



## 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

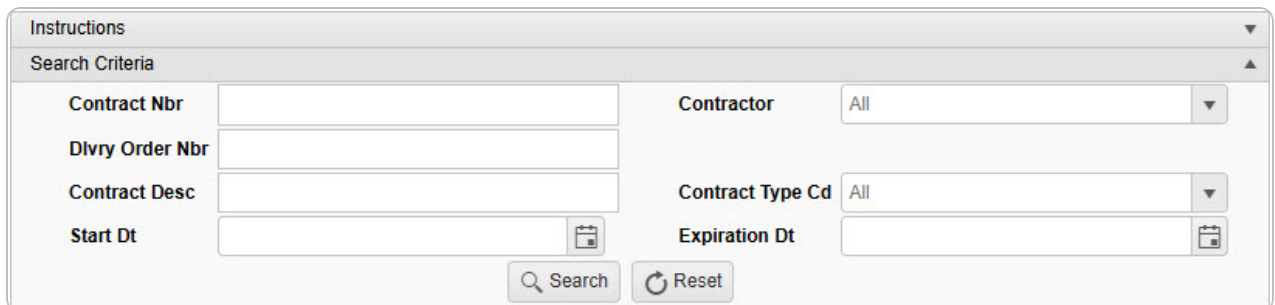
MASTER DATA MGMT > Contract > Contract page

### 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.

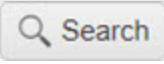


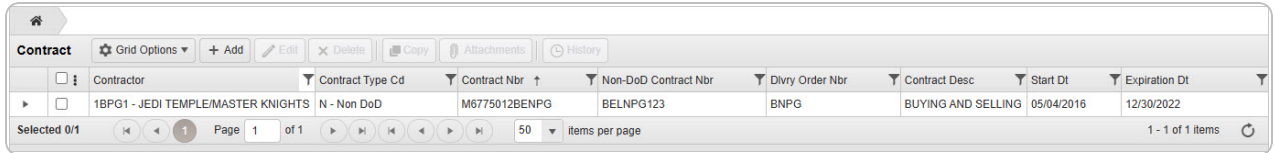
The screenshot shows a search interface with the following fields and controls:

- Instructions:** A dropdown menu.
- Search Criteria:** A section containing several input fields:
  - Contract Nbr:** A text input field.
  - Divry Order Nbr:** A text input field.
  - Contract Desc:** A text input field.
  - Start Dt:** A date input field with a calendar icon.
  - Contractor:** A dropdown menu with "All" selected.
  - Contract Type Cd:** A dropdown menu with "All" selected.
  - Expiration Dt:** A date input field with a calendar icon.
- Buttons:** A "Search" button with a magnifying glass icon and a "Reset" button with a circular arrow icon.





2. Select  to display the search results.



The screenshot shows a web-based grid interface for contracts. At the top, there is a toolbar with buttons for 'Grid Options', '+ Add', 'Edit', 'Delete', 'Copy', 'Attachments', and 'History'. Below the toolbar is a table with the following columns: Contractor, Contract Type Cd, Contract Nbr, Non-DoD Contract Nbr, Divry Order Nbr, Contract Desc, Start Dt, and Expiration Dt. A single row of data is visible, representing a contract for '1BPG1 - JEDI TEMPLE/MASTER KNIGHTS'. The grid footer shows 'Selected 0/1', 'Page 1 of 1', '50 items per page', and '1 - 1 of 1 items'.

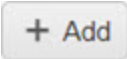
Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Divry Order Nbr	Contract Desc	Start Dt	Expiration Dt
1BPG1 - JEDI TEMPLE/MASTER KNIGHTS	N - Non DoD	M6775012BENFG	BELNPG123	BNPG	BUYING AND SELLING	05/04/2016	12/30/2022





