



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  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.

Instructions	
Search Criteria	
Contract Nbr	
Divvy Order Nbr	
Contract Desc	
Start Dt	
Contractor	All
Contract Type Cd	All
Expiration Dt	
Search Reset	





Help Reference Guide

2. Select  to display the search results.

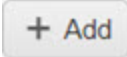
Contract								
Grid Options + Add Edit Delete Copy Attachments History								
☐	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Divvy Order Nbr	Contract Desc	Start Dt	Expiration Dt
☐	1BPG1 - JEDI TEMPLE/MASTER KNIGHTS	N - Non DoD	M6775012BENPG	BELNPG123	BNPG	BUYING AND SELLING	05/04/2016	12/30/2022
Selected 0/1 « ◀ 1 ▶ » Page 1 of 1 » ▶ ◀ « 50 items per page 1 - 1 of 1 items								





Add a Contract

Navigation

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

Procedures

Add a Contract

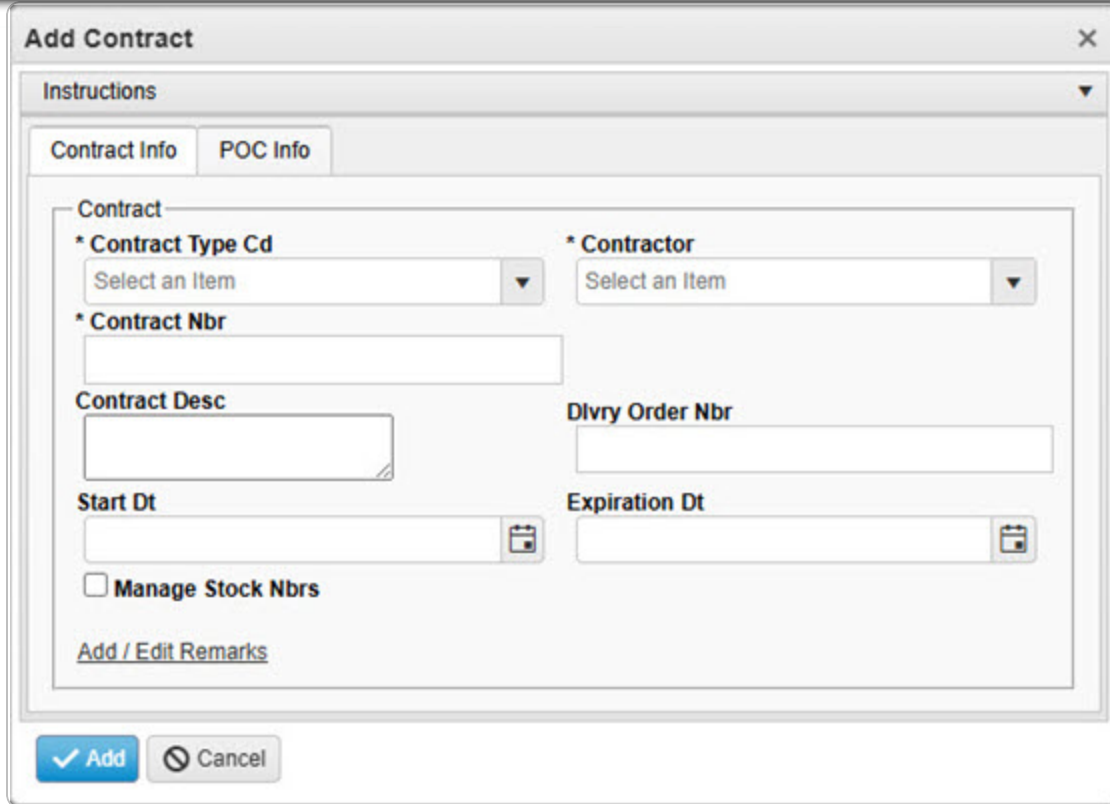
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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





Help Reference Guide



Add Contract

Instructions

Contract Info POC Info

Contract

* **Contract Type Cd**
Select an Item

* **Contractor**
Select an Item

* **Contract Nbr**
[Text Field]

Contract Desc
[Text Field]

Divry Order Nbr
[Text Field]

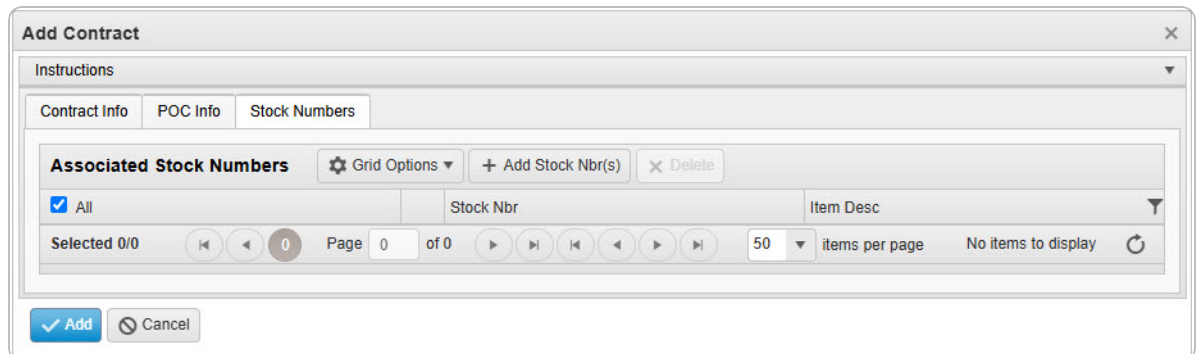
Start Dt
[Date Picker]

Expiration Dt
[Date Picker]

☐ **Manage Stock Nbrs**

[Add / Edit Remarks](#)

- 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.*



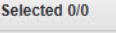
Add Contract

Instructions

Contract Info POC Info **Stock Numbers**

Associated Stock Numbers  Grid Options

☒ All ☐ Stock Nbr ☐ Item Desc

Selected 0/0  Page 0 of 0  50 items per page No items to display 

- D. Use  to select the Contractor.





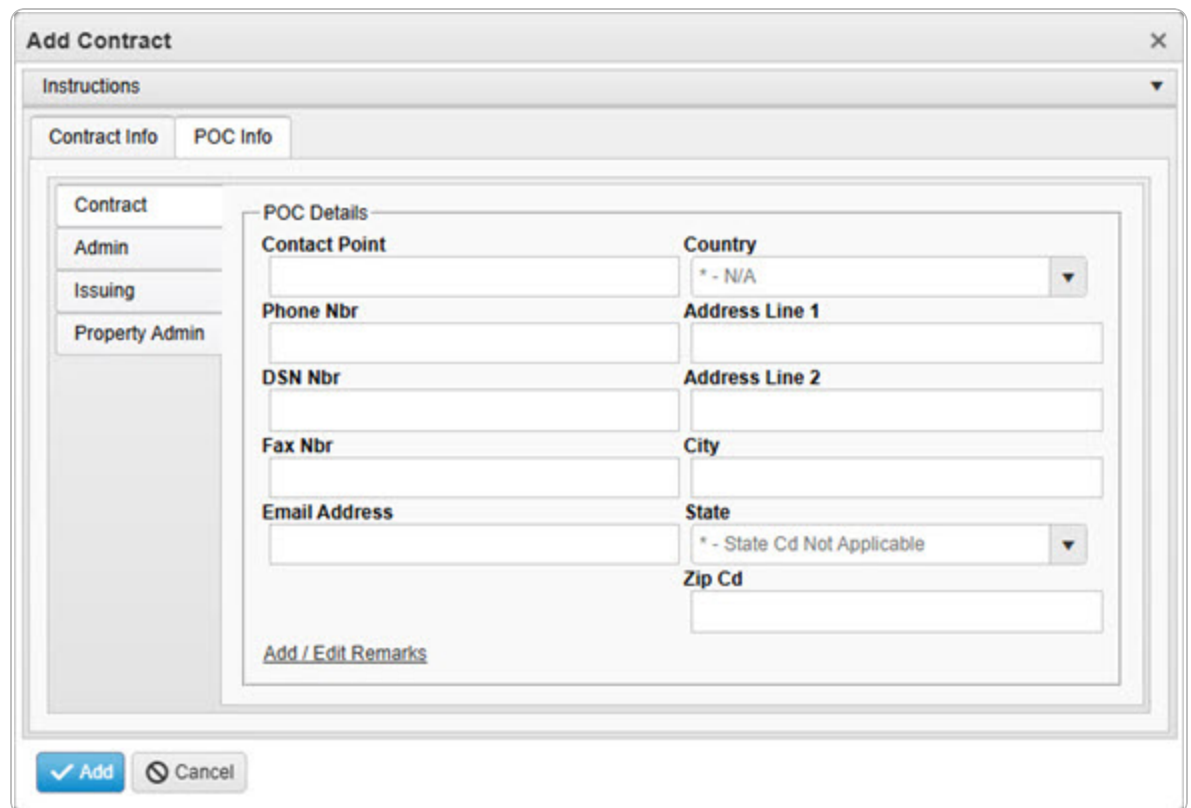
Select . The new Contract record is saved, and appears in the Contract results grid.

