



Contractor

Overview

The Warehouse Management module Contractor process provides the ability to add, update or delete Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

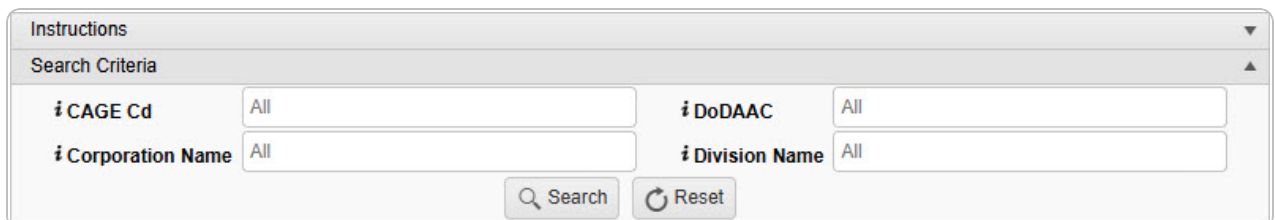
MASTER DATA MGMT > Contractor > Contractor page

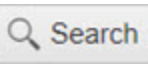
Procedures

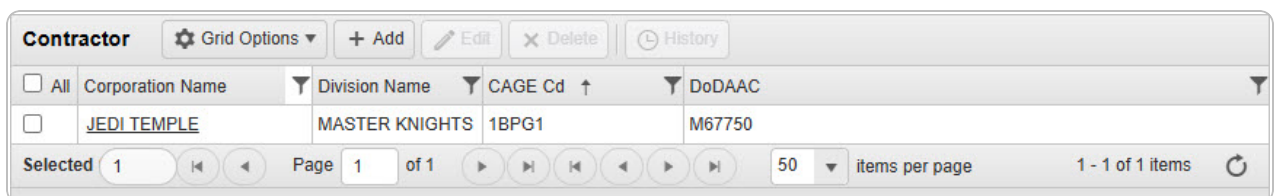
Search for a Contractor

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



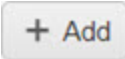
2. Select . The Search Results are displayed in the Contractor grid.






Add a Contractor

Navigation

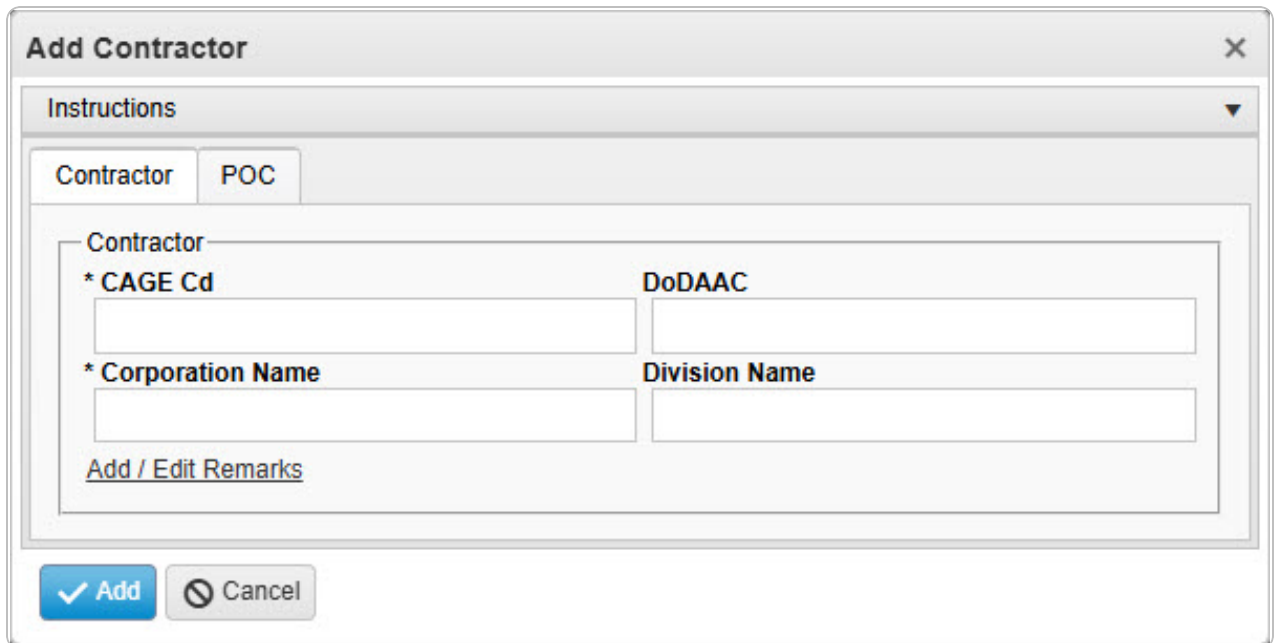
MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