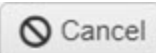
# Add a Contract


## Navigation

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

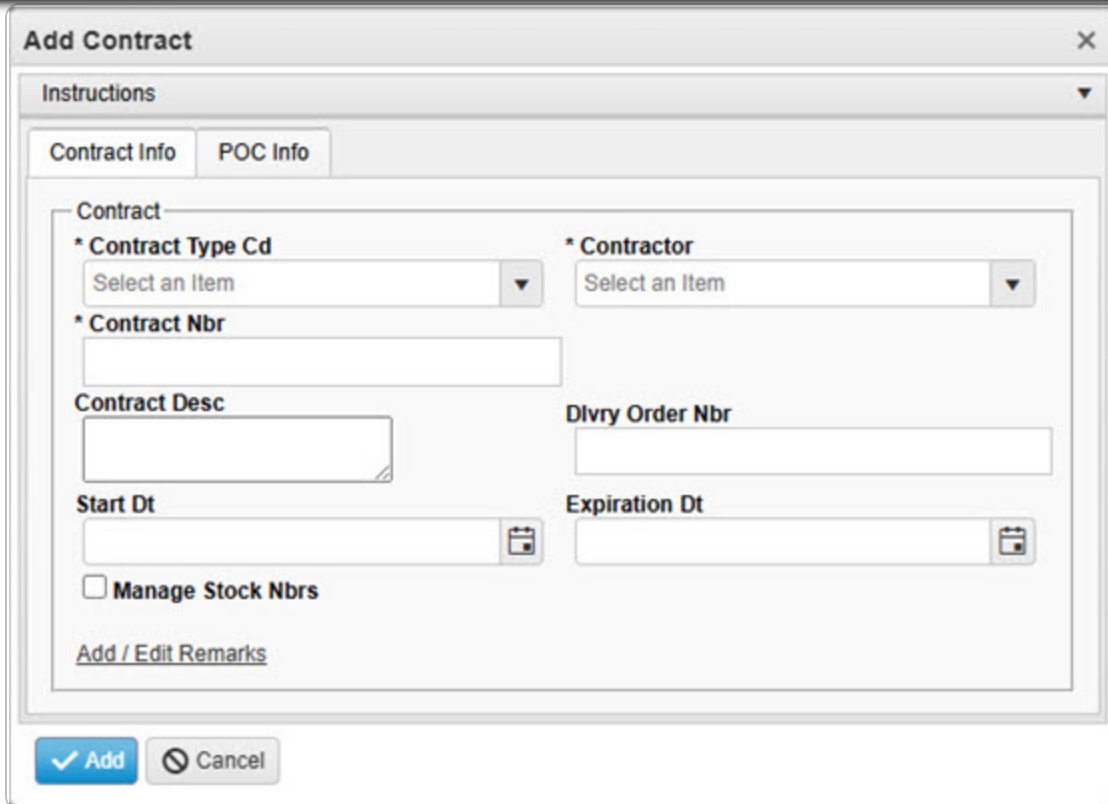
## Procedures

### 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.



**Add Contract**

Instructions

Contract Info POC Info

Contract

\* Contract Type Cd  
Select an Item

\* Contractor  
Select an Item

\* Contract Nbr

Contract Desc

Divry Order Nbr


Start Dt

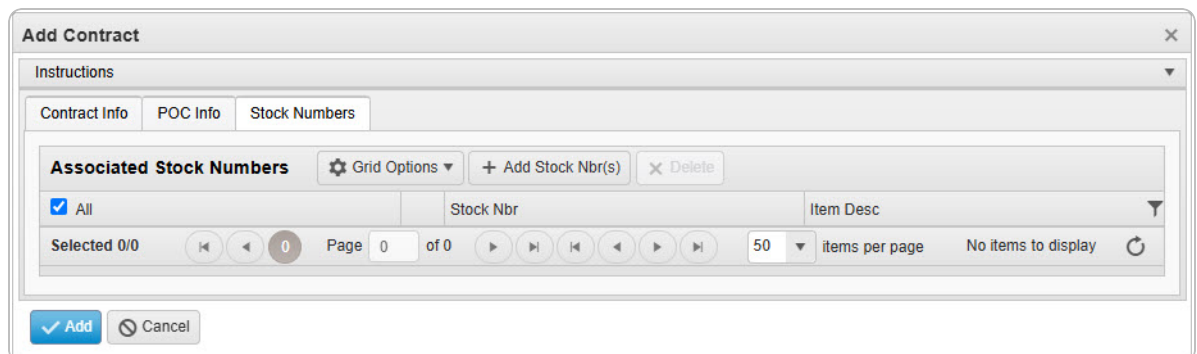
Expiration Dt

Manage Stock Nbrs

[Add / Edit Remarks](#)

✓ Add    ⓧ Cancel

- 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    + Add Stock Nbr(s)    ✕ Delete

<input checked="" type="checkbox"/> All	Stock Nbr	Item Desc
Selected 0/0		


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

✓ Add    ⓧ Cancel

- D. Use  to select the Contractor.





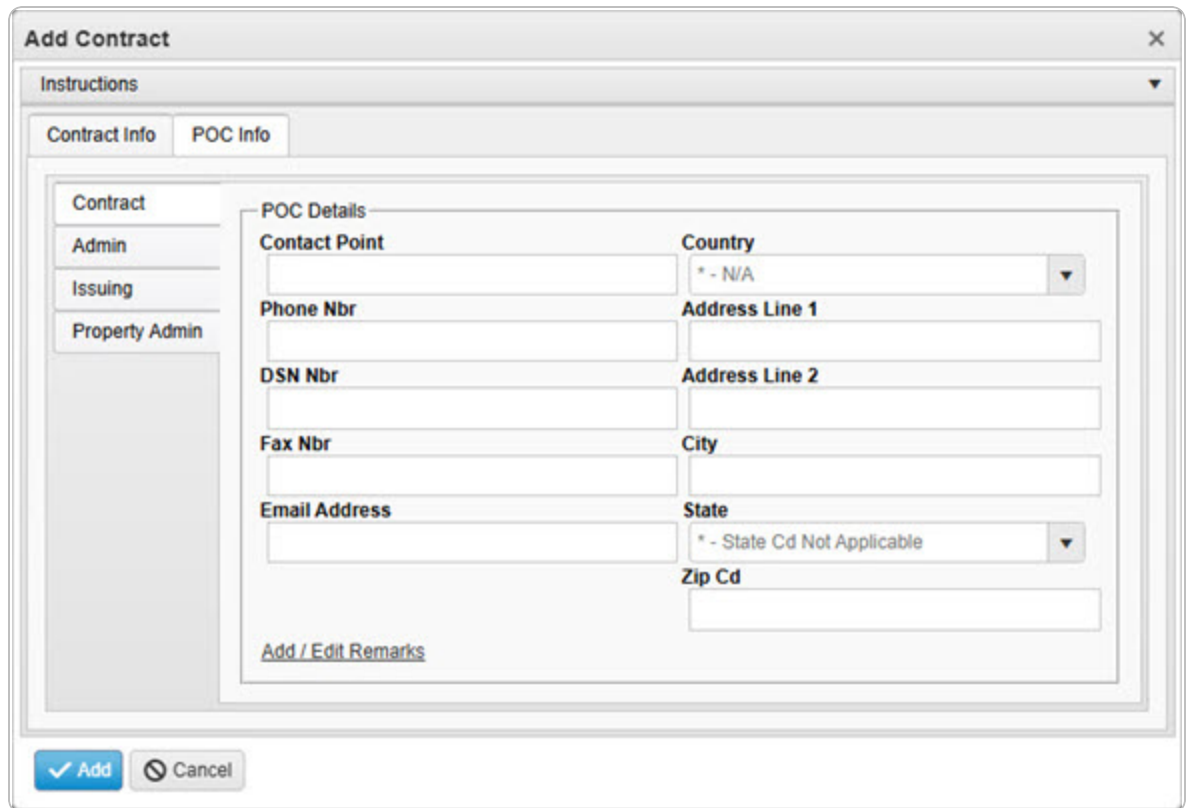
Select . The new Contract record is saved, and appears in the Contract results grid.

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 a window titled "Add Contract" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are two tabs: "Contract Info" and "POC Info", with "POC Info" selected. The main area is divided into two columns. The left column has a sidebar with buttons for "Contract", "Admin", "Issuing", and "Property Admin". The right column is titled "POC Details" and contains several input fields: "Contact Point", "Phone Nbr", "DSN Nbr", "Fax Nbr", "Email Address", "Country" (a dropdown menu with "\* - N/A"), "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu with "\* - State Cd Not Applicable"), and "Zip Cd". At the bottom of the POC Details section is a link that says "Add / Edit Remarks". At the very bottom of the window are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

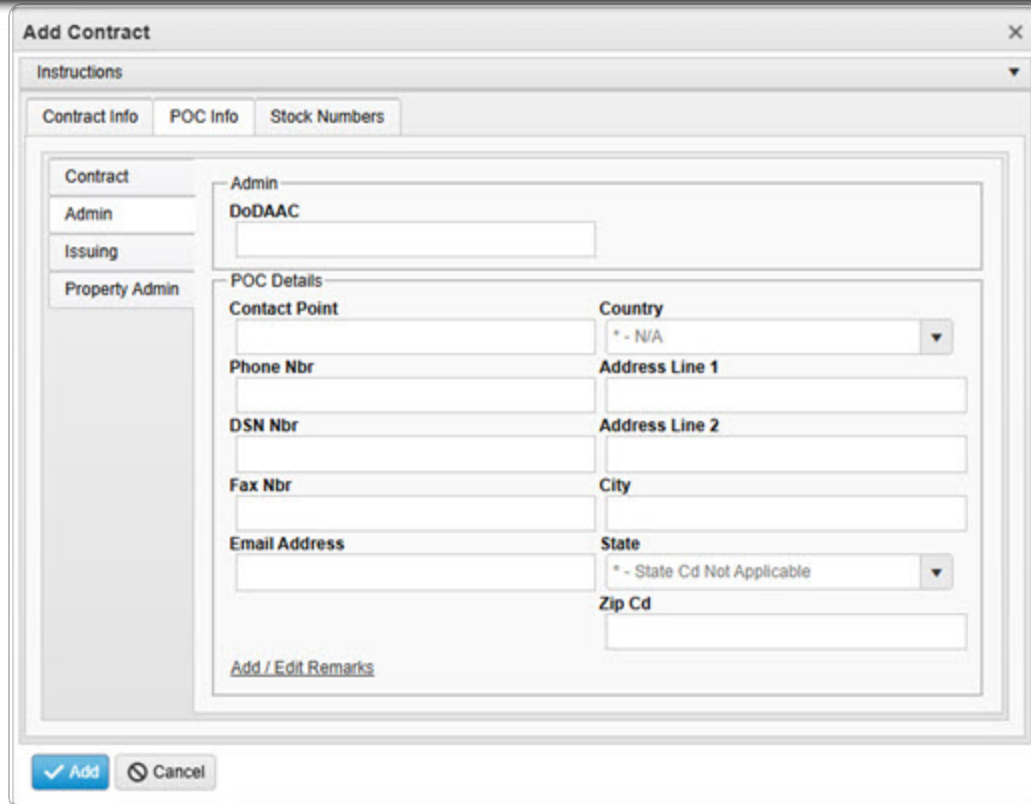
Select . The new Contract record is saved, and appears in the Contract results grid.