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.



The screenshot shows the 'Add Contract' dialog box with the 'POC Info' tab selected. The dialog has a sidebar with options: Contract, Admin, Issuing, and Property Admin. The main area is titled 'POC Details' and contains the following fields:

POC Details	
Contact Point	Country * - N/A
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State * - State Cd Not Applicable
	Zip Cd

At the bottom of the main area is a link: [Add / Edit Remarks](#). At the bottom of the dialog are two buttons:  and .

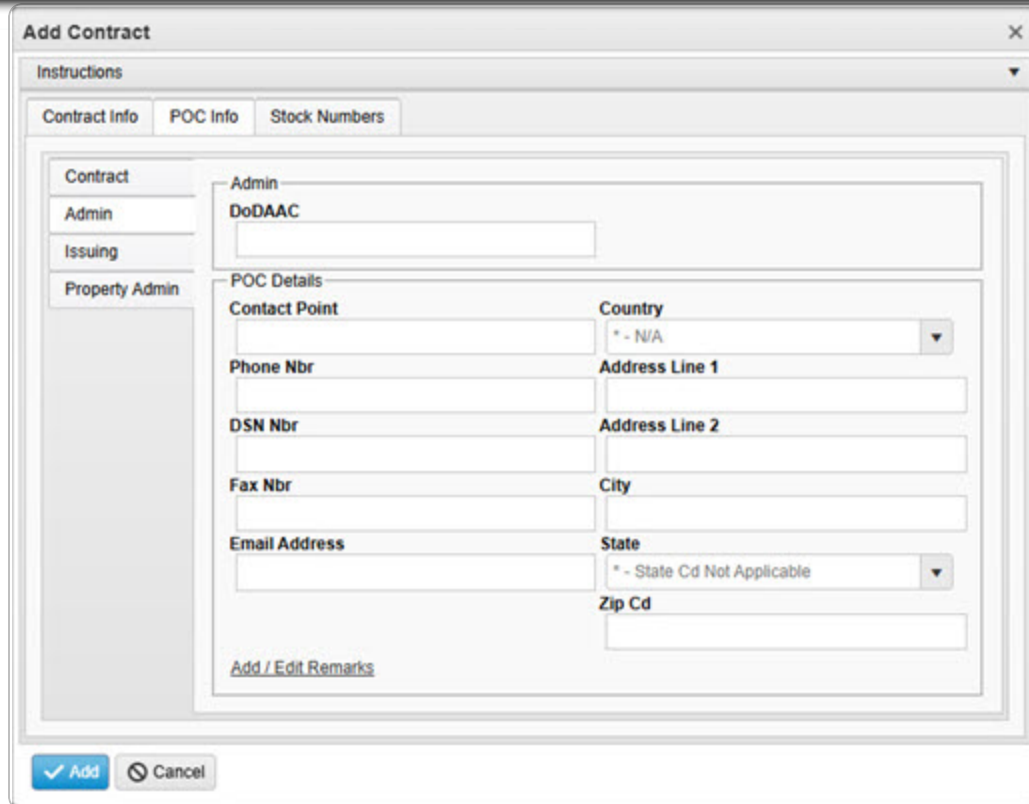
Select . The new Contract record is saved, and appears in the Contract results grid.

OR

B.

Select the Admin POC Details section.





The screenshot shows the 'Add Contract' dialog box. It has a title bar with a close button (X). Below the title bar is a tabbed interface with three tabs: 'Contract Info', 'POC Info', and 'Stock Numbers'. The 'Contract Info' tab is selected. On the left side of the 'Contract Info' tab is a vertical list of roles: 'Contract', 'Admin', 'Issuing', and 'Property Admin'. The 'Contract' role is selected. The main area of the dialog contains a form with the following fields: 'Admin' (with a 'DoDAAC' label and a text input), 'POC Details' (a section header), 'Contact Point' (text input), 'Country' (dropdown menu with '* - N/A' selected), 'Phone Nbr' (text input), 'Address Line 1' (text input), 'DSN Nbr' (text input), 'Address Line 2' (text input), 'Fax Nbr' (text input), 'City' (text input), 'Email Address' (text input), 'State' (dropdown menu with '* - State Cd Not Applicable' selected), and 'Zip Cd' (text input). At the bottom of the form is a link that says 'Add / Edit Remarks'. At the bottom of the dialog box are two buttons: 'Add' (with a checkmark icon) and 'Cancel' (with a circle and X icon).

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

OR

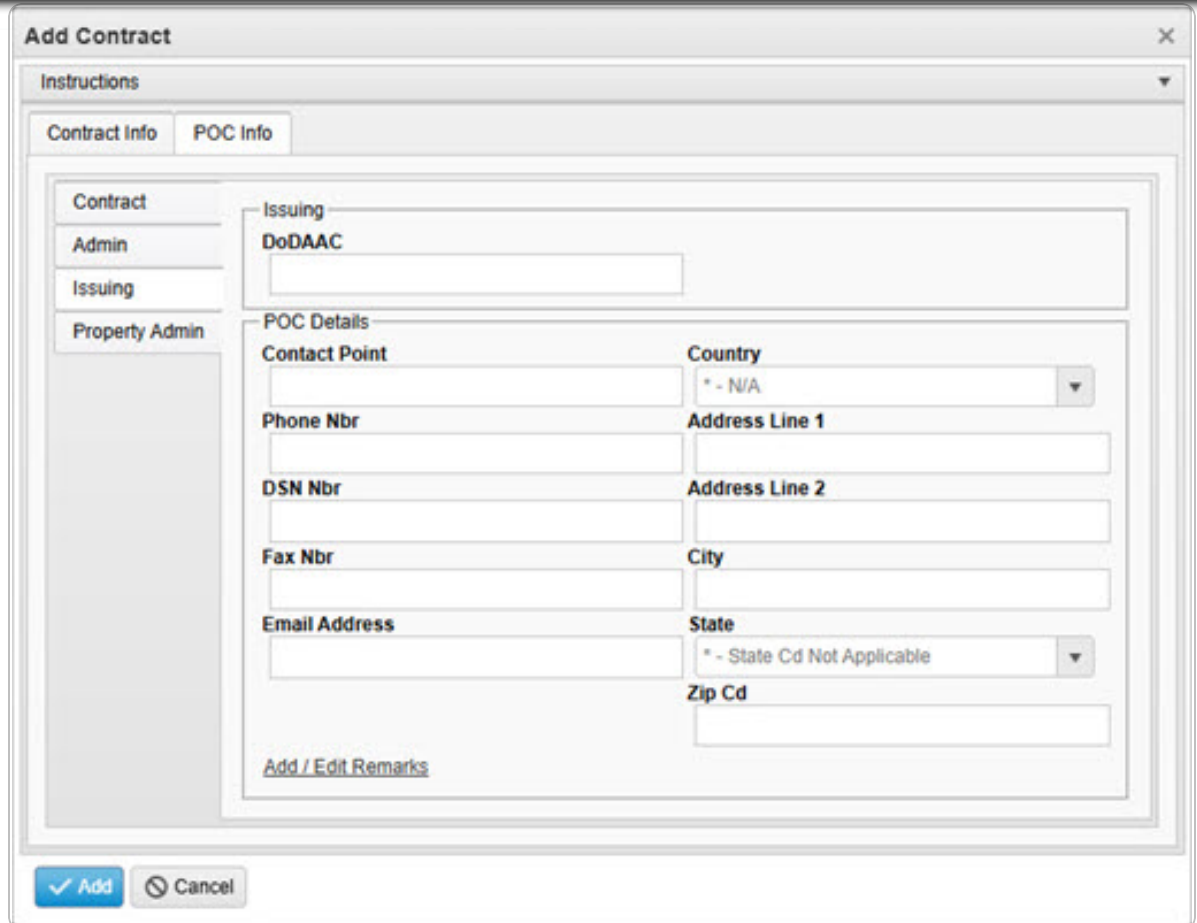
C.

