



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

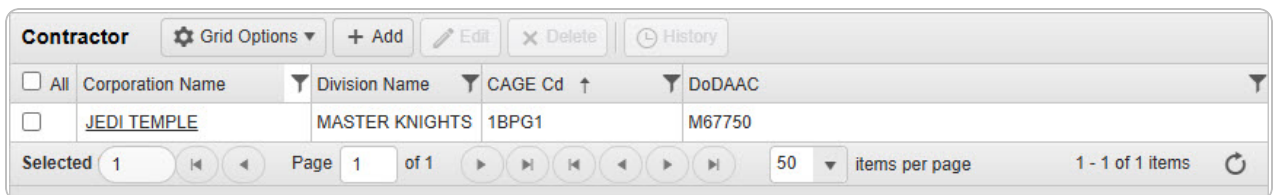
Search for a Contractor

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.

- In the Search Criteria box, narrow the results by entering one of the following optional fields.



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



Contractor				
<input type="checkbox"/>	Corporation Name	Division Name	CAGE Cd	DoDAAC
<input type="checkbox"/>	JEDI TEMPLE	MASTER KNIGHTS	1BPG1	M67750

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Add a Contractor

Navigation

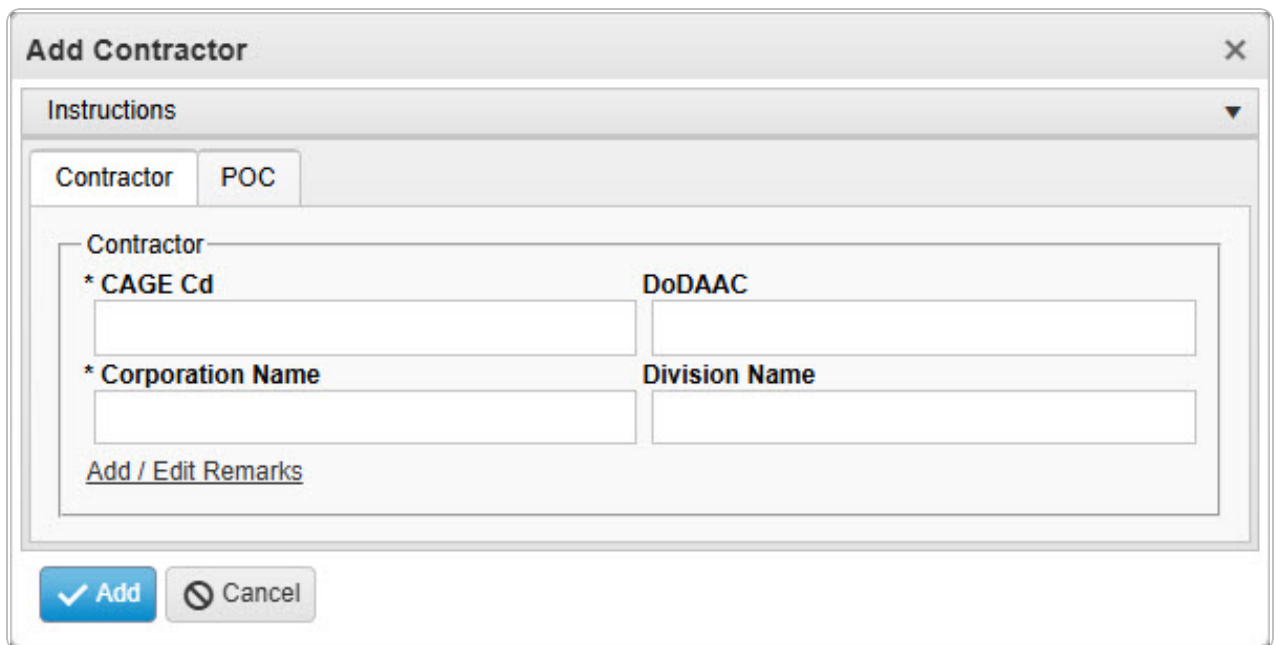
MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

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.