**OR**

B.

Select the Admin POC Details section.






The screenshot shows the 'Add Contract' window with the following fields and sections:

- Contract Info** (selected tab):
  - Contract: [Text Field]
  - Admin: [Text Field]
  - Issuing: [Text Field]
  - Property Admin: [Text Field]
- POC Info** (selected sub-tab):
  - Admin**:
    - DoDAAC: [Text Field]
  - POC Details**:
    - Contact Point: [Text Field]
    - Country: [Dropdown Menu] (Value: \*- 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] (Value: \*- State Cd Not Applicable)
    - Zip Cd: [Text Field]
  - [Add / Edit Remarks](#)

Buttons:

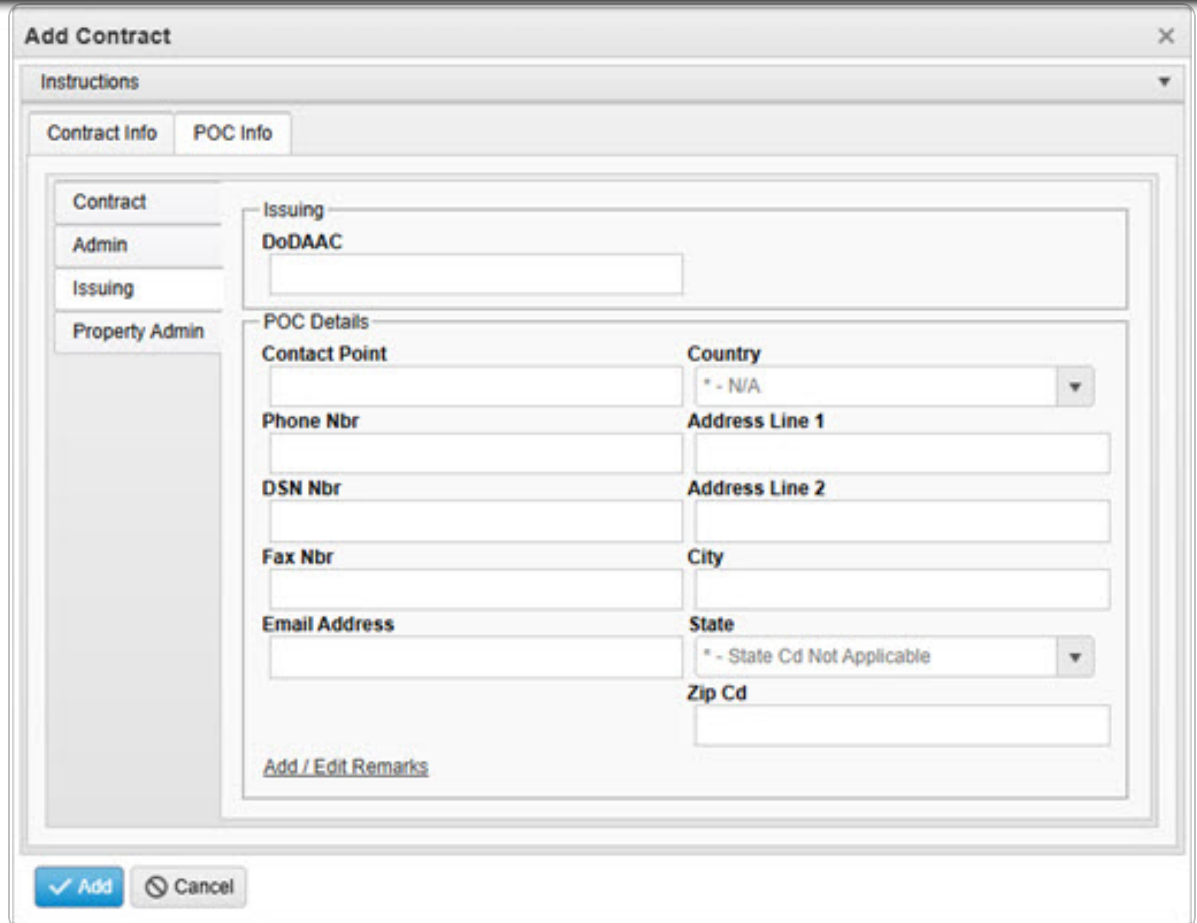
Select . The new Contract record is saved, and appears in the Contract results grid.

**OR**


C.

Select the Issuing POC Details section.





The screenshot shows the 'Add Contract' window with the 'POC Info' tab selected. The form is divided into two main sections: 'Contract' and 'POC Details'. The 'Contract' section includes fields for 'Issuing' (DoDAAC) and 'Admin'. The 'POC Details' section includes fields for 'Contact Point', 'Phone Nbr', 'DSN Nbr', 'Fax Nbr', 'Email Address', 'Country', 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Cd'. There is also an 'Add / Edit Remarks' link at the bottom of the POC Details section. At the bottom of the window, there are 'Add' and 'Cancel' buttons.

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

**OR**

D.

Select the Property Admin POC Details section.






### Add Contract

Instructions

Contract Info   POC Info

<b>Contract</b>	<b>POC Details</b>	
Admin	<b>Contact Point</b>	<b>Country</b>
Issuing	<input type="text"/>	* - N/A
Property Admin	<b>Phone Nbr</b>	<b>Address Line 1</b>
	<input type="text"/>	<input type="text"/>
	<b>DSN Nbr</b>	<b>Address Line 2</b>
	<input type="text"/>	<input type="text"/>
	<b>Fax Nbr</b>	<b>City</b>
	<input type="text"/>	<input type="text"/>
	<b>Email Address</b>	<b>State</b>
	<input type="text"/>	* - State Cd Not Applicable
		<b>Zip Cd</b>
		<input type="text"/>

[Add / Edit Remarks](#)

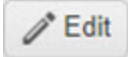
- E. Select . The new Contract record is saved, and appears at the top of the Contract results grid in green.