Select the Issuing POC Details section.





Help Reference Guide



The screenshot shows the 'Add Contract' window with the 'POC Info' tab selected. The window has a sidebar with options: Contract, Admin, Issuing, and Property Admin. The main area contains the following fields:

- Contract**
 - Issuing: DoDAAC
- POC Details**
 - Contact Point: [Text Field]
 - Country: *- N/A (Dropdown)
 - Phone Nbr: [Text Field]
 - Address Line 1: [Text Field]
 - DSN Nbr: [Text Field]
 - Address Line 2: [Text Field]
 - Fax Nbr: [Text Field]
 - City: [Text Field]
 - Email Address: [Text Field]
 - State: *- State Cd Not Applicable (Dropdown)
 - Zip Cd: [Text Field]

At the bottom of the main area is a link: [Add / Edit Remarks](#). At the bottom of the window are two buttons: **Add** (with a checkmark icon) and **Cancel** (with a circle and X icon).

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

OR

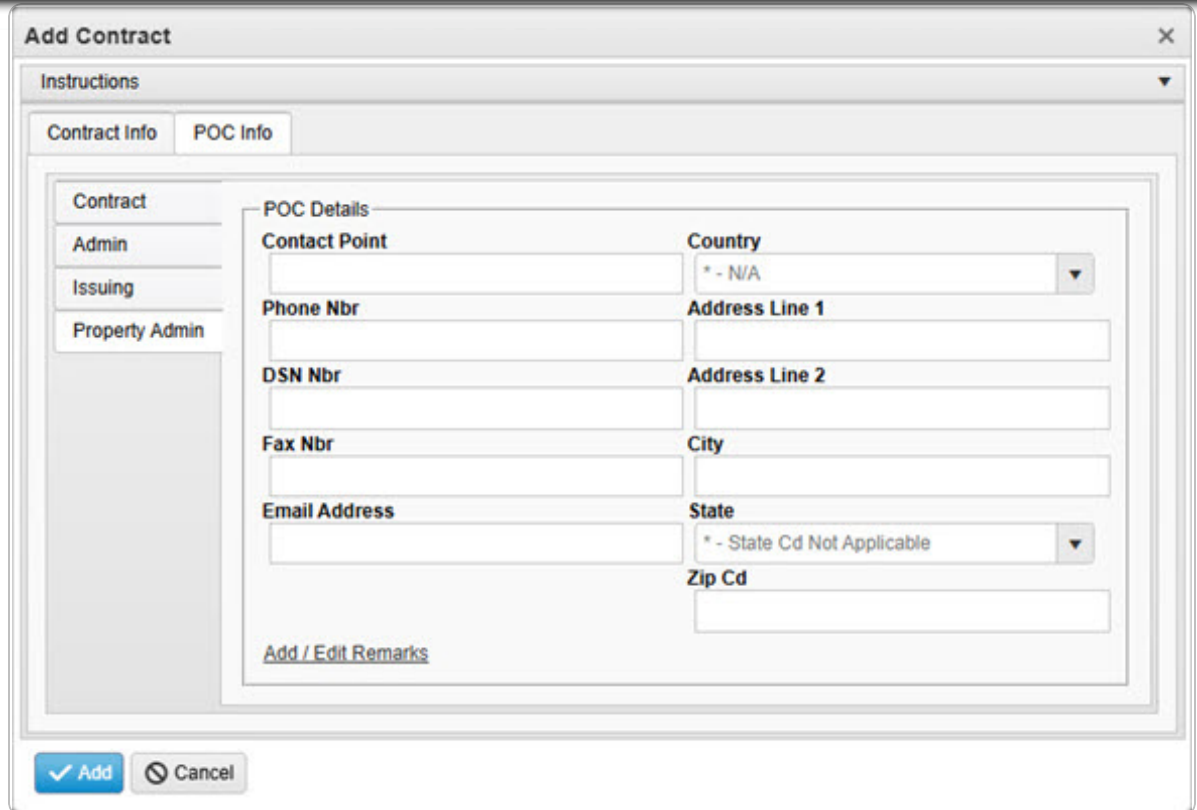
D.

Select the Property Admin POC Details section.





Help Reference Guide



The screenshot shows the 'Add Contract' dialog box with the 'POC Info' tab selected. The dialog has a sidebar with 'Contract', 'Admin', 'Issuing', and 'Property Admin'. The main area contains 'POC Details' with fields for 'Contact Point', 'Country' (dropdown), 'Phone Nbr', 'Address Line 1', 'DSN Nbr', 'Address Line 2', 'Fax Nbr', 'City', 'Email Address', 'State' (dropdown), and 'Zip Cd'. There is an 'Add / Edit Remarks' link at the bottom of the form. At the bottom of the dialog are 'Add' and 'Cancel' buttons.

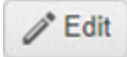
- E. Select . The new Contract record is saved, and appears in the Contract results grid.





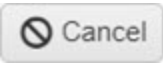
Update a Contract

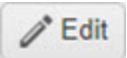
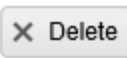
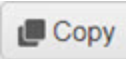
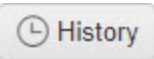
Navigation

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

Procedures

Update a Contract

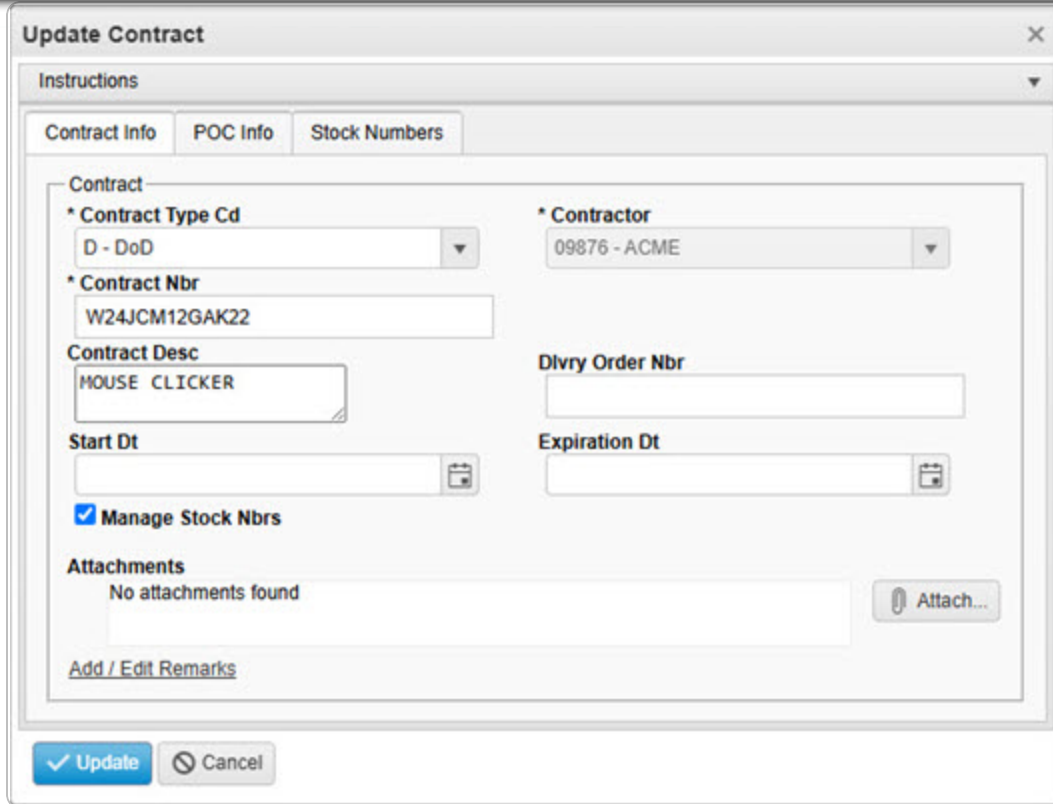
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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