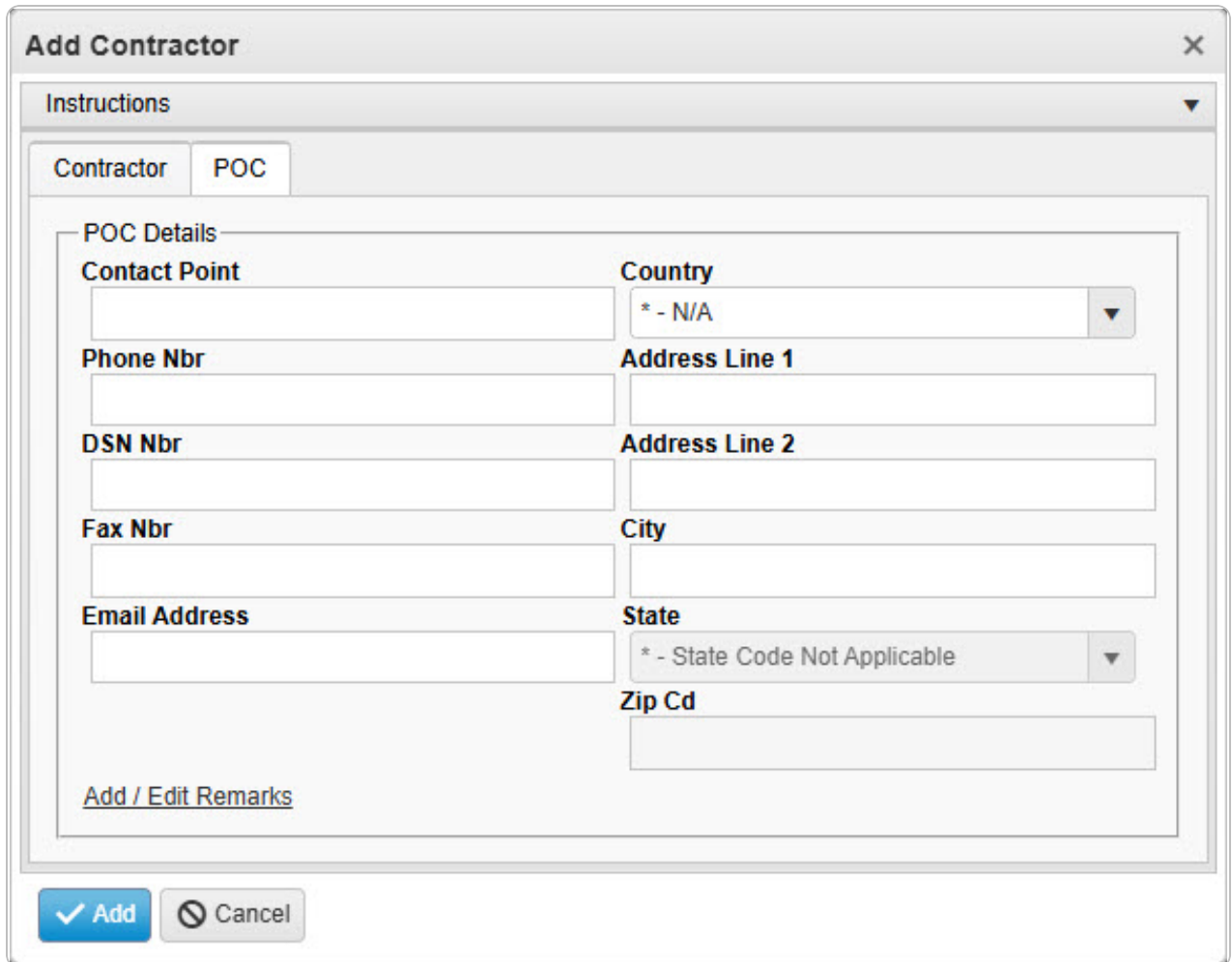


- A. Enter the CAGE CD in the field provided. *This is a 5 character field.*
- B. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*





2. Select the **POC** tab.



The screenshot shows a window titled "Add Contractor" 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: "Contractor" and "POC", with "POC" being the active tab. The main content area is titled "POC Details" and contains the following fields:

Contact Point	Country
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State
	Zip Cd

At the bottom of the form is a text field labeled "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).

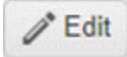
3. Select . The **Add Contractor** pop-up window closes, and the new Contractor is highlighted in green.