# Update a Contract

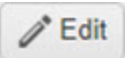
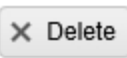
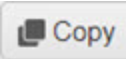

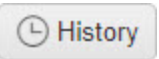
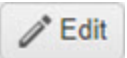
## Navigation

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

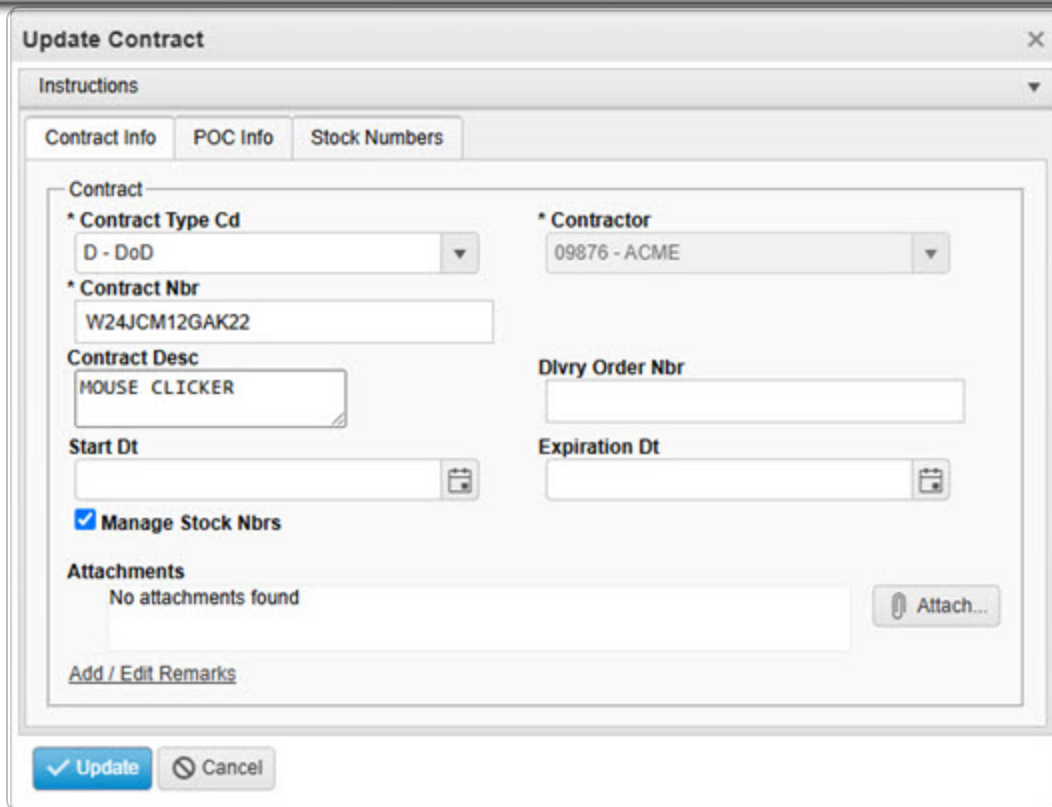
## Procedures

### 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.*





The screenshot shows the 'Update Contract' dialog box with the following fields and controls:

- Contract Info** (selected tab)
- Contract** section:
  - \* Contract Type Cd: Dropdown menu with 'D - DoD' selected.
  - \* Contractor: Dropdown menu with '09876 - ACME' selected.
  - \* Contract Nbr: Text field containing 'W24JCM12GAK22'.
  - Contract Desc: Text field containing 'MOUSE CLICKER'.
  - Start Dt: Date picker field.
  - Expiration Dt: Date picker field.
  - Manage Stock Nbrs
- Attachments** section:
  - No attachments found
  - Attach... button
- [Add / Edit Remarks](#) link
- Update (checked) and Cancel buttons at the bottom.

- 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.*





**Update Contract** [Close]

Instructions [Dropdown]


Contract Info | POC Info | Stock Numbers

**Associated Stock Numbers** [Grid Options] + Add Stock Nbr(s) x Delete

<input type="checkbox"/> All	Stock Nbr	Item Desc
<input type="checkbox"/>	041618JOP001	MOON RING

Selected 0/1 [Navigation] Page 1 of 1 [Navigation] 50 items per page 1 - 1 of 1 items [Refresh]

[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.

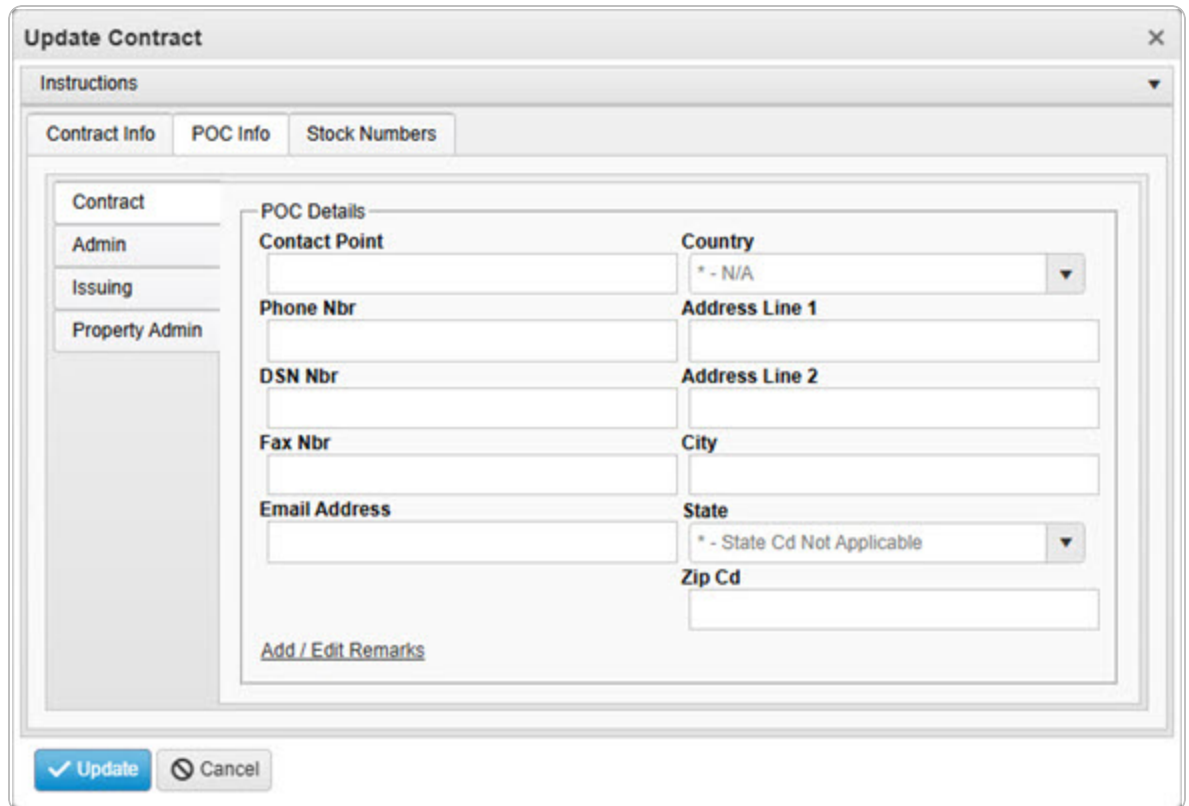
**OR**

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





- 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](#)