Help Reference Guide



Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

* Contract Type Cd
D - DoD

* Contractor
09876 - ACME

* Contract Nbr
W24JCM12GAK22

Contract Desc
MOUSE CLICKER

Divry Order Nbr

Start Dt

Expiration Dt

☒ Manage Stock Nbrs

Attachments
No attachments found

[Add / Edit Remarks](#)

- 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.*





Help Reference Guide

Update Contract

Instructions

Contract Info

POC Info

Stock Numbers

Associated Stock Numbers

Grid Options

+ Add Stock Nbr(s)

× Delete

☐ All	Stock Nbr	Item Desc
☐	041618JOP001	MOON RING

Selected 0/1

1

Page 1 of 1

50 items per page

1 - 1 of 1 items

✓ Update

⊗ Cancel

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

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

3.

OR

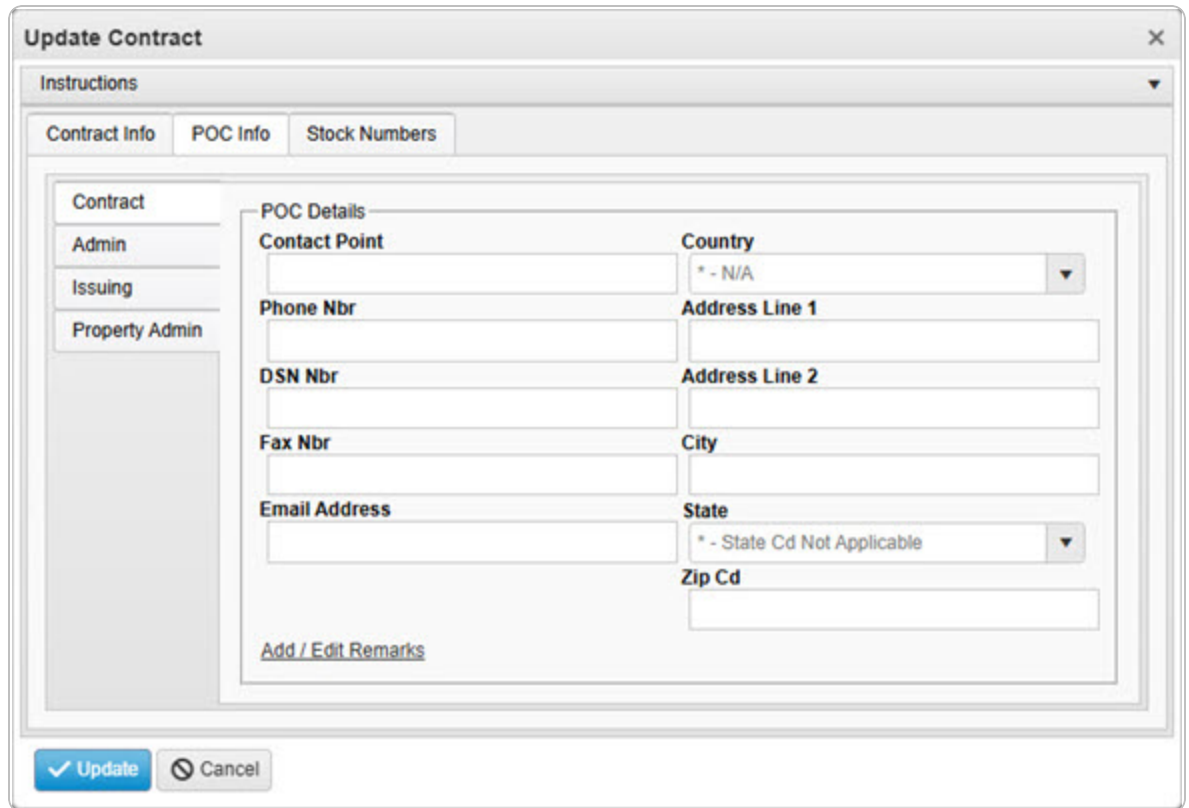
Select the POC Tab. The tab opens to the Contract POC Details section.





Help Reference Guide

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



Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Cd Not Applicable

Zip Cd

[Add / Edit Remarks](#)

✓ Update Cancel

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

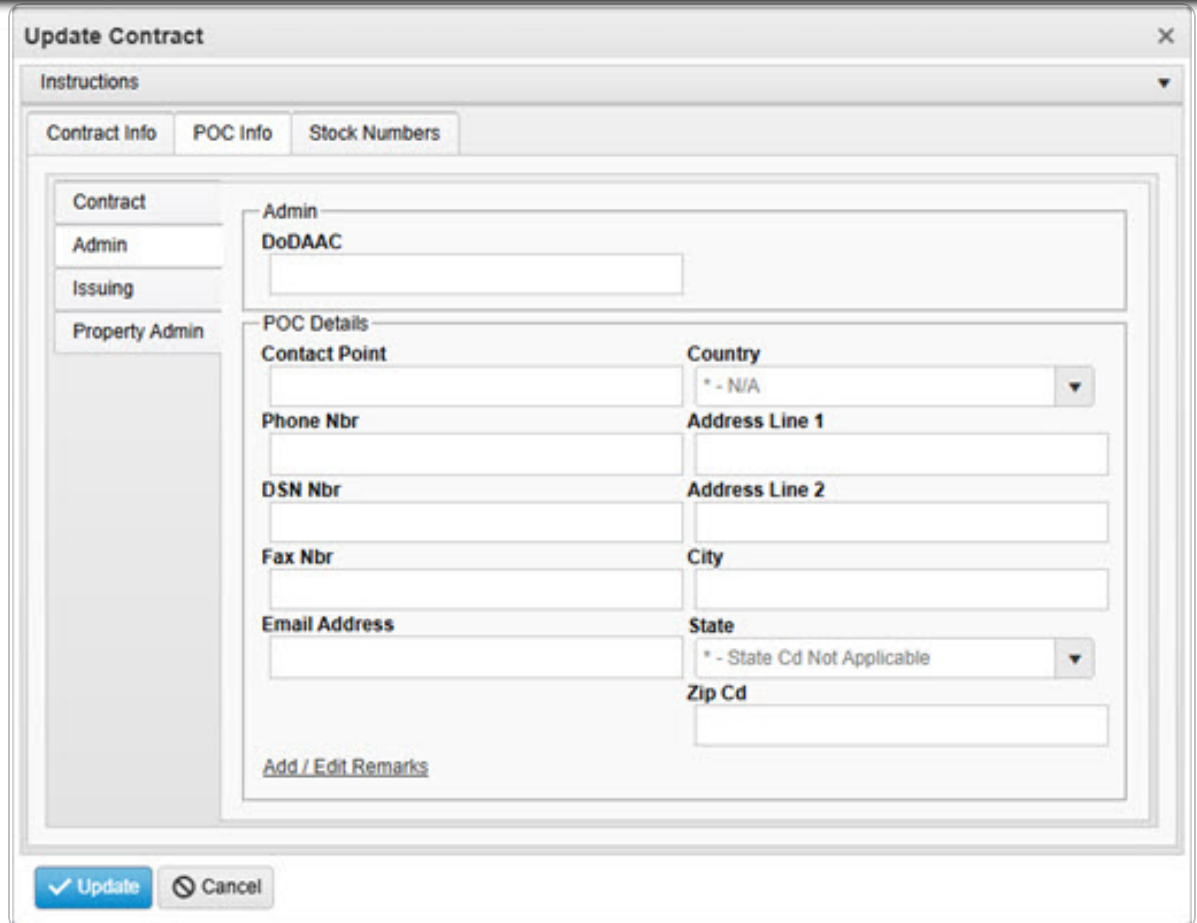
OR

- B. Verify the information in the Admin POC Details section.