Procedures

Add a Contractor

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

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

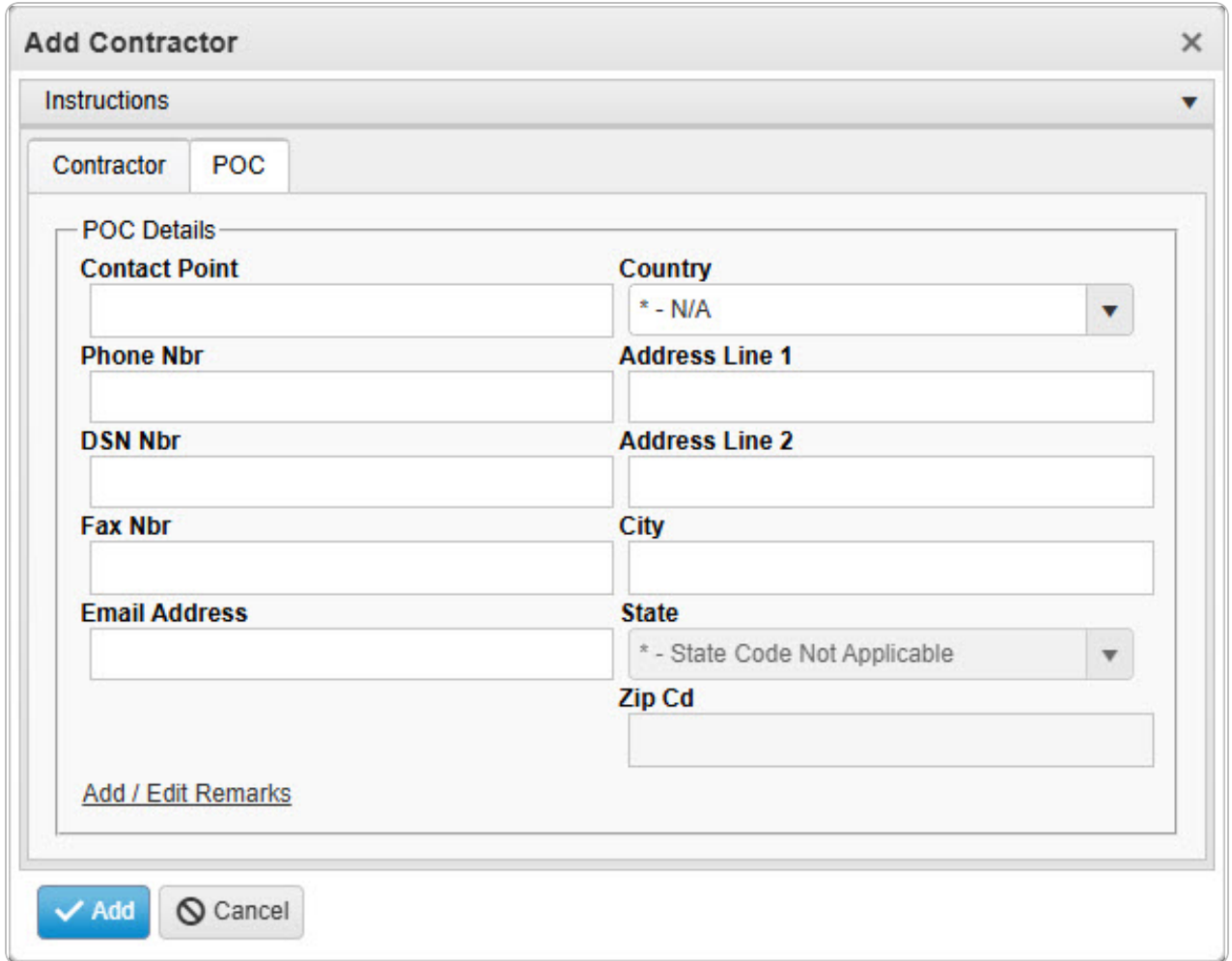


- A. Enter the CAGE CD in the field provided. *This is a 5 character field.*
- B. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*





2. Select the **POC** tab.



Add Contractor

Instructions

Contractor POC

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Code Not Applicable

Zip Cd

[Add / Edit Remarks](#)

✓ Add Cancel

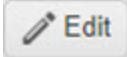
3. Select . The **Add Contractor** pop-up window closes, and the new Contractor is highlighted in green.