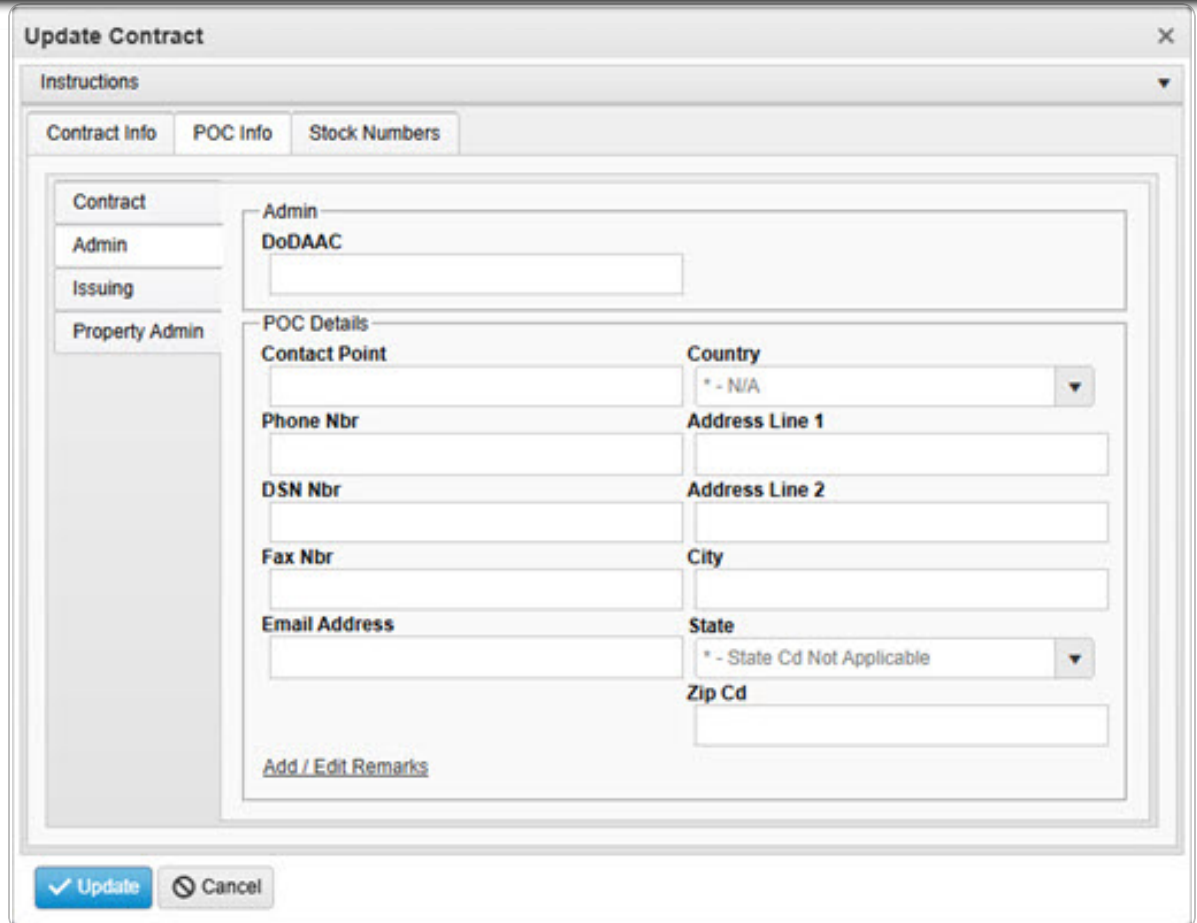
Update Cancel


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

**OR**

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





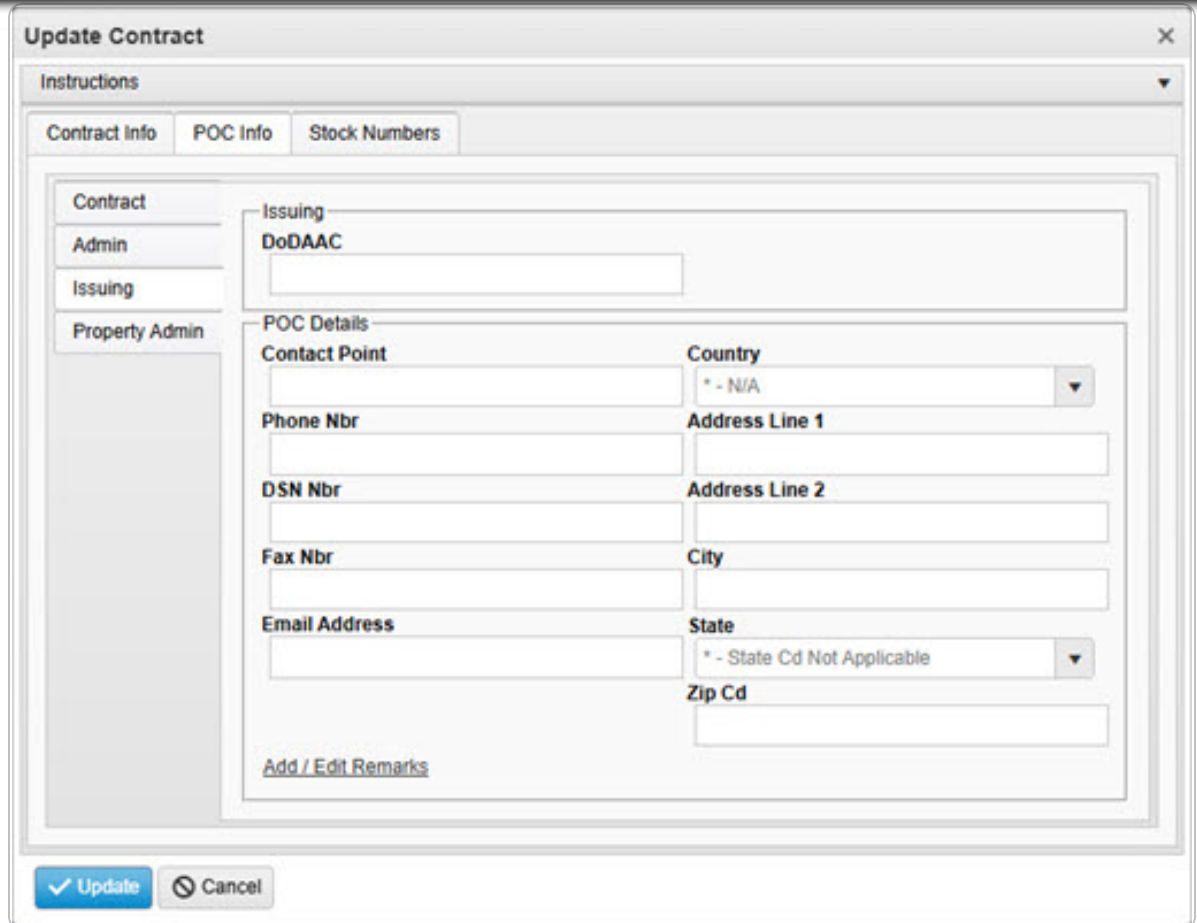
Select  . The revised Contract record is saved, and in the Contract results grid.

