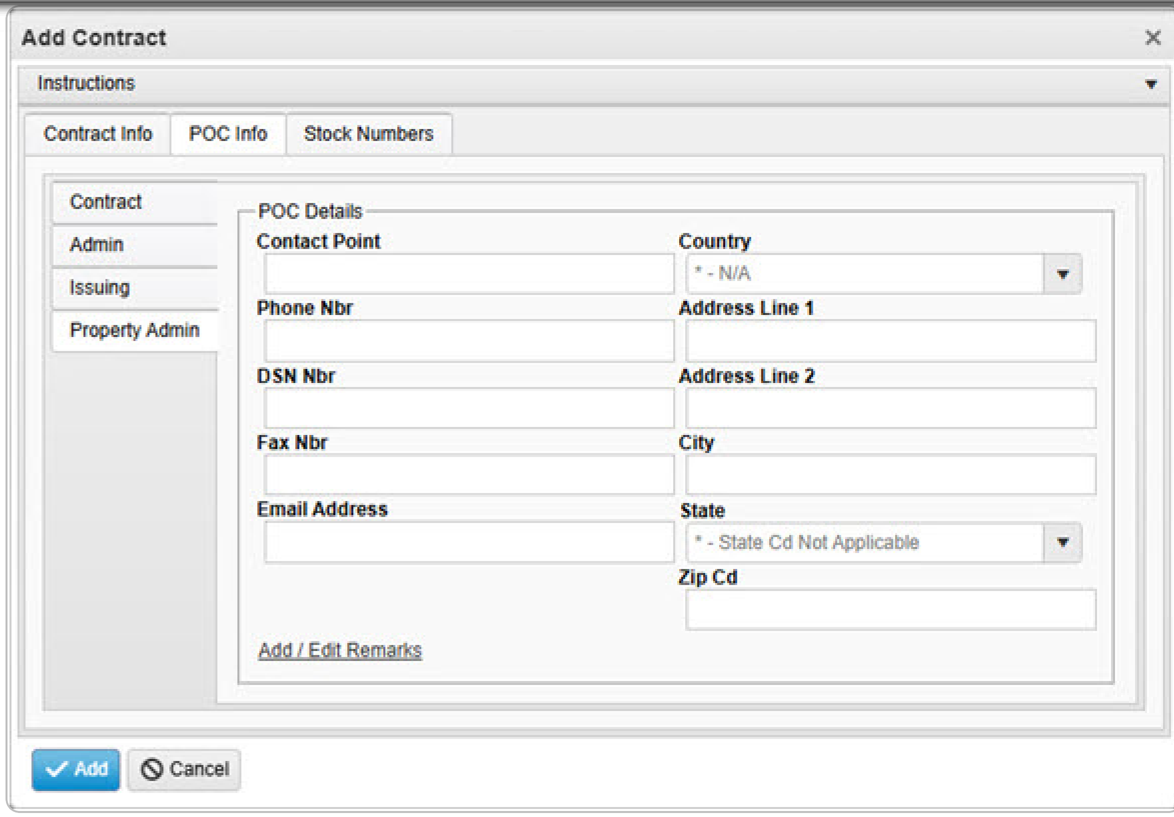
Select 

. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

D.

Verify the information in the Property Admin POC Details section.



E. Select 

. *The copied Contract record is saved, and appears in the Contract results grid.*

Delete a Contract

Navigation

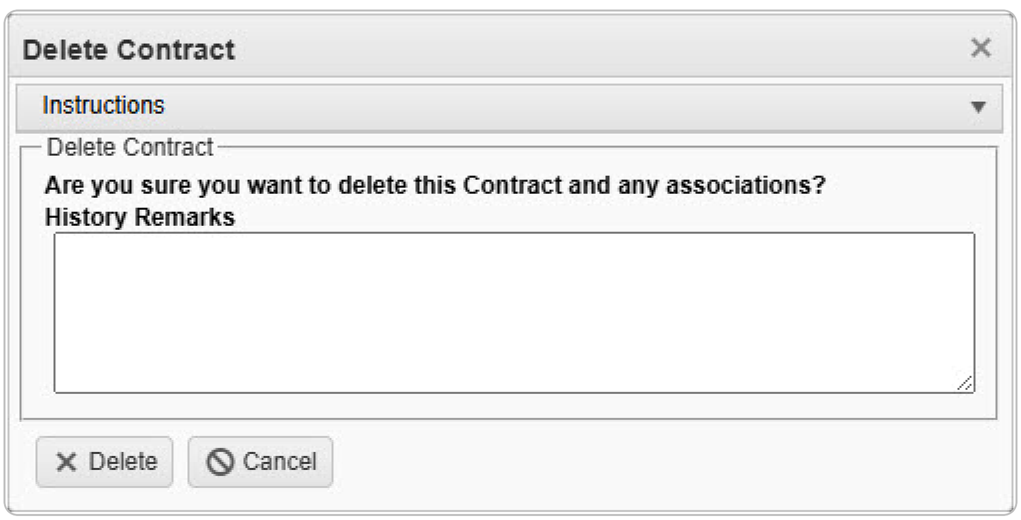
MASTER DATA MGMT > Contract > ☐ (desired record) > Delete > Delete Contract pop-up window

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. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Delete. *The* ***Delete Contract*** *pop-up window appears.*



3. Select Delete. *The Contract record is removed from the Results grid.*

View the Contract History

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > History > History for CONTRACT NBR pop-up window

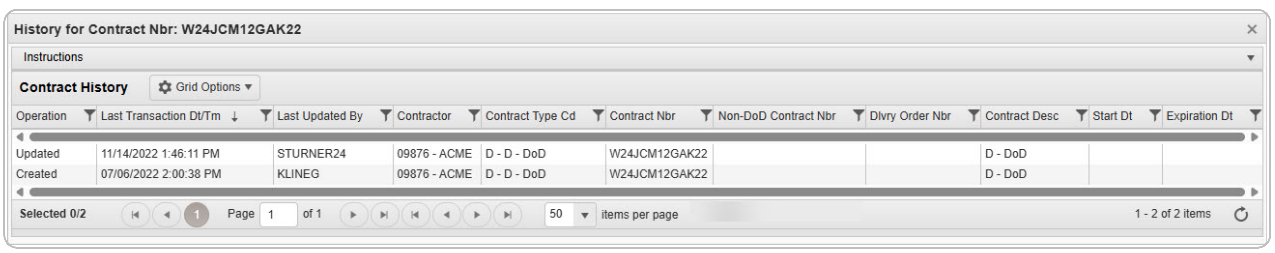
Procedures

View the Contract History

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit*,* Delete*,* Copy*,* Attachments*, and* History *become available.*

2. Select History next to the desired entry. *The* ***History for CONTRACT NBR*** *pop-up window appears.*


History for Contract Nbr: W24JCM12GAK22

Instructions

Contract History

Operation	Last Transaction Dt/Tm	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt
Updated	11/14/2022 1:46:11 PM	STURNER24	09876 - ACME	D - D - DoD	W24JCM12GAK22			D - DoD		
Created	07/06/2022 2:00:38 PM	KLINEG	09876 - ACME	D - D - DoD	W24JCM12GAK22			D - DoD		

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

   A. *The information regarding the contract record automatically populates and is not editable.*

   B. Select ✕ to close the pop-up window.