Update a Contractor

Navigation

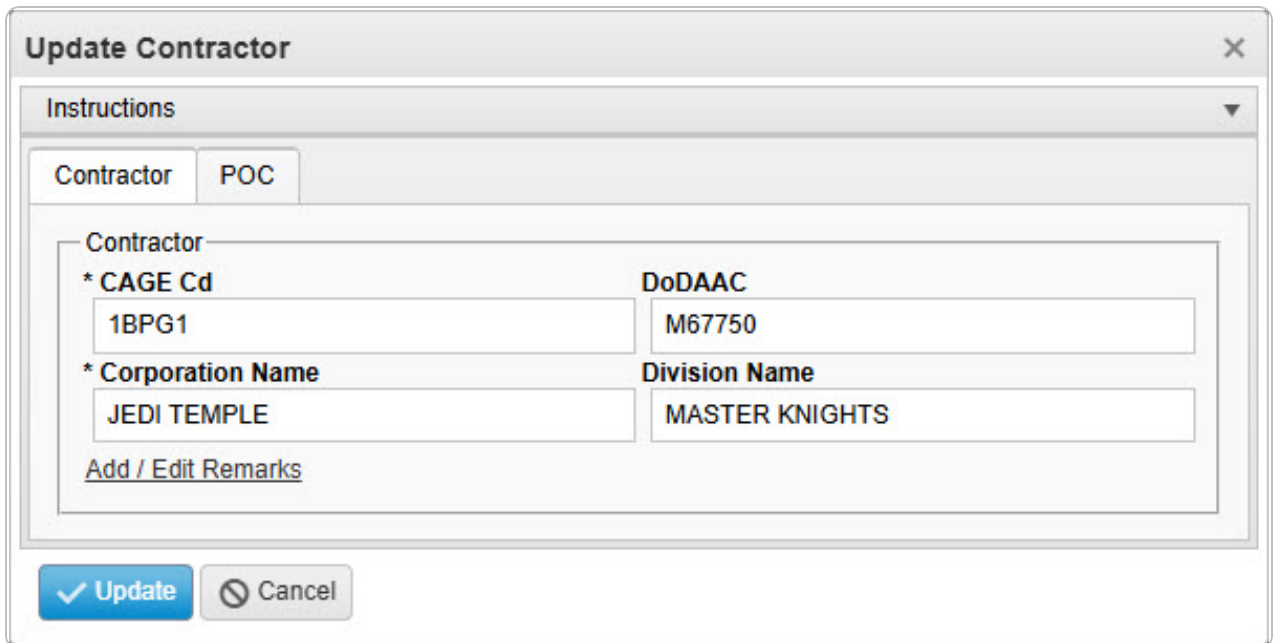
MASTER DATA MGMT > Contractor >  > Update Contractor pop-up window

Procedures

Update a Contractor

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

1. Select . The **Update Contractor** pop-up window displays, with the Contractor Tab available.



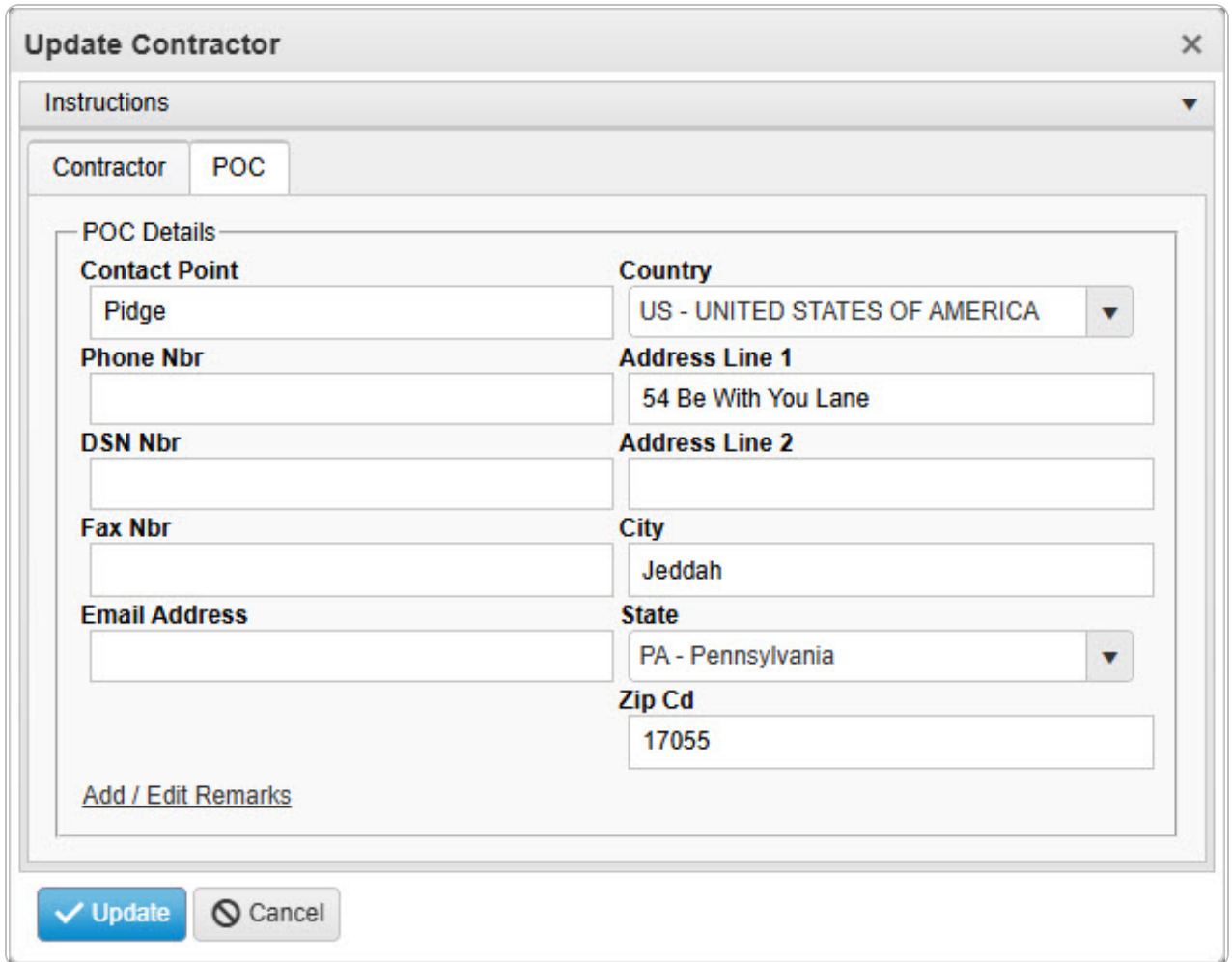
- A. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 character field.*