**OR**

C.


Verify the information in the Issuing POC Details section.





The screenshot shows the 'Update Contract' dialog box with the following fields and sections:

- Contract Info** (selected tab)
- Contract** section:
  - Issuing: DoDAAC
  - Text input field
- POC Details** section:
  - Contact Point: Text input field
  - Country: Dropdown menu (selected: \*- N/A)
  - 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 (selected: \*- State Cd Not Applicable)
  - Zip Cd: Text input field
- [Add / Edit Remarks](#) link
- Buttons:  and

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.






### Update Contract

Instructions

Contract Info   POC Info   Stock Numbers

<b>Contract</b>	<b>POC Details</b>	
Admin	<b>Contact Point</b>	<b>Country</b>
Issuing	<input type="text"/>	* - N/A
Property Admin	<b>Phone Nbr</b>	<b>Address Line 1</b>
	<input type="text"/>	<input type="text"/>
	<b>DSN Nbr</b>	<b>Address Line 2</b>
	<input type="text"/>	<input type="text"/>
	<b>Fax Nbr</b>	<b>City</b>
	<input type="text"/>	<input type="text"/>
	<b>Email Address</b>	<b>State</b>
	<input type="text"/>	* - State Cd Not Applicable
		<b>Zip Cd</b>
		<input type="text"/>

[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

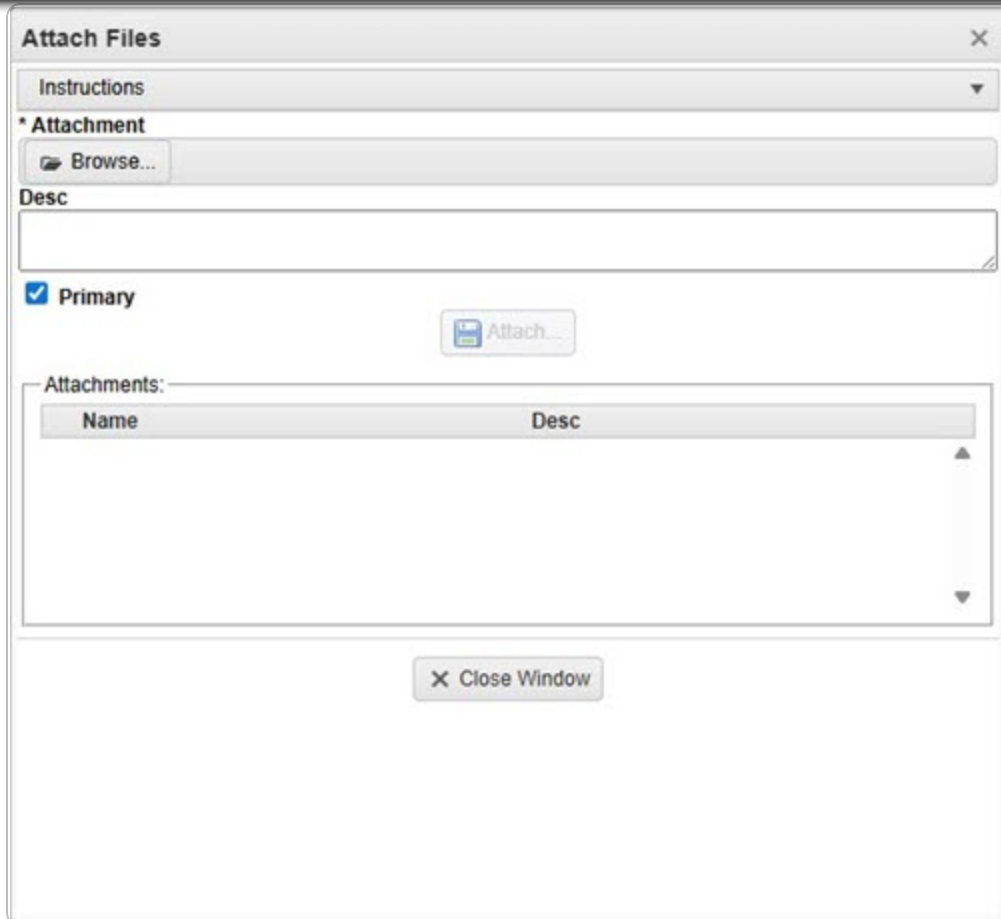
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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.*

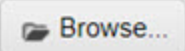
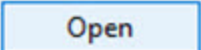
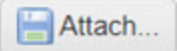


3. Select . *The **Attach Files** pop-up window appears.*





The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "\* Attachment" containing a "Browse..." button. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button. At the bottom of the main content area is a table with the heading "Attachments:" and two columns: "Name" and "Desc". The table is currently empty. At the very bottom of the window is a "Close Window" button.

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.





**Attach Files**
✕

Instructions
▼

**\* Attachment**

📁 Browse...

**Desc**

**Primary**

Attach...

**Attachments:**

Name	Desc	✕	▲
<input checked="" type="radio"/> <a href="#">Puffin.png</a>	Puffin	✕	▲

✕ Close Window

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.*





## Help Reference Guide

Attachments for Contract Nbr: 12345678Z1234 ✕

Instructions ▼

  Puffin.png  ✕


 Attach...






# Copy a Contract

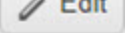
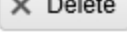
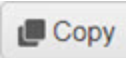

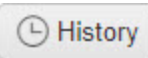
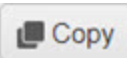
## Navigation

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

## Procedures

### Copy 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 **Add Contract** pop-up window displays, with the Contract Info Tab available.*





✕
Add Contract

Instructions

Contract Info
POC Info
Stock Numbers

**Contract**

**\* Contract Type Cd**

**\* Contract Nbr**

**Contract Desc**

**Start Dt**

**Manage Stock Nbrs**


[Add / Edit Remarks](#)

**\* Contractor**

**Divry Order Nbr**

**Expiration Dt**

✓ Add
⊘ Cancel

- 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.*

✕
Add Contract

Instructions

Contract Info
POC Info
Stock Numbers

**Associated Stock Numbers** ⚙ Grid Options + Add Stock Nbr(s) ✕ Delete

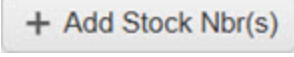

		Stock Nbr	Item Desc
<input type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	041618JOP001	MOON RING

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


✓ Add
⊘ Cancel





- 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.