Update a Contractor

Navigation

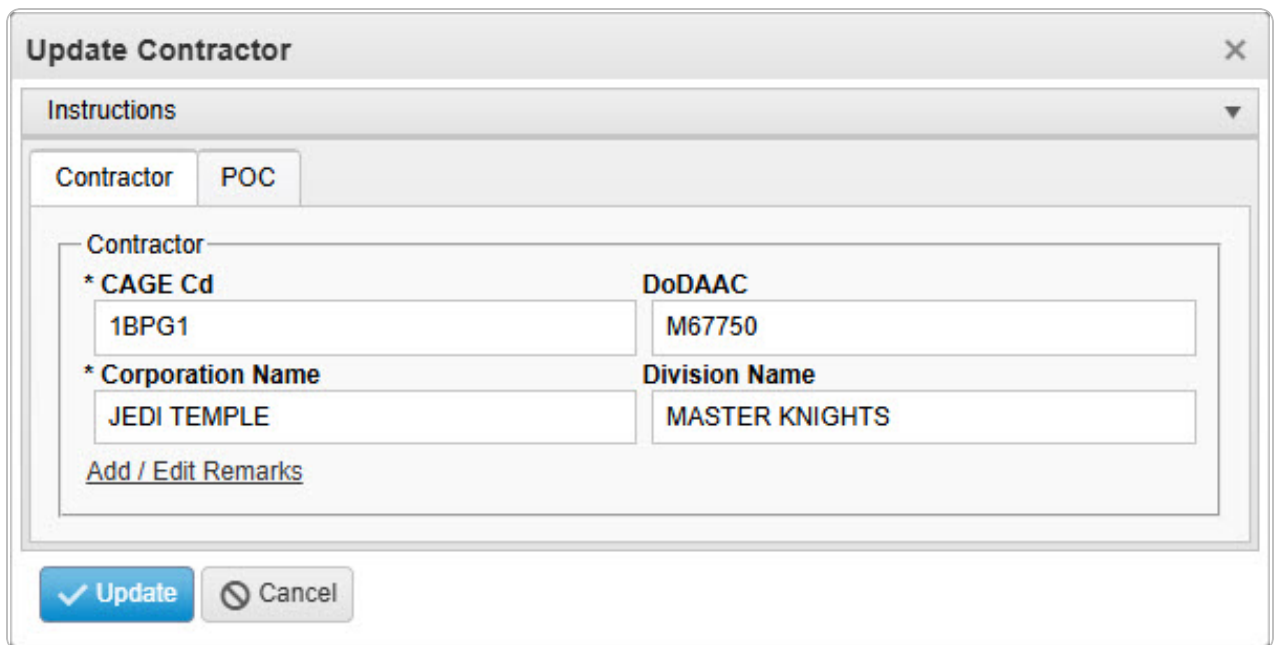
MASTER DATA MGMT > Contractor >  > Update Contractor pop-up window

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.