Help Reference Guide



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

OR

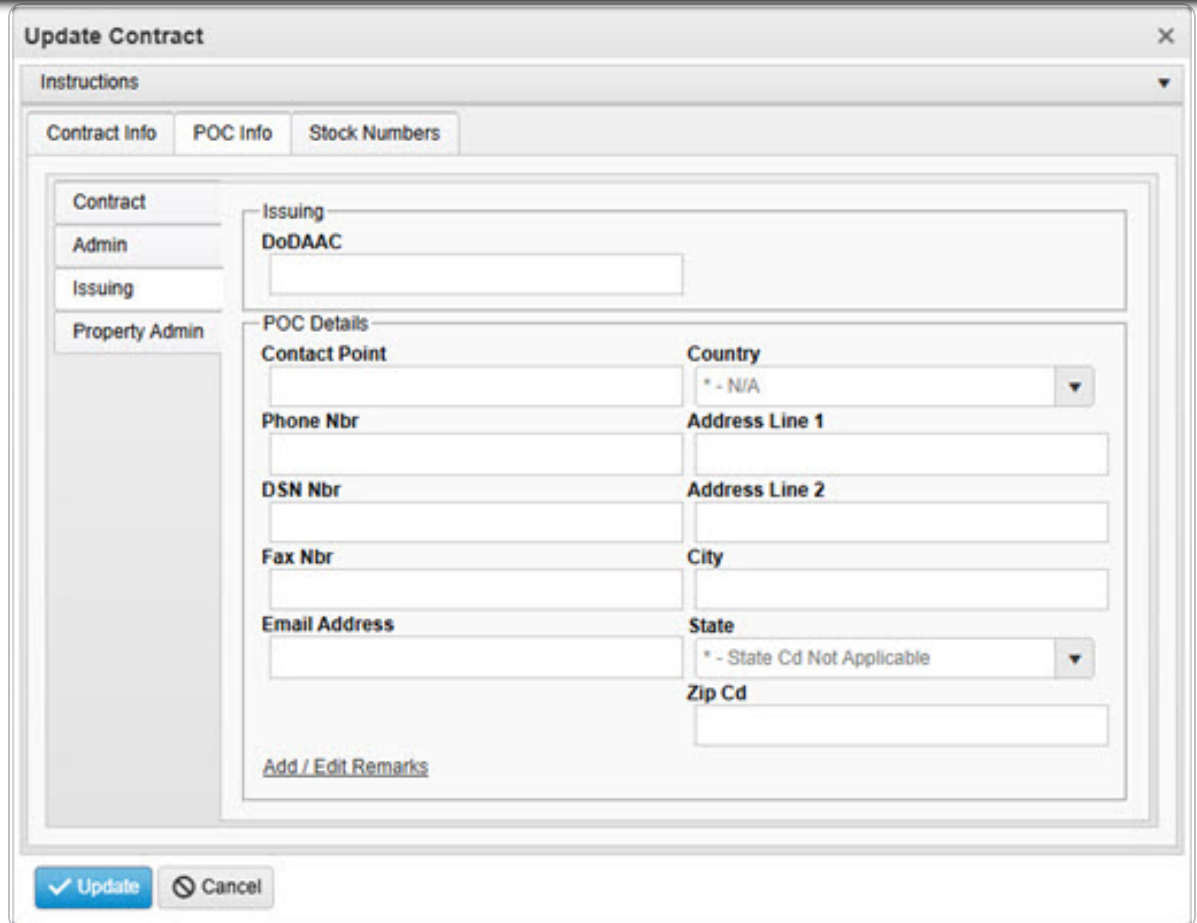
C.

Verify the information in the Issuing POC Details section.





Help Reference Guide



The screenshot shows the 'Update Contract' window with the following components:

- Instructions** dropdown menu.
- Contract Info**, **POC Info**, and **Stock Numbers** tabs.
- Contract** section with a sub-tab menu containing 'Contract', 'Admin', 'Issuing', and 'Property Admin'.
- Issuing** section with a 'DoDAAC' field.
- POC Details** section with the following fields:
 - Contact Point** (text field)
 - Country** (dropdown menu, currently showing '* - N/A')
 - Phone Nbr** (text field)
 - Address Line 1** (text field)
 - DSN Nbr** (text field)
 - Address Line 2** (text field)
 - Fax Nbr** (text field)
 - City** (text field)
 - Email Address** (text field)
 - State** (dropdown menu, currently showing '* - State Cd Not Applicable')
 - Zip Cd** (text field)
- Add / Edit Remarks** link.
- Update** (blue button with a checkmark) and **Cancel** (grey button with a circle and slash) at the bottom.

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.





Help Reference Guide

Update Contract [X]

Instructions [v]

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point

Country
* - N/A [v]

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State
* - State Cd Not Applicable [v]

Zip Cd

[Add / Edit Remarks](#)

- E. Select . The revised Contract record is saved, and in the Contract results grid.





Add Attachments to a Contract

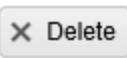
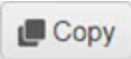
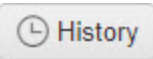
Navigation

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

Procedures

Attach a Document to a Contract

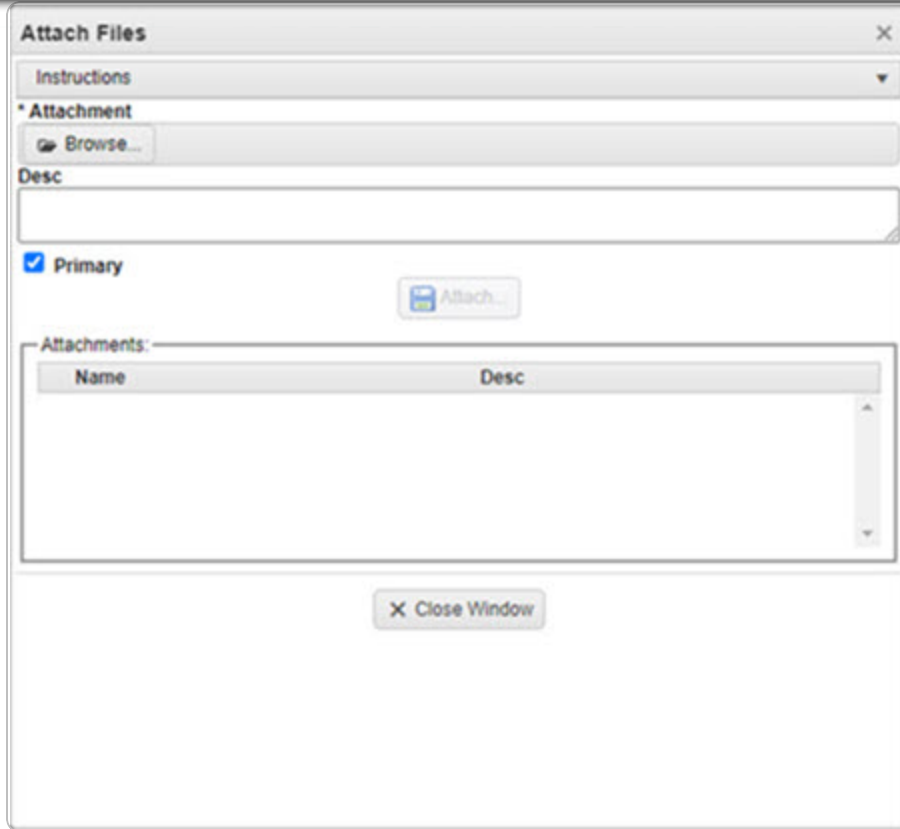
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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



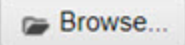
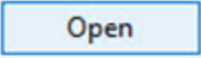
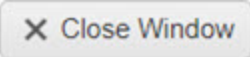
3. Select . The **Attach Files** pop-up window appears.