Help Reference Guide

- B.** Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
2. Select the **POC** tab.



3. Select . The **Update Contractor** pop-up window closes, and the revised Contractor is highlighted in green.





Delete a Contractor

Navigation

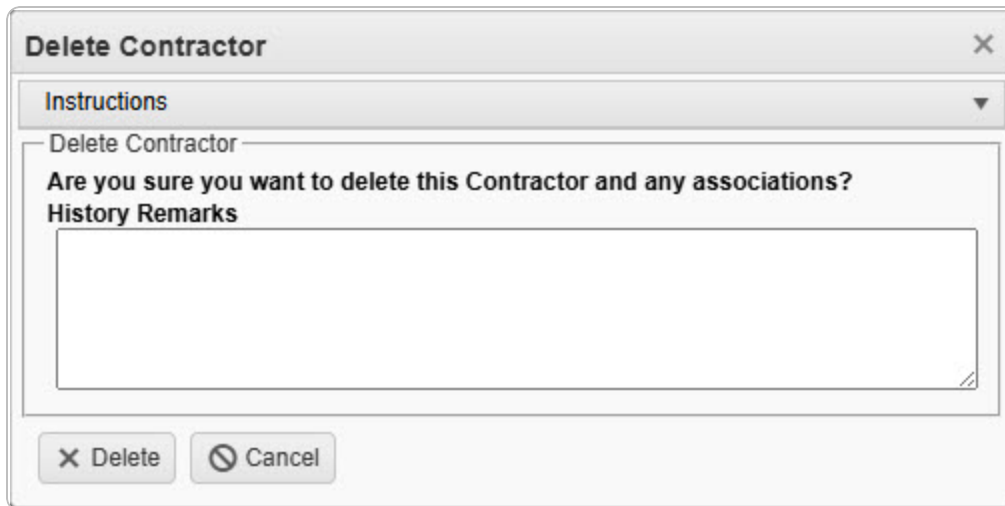
MASTER DATA MGMT > Contractor >  > Delete Contractor pop-up window

Procedures

Delete a Contractor

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

1. Select  next to the desired entry. The **Delete Contractor** pop-up window appears.



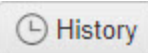
2. Select  The Contractor record is removed from the Results grid.





View a Contractor History

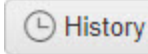
Navigation

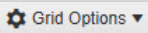
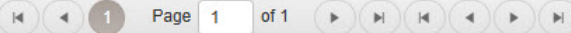
MASTER DATA MGMT > Contractor >  > Contractor History pop-up window

Procedures

View the History of a Contractor Record

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

1. Select . The **Contractor History** pop-up window displays.

History for Contractor JEDI TEMPLE							
Instructions							
Contractor History 							
Operation	Last Transaction Dt/Tm	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC	
Updated	05/01/2017 12:47:43 PM	ELLIOTTCL1	JEDI TEMPLE	MASTER KNIGHTS	1BPG1	M67750	
Created	02/10/2017 11:42:09 AM	GILLETTEJ1	JEDI TEMPLE	MASTER KNIGHTS	1BPG1	M67750	
Selected 0/2  Page 1 of 1  50 items per page 1 - 2 of 2 items							