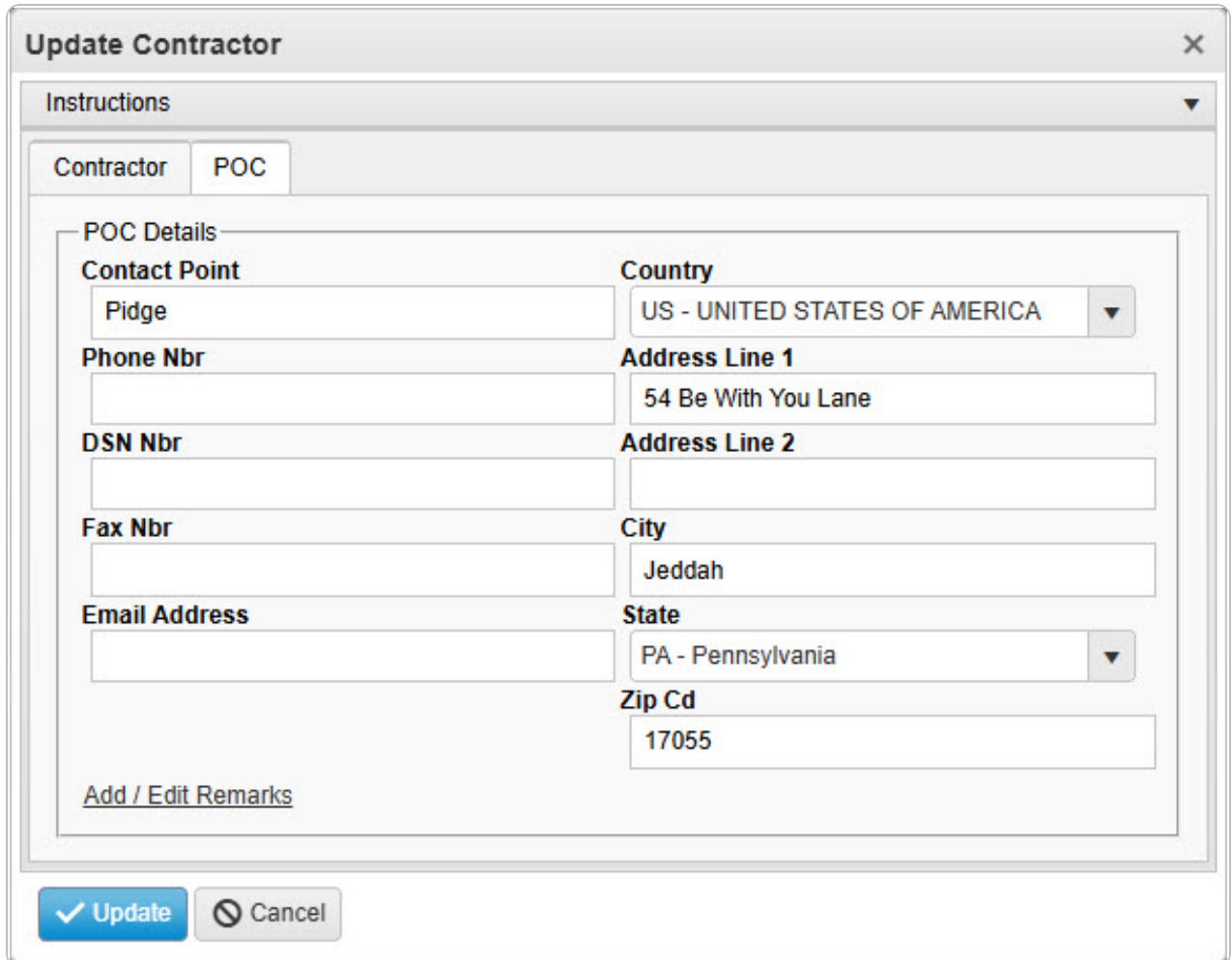
Instructions	
Contractor	POC
Contractor	
* CAGE Cd 1BPG1	DoDAAC M67750
* Corporation Name JEDI TEMPLE	Division Name MASTER KNIGHTS
Add / Edit Remarks	

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





- 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

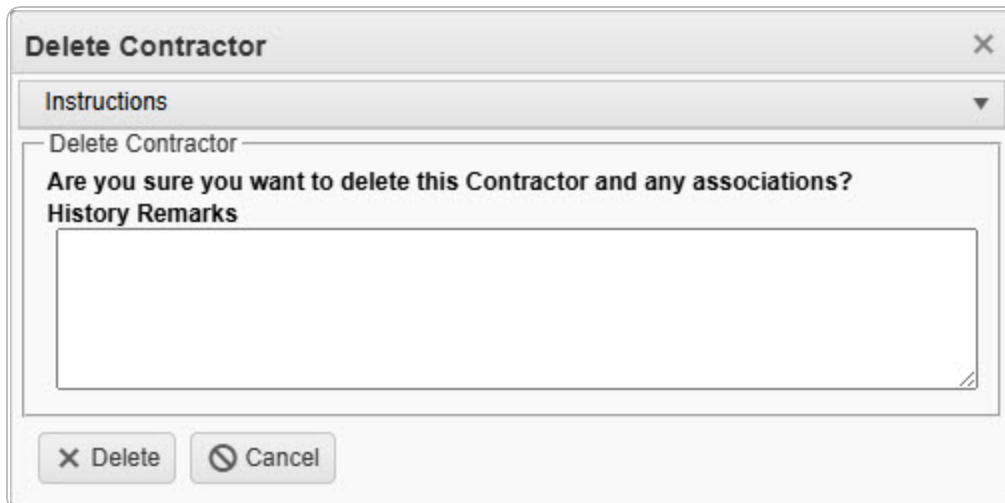
MASTER DATA MGMT > Contractor >  > Delete Contractor pop-up window

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.



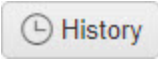
2. Select  The Contractor record is removed from the Results grid.






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

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