The 'Attach Files' window contains the following elements:

- Instructions**: A dropdown menu.
- * Attachment**: A section with a **Browse...** button.
- Desc**: A text input field.
- Primary**: A checkbox that is currently checked.
- Attach...**: A button with a document icon.
- Attachments:**: A table with two columns: **Name** and **Desc**.
- Close Window**: A button with an 'X' icon.

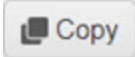
4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
6. Select . The file name appears in the bottom file list.
7. Repeat Steps 4 - 8 to attach multiple documents.
8. Select the desired  in the Primary column. The designated attachment, , is the Primary Attachment.
9. Select . The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.
10. Select . The **Attachments for CONTRACT NBR** pop-up window closes.





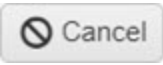
Copy a Contract

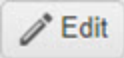
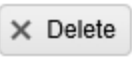
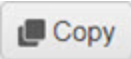
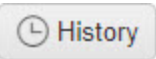
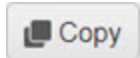
Navigation

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

Procedures

Copy a Contract

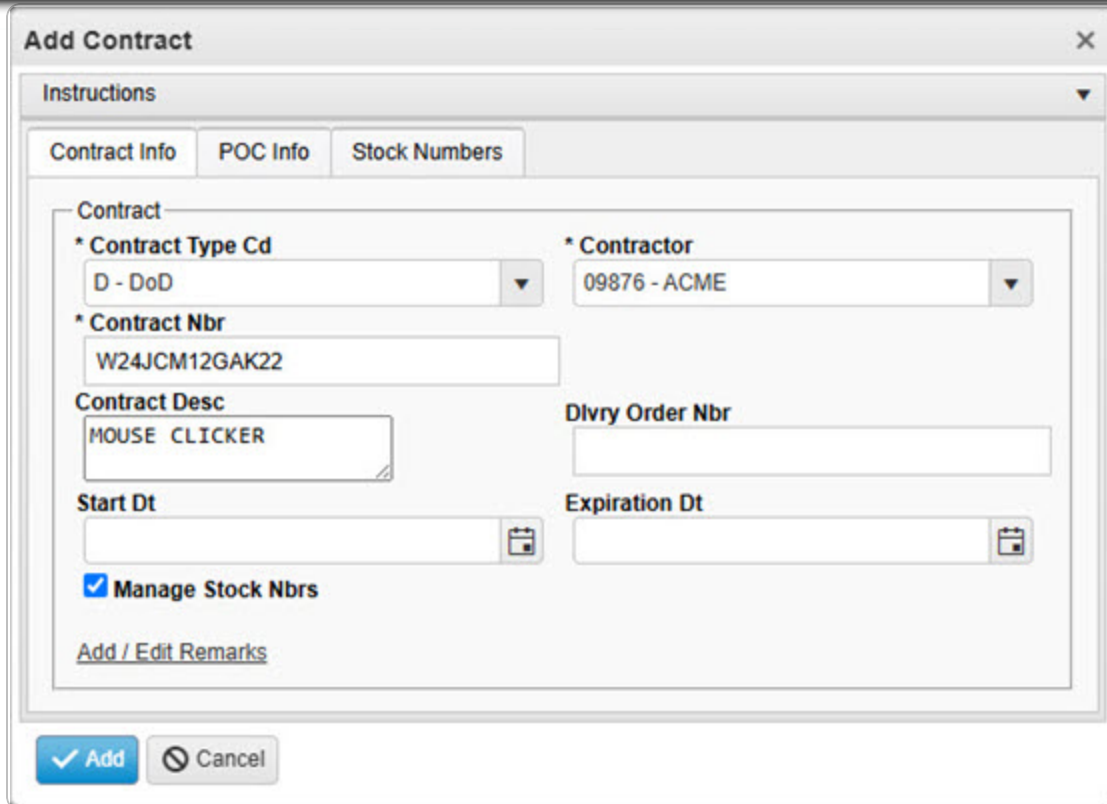
Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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.





Help Reference Guide



Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

Contract

* Contract Type Cd: D - DoD

* Contractor: 09876 - ACME

* Contract Nbr: W24JCM12GAK22

Contract Desc: MOUSE CLICKER

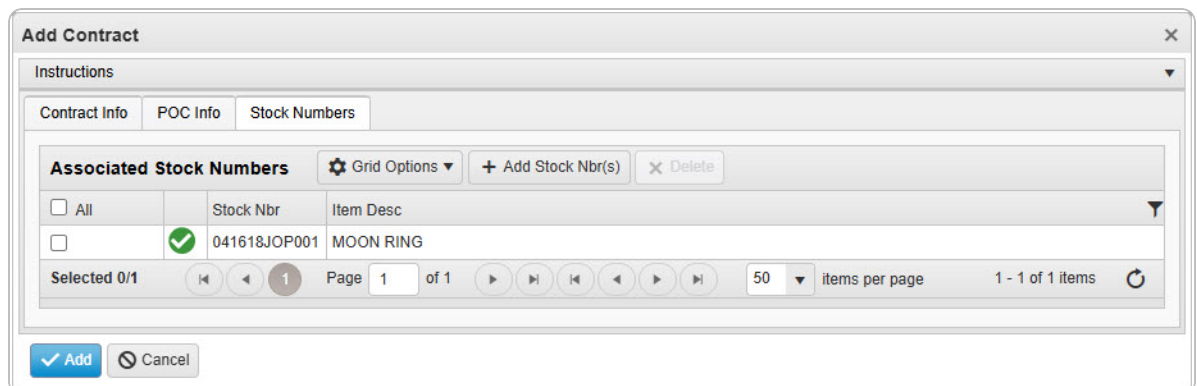
Start Dt: [Calendar Icon]

Expiration Dt: [Calendar Icon]

☒ Manage Stock Nbrs

[Add / Edit Remarks](#)

- Update the Contract Type Cd, using  to select the desired code.
- Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
- Verify the Manage STOCK NBRs contains the appropriate  or . *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*



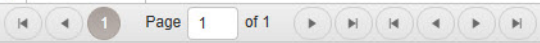
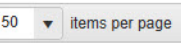
Add Contract

Instructions

Contract Info | POC Info | **Stock Numbers**

Associated Stock Numbers  Grid Options

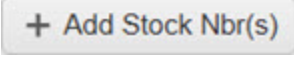
☐ All	☒	Stock Nbr	Item Desc
☐	☒	041618JOP001	MOON RING

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





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- a. Select . *The Stock Nbr Browse pop-up window appears.*
- b. Choose  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.