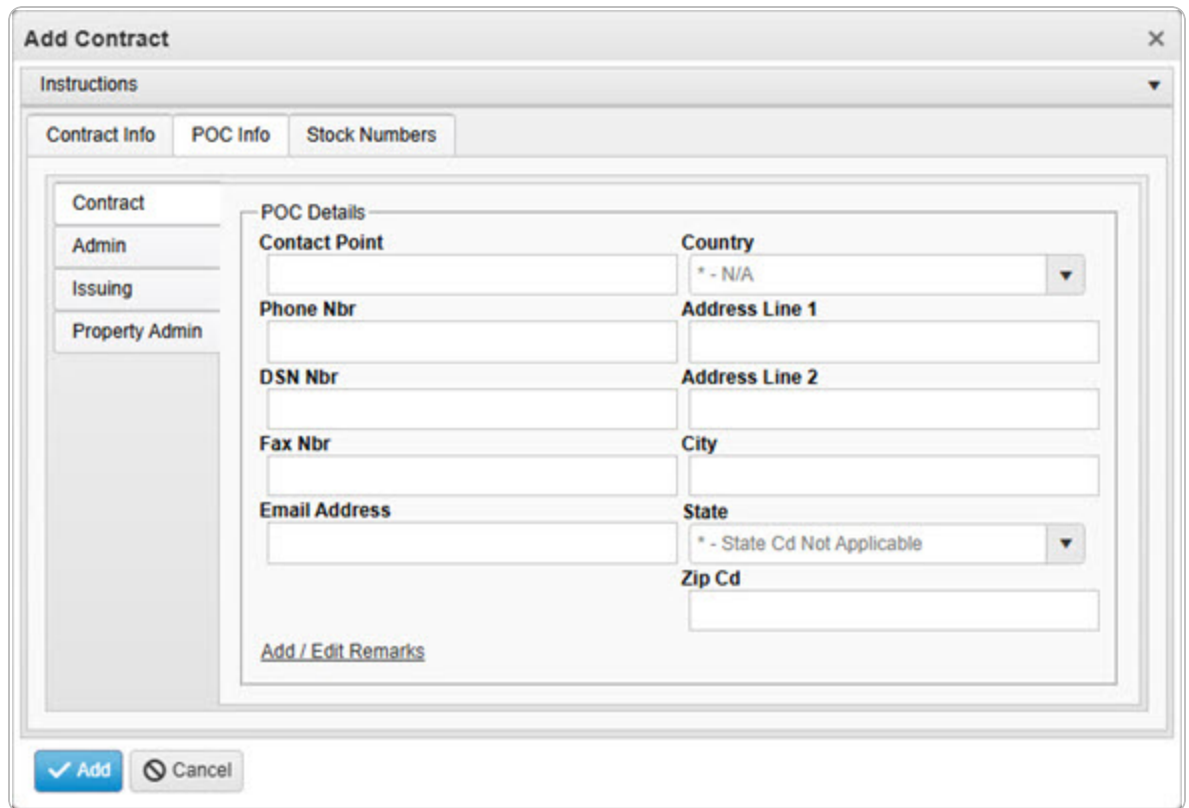
Select . *The copied Contract record is saved, and appears in the Contract results grid.*

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 close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. There are three tabs: "Contract Info", "POC Info", and "Stock Numbers". The "POC Info" tab is selected. On the left side, there is a vertical menu with options: "Contract", "Admin", "Issuing", and "Property Admin". The main area is titled "POC Details" and contains several input fields and dropdown menus arranged in two columns. The fields include: "Contact Point", "Phone Nbr", "DSN Nbr", "Fax Nbr", "Email Address", "Country" (dropdown menu with "\* - N/A"), "Address Line 1", "Address Line 2", "City", "State" (dropdown menu with "\* - State Cd Not Applicable"), and "Zip Cd". At the bottom left of the form area, there is a link that says "Add / Edit Remarks". At the bottom of the window, there are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and slash icon).



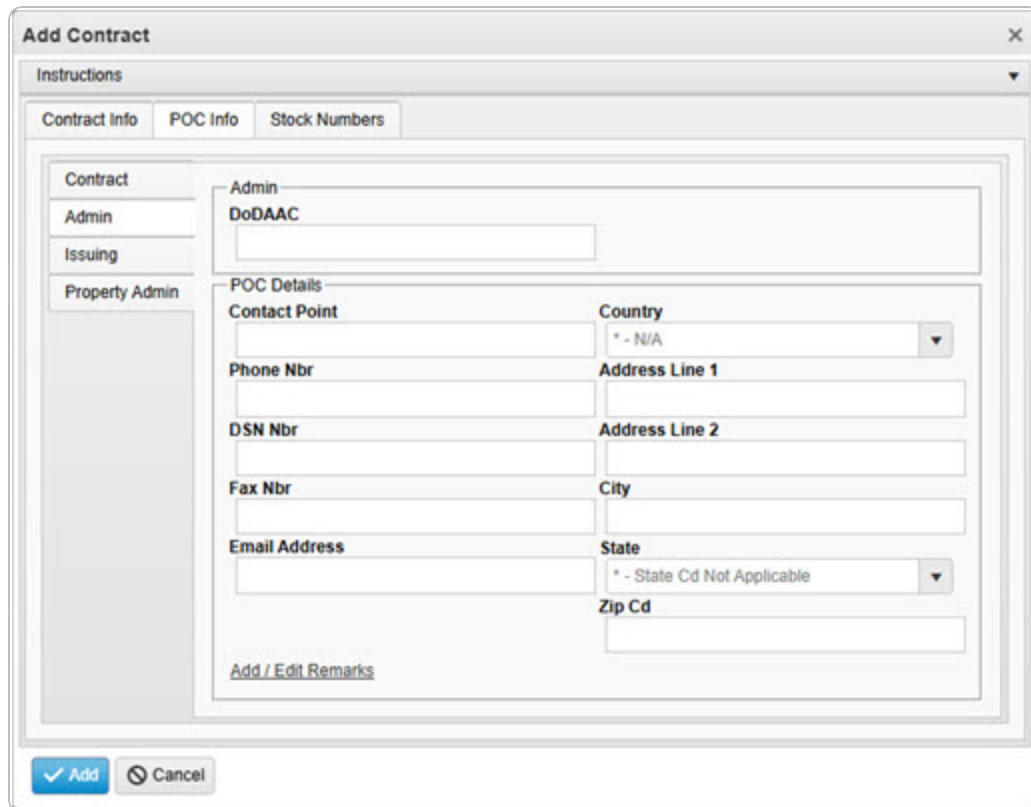


Select . The copied Contract record is saved, and appears in the Contract results grid.

**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

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr



City


Email Address

State

Zip Cd

Add / Edit Remarks

 Add  Cancel

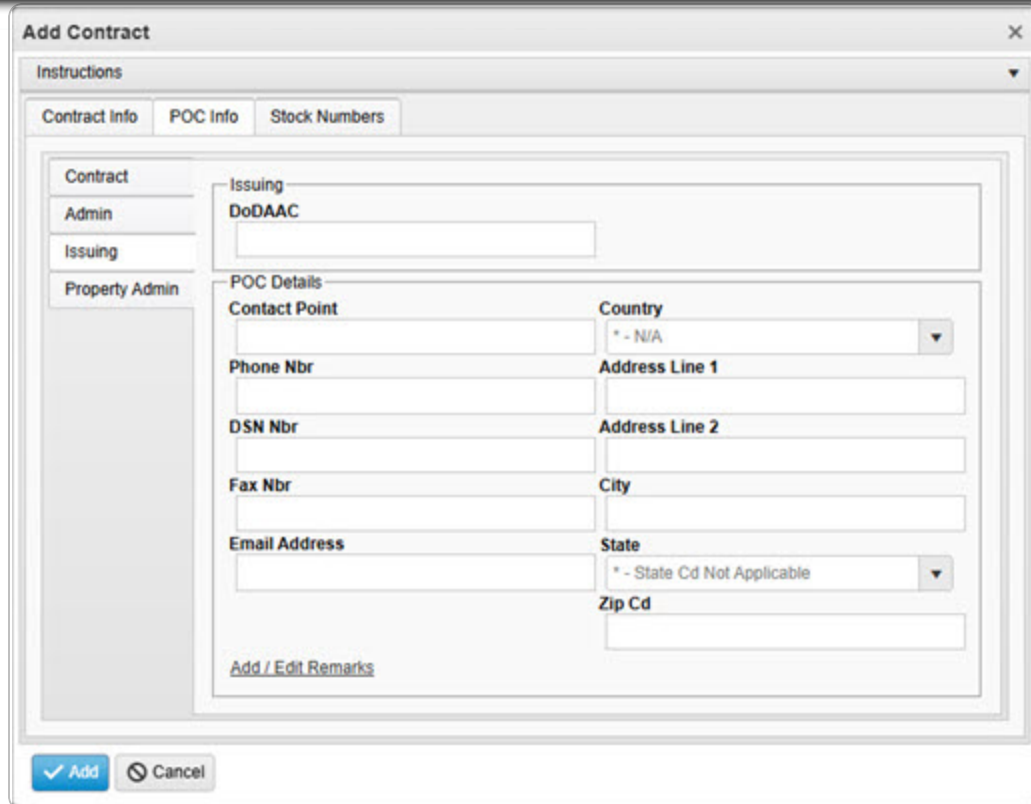
Select . The copied Contract record is saved, and appears in the Contract results grid.

**OR**


C.

Verify the information in the Issuing POC Details section.





The screenshot shows a web application window titled "Add Contract". It has a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are three tabs: "Contract Info", "POC Info", and "Stock Numbers". The "Contract Info" tab is active. On the left side of the form is a vertical sidebar with four buttons: "Contract", "Admin", "Issuing", and "Property Admin". The main area of the form is divided into two sections. The top section is labeled "Issuing" and contains a "DoDAAC" text input field. The bottom section is labeled "POC Details" and contains several fields: "Contact Point", "Country" (a dropdown menu with "\* - N/A" selected), "Phone Nbr", "Address Line 1", "DSN Nbr", "Address Line 2", "Fax Nbr", "City", "Email Address", "State" (a dropdown menu with "\* - State Cd Not Applicable" selected), and "Zip Cd". At the bottom of the "POC Details" section is a link that says "Add / Edit Remarks". At the very bottom of the form are two buttons: a blue "Add" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.

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.






### Add Contract

Instructions

Contract Info   POC Info   Stock Numbers

<b>Contract</b>	<b>POC Details</b>	
Admin	<b>Contact Point</b>	<b>Country</b>
Issuing	<input type="text"/>	* - N/A
Property Admin	<b>Phone Nbr</b>	<b>Address Line 1</b>
	<input type="text"/>	<input type="text"/>
	<b>DSN Nbr</b>	<b>Address Line 2</b>
	<input type="text"/>	<input type="text"/>
	<b>Fax Nbr</b>	<b>City</b>
	<input type="text"/>	<input type="text"/>
	<b>Email Address</b>	<b>State</b>
	<input type="text"/>	* - State Cd Not Applicable
		<b>Zip Cd</b>
		<input type="text"/>

[Add / Edit Remarks](#)

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





## Delete a Contract

### Navigation

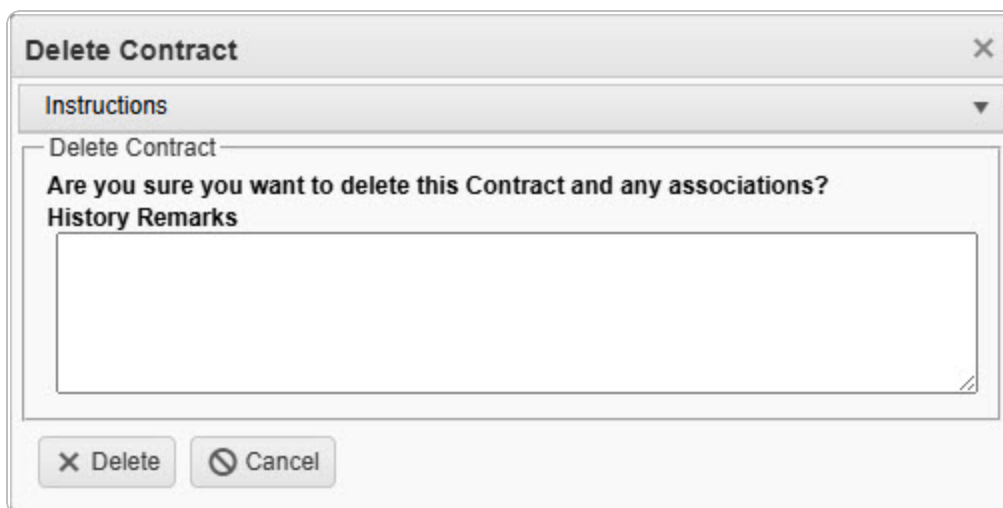
MASTER DATA MGMT > Contract >  (desired record) >  > Delete Contract pop-up window

### 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.*



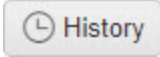
3. Select . *The Contract record is removed from the Results grid.*






## View the Contract History


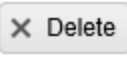
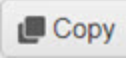
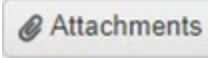
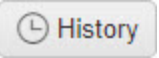
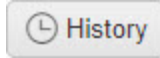
### Navigation

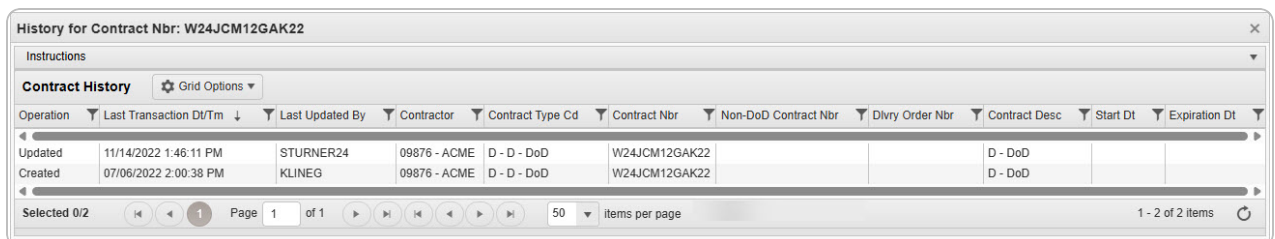
MASTER DATA MGMT > Contract >  (desired record) >  > History for CONTRACT NBR pop-up window

### Procedures


#### View the Contract History

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

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



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		

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