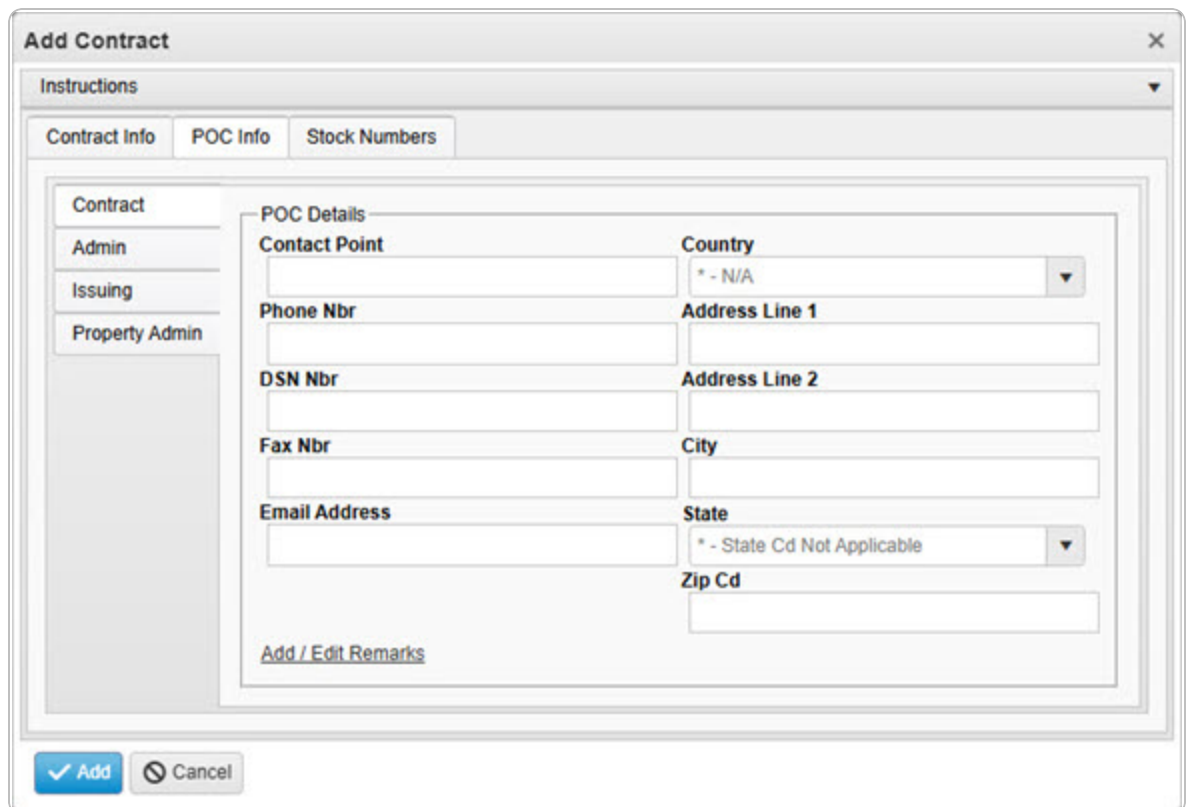
Select . *The copied Contract record is saved, and appears in the Contract results grid.*

3.

OR

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

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



The screenshot shows a web application window titled "Add Contract". It has a tabbed interface with "Contract Info", "POC Info", and "Stock Numbers". The "POC Info" tab is selected, showing the "POC Details" section. On the left, there is a sidebar with "Contract" (selected), "Admin", "Issuing", and "Property Admin". The main area contains a form with the following fields:

- Contract Point**: Text input field.
- Country**: Dropdown menu with "* - N/A" selected.
- Phone Nbr**: Text input field.
- Address Line 1**: Text input field.
- DSN Nbr**: Text input field.
- Address Line 2**: Text input field.
- Fax Nbr**: Text input field.
- City**: Text input field.
- Email Address**: Text input field.
- State**: Dropdown menu with "* - State Cd Not Applicable" selected.
- Zip Cd**: Text input field.

At the bottom of the form is a link "Add / Edit Remarks". At the bottom of the window are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and X icon).



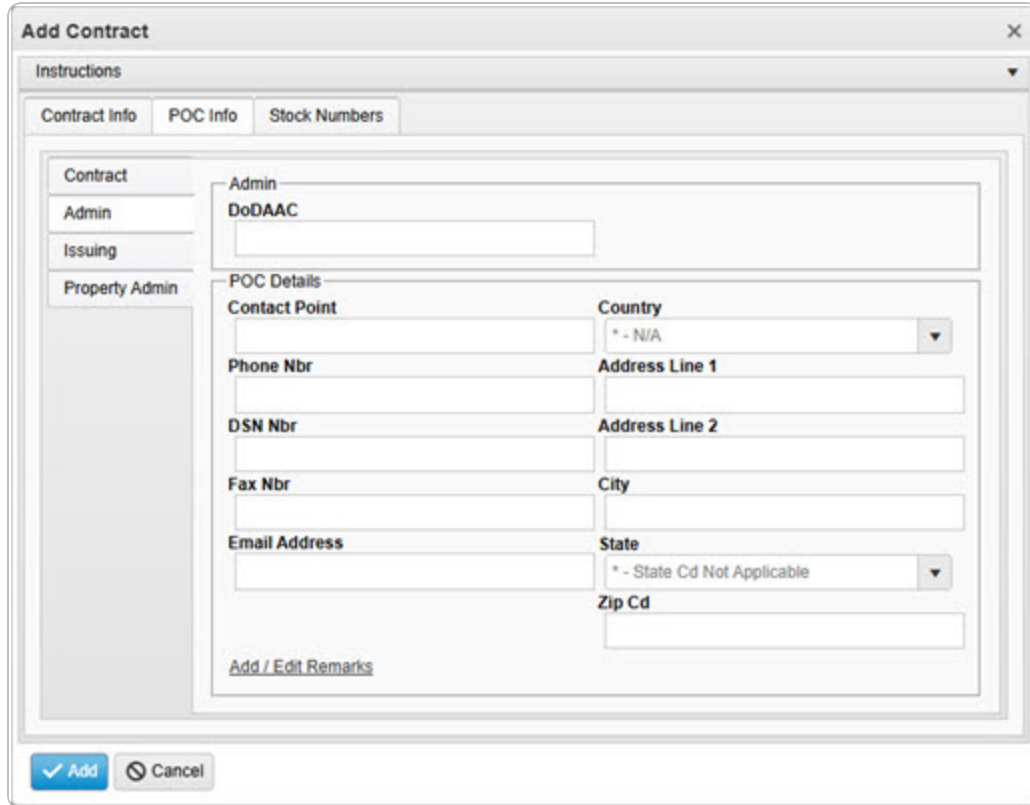


Select . The copied Contract record is saved, and appears in the Contract results grid.

OR

B.

Verify the information in the Admin POC Details section.



Add Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

Admin

DoDAAC

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Cd Not Applicable

Zip Cd

[Add / Edit Remarks](#)

 Add  Cancel

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

OR

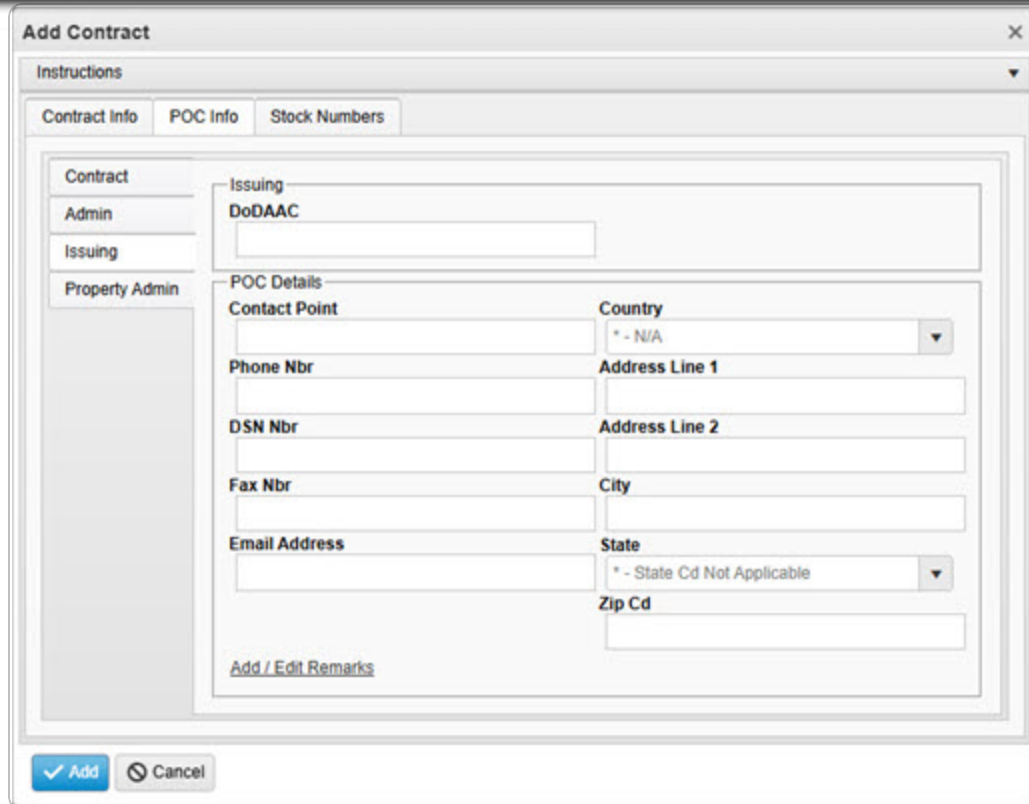
C.

Verify the information in the Issuing POC Details section.





Help Reference Guide



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

OR

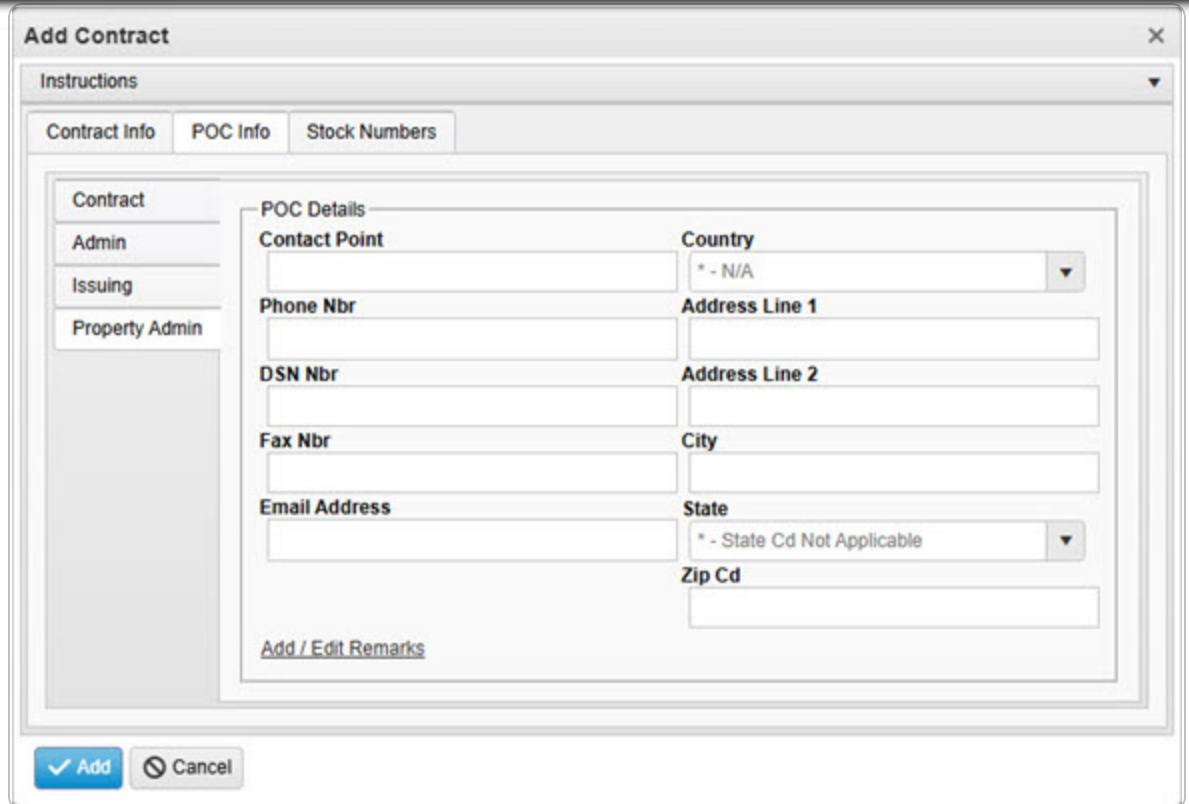
D.

Verify the information in the Property Admin POC Details section.





Help Reference Guide



The screenshot shows the 'Add Contract' dialog box with the following components:

- Instructions:** A dropdown menu.
- Tabs:** 'Contract Info' (selected), 'POC Info', and 'Stock Numbers'.
- Left Panel:** A list of roles: 'Contract', 'Admin', 'Issuing', and 'Property Admin'.
- POC Details Section:**
 - Contact Point:** Text input field.
 - Country:** Dropdown menu with '* - N/A' selected.
 - Phone Nbr:** Text input field.
 - Address Line 1:** Text input field.
 - DSN Nbr:** Text input field.
 - Address Line 2:** Text input field.
 - Fax Nbr:** Text input field.
 - City:** Text input field.
 - Email Address:** Text input field.
 - State:** Dropdown menu with '* - State Cd Not Applicable' selected.
 - Zip Cd:** Text input field.
- Footer:** 'Add / Edit Remarks' link, 'Add' button (checked), and 'Cancel' button.

- E. Select . The copied Contract record is saved, and appears in the Contract results grid.





Delete a Contract

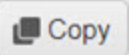
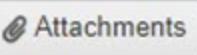
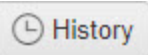
Navigation

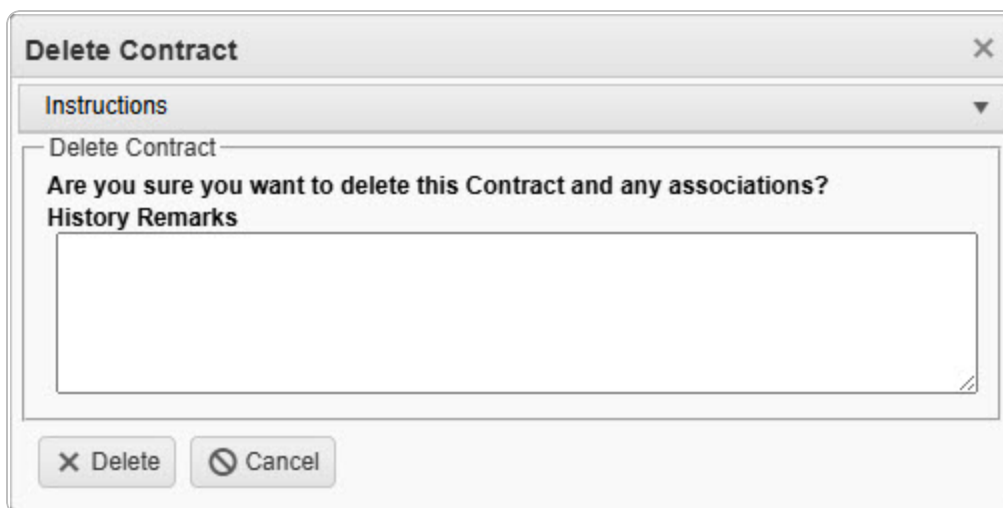
MASTER DATA MGMT > Contract > ☐ (desired record) >  > Delete Contract pop-up window

Procedures

Delete a Contract

Selecting  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 , , , , and  become available.*
2. Select . *The **Delete Contract** pop-up window appears.*



The screenshot shows a 'Delete Contract' dialog box. It has a title bar with a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. The main content area contains the text 'Delete Contract' followed by the question 'Are you sure you want to delete this Contract and any associations?'. Below this is a text area labeled 'History Remarks'. At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'.

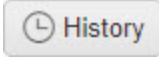
3. Select . *The Contract record is removed from the Results grid.*





View the Contract History

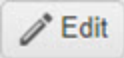
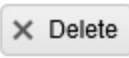
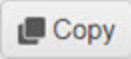
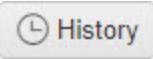
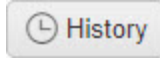
Navigation

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

Procedures

View the Contract History

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

- Click ☐ to select the desired entry. The Contract is highlighted, and , , , , and  become available.
- Select  next to the desired entry. The **History for CONTRACT NBR** pop-up window appears.

History for Contract Nbr: W24JCM12GAK22

Operation	Last Transaction Dt/Tm	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Divry 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

- The information regarding the contract record automatically populates and is not editable.
- Select  to close the pop-up window